

# Supplier Code of Conduct

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## INTRODUCTION

- Sustainability is an integral part of Beltrami Linen srl's business strategy. This is a goal that Beltrami Linen srl is striving to achieve together with all its stakeholders, by sharing challenges and solutions as well as processes of common growth and continuous improvement.
- Beltrami Linen srl's relationship with its suppliers, who are extremely important stakeholders, is based on the principles of legality, transparency, fairness, trust and cooperation.
- The purpose of the supplier code of conduct is to foster ever-closer cooperation in order to strengthen these principles. This is achieved by building a supply chain together committed not only to the quality of products or services, but also to the environment and the social and working conditions in which the products or services being supplied are conceived and produced.
- Beltrami Linen srl therefore invites all its suppliers to share and implement the principles expressed in this code of conduct, compliance with which will constitute an increasingly important component in the supplier selection and evaluation process.
- Where the supplier has its own code of ethics or code of conduct similar to this one, after due evaluation by Beltrami Linen srl, such a code may be accepted in lieu of this supplier code of conduct.

## PURPOSE

- By means of this supplier code of conduct - henceforth referred to as the "code" - Beltrami Linen srl undertakes to enter on a journey with its suppliers towards building a socially, environmentally and economically sustainable supply chain.

## SCOPE OF APPLICATION

- This code shall be valid for all suppliers of Beltrami Linen srl.
- The signing of new supply contracts or the renewal of existing contracts with Beltrami Linen srl shall entail the sharing of this code as an integral and indispensable part thereof.

## GENERAL TERMS AND CONDITIONS

Beltrami Linen srl undertakes to comply with the law wherever it conducts its business activities. Similarly, suppliers shall undertake to comply with all applicable laws, regulations and contractual agreements, as well as generally recognised technical regulations and standards. They will also strive to communicate the principles outlined in this code to their supply chain.

Suppliers are encouraged to implement the necessary mechanisms to identify, determine and manage risks in all areas covered by this code and to comply with all applicable legislative requirements.

Suppliers are encouraged to continuously improve the suitability, adequacy and effectiveness of their sustainability policies through appropriate measures.

They are also expected to maintain appropriate documented information that demonstrates the sharing and implementation of the values expressed in this code. Subject to agreement with the supplier, Beltrami Linen srl reserves the right to conduct audits related to the implementation of the principles set forth in the code.

The latest version of this code can be downloaded from [www.beltrami.it](http://www.beltrami.it)

## **ETHICS**

### **INTEGRITY IN BUSINESS**

To meet their social responsibilities, suppliers are required to conduct their business ethically and act with integrity. As such, they are required not to practice or tolerate any kind of bribery, corruption, extortion or embezzlement.

Suppliers undertake not to offer or accept from their business partners bribes or other illegal inducements.

Suppliers may not offer Beltrami Linen srl employees gifts or other personal benefits that are a direct result of their supply relationship.

### **FAIR COMPETITION**

Suppliers are expected to conduct their activities in line with the principles of fair competition and in compliance with all applicable anti-trust laws.

For its part, Beltrami Linen srl will foster transparent and fair supplier selection processes.

Suppliers shall be evaluated for the quality and price of their products or services and shall be treated fairly.

In addition, Beltrami Linen srl shall not disseminate misleading information regarding suppliers and their products or services.

### **INTELLECTUAL PROPERTY**

Suppliers undertake to protect and make appropriate use of sensitive and confidential information (e.g., prices, costs, technical characteristics of products or information subject to specific confidentiality agreements) that comes into their possession and to ensure that Beltrami Linen srl's intellectual property rights are protected.

Suppliers are required to take all necessary measures in their areas of responsibility to ensure that Beltrami Linen srl's products, their components or raw materials, as well as related know-how, do not fall into the hands of counterfeiters or leave the legal supply chain.

Conversely, sensitive information obtained from suppliers will be considered fully confidential by Beltrami Linen srl under all circumstances and will not be shared with competitors.

## **WORK**

### **REJECTION OF FORCED AND CHILD LABOUR**

Providers undertake not to use forced, bonded or coerced labour.

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Suppliers shall not use any kind of child labour in their supply chain or business activities, in accordance with the founding standards of the ILO (International Labour Organization) and the principles of the United Nations Global Compact.

## **DIVERSITY AND INTEGRATION**

Fair treatment of all employees must be one of the founding principles of the supplier's corporate policy, which undertakes to reject any form of discriminatory treatment with reference to: race, nationality, gender, age, physical characteristics, social origin, disability, political or religious orientation, marital status, pregnancy status, sexual orientation or any other criteria illegal under applicable law.

## **FAIR TREATMENT AND WORKING HOURS**

Suppliers undertake to ensure that no inhumane treatment of any kind takes place in the workplace of employees, and that employees are not subjected to threats, harassment, sexual abuse, torture or corporal punishment, duress or mental or physical abuse.

Suppliers are required to provide employees with fair wages suitable for ensuring an adequate standard of living for employees and their families. Without exception, suppliers shall guarantee their employees wages in accordance with the laws in force in their respective countries.

Beltrami Linen srl also encourages suppliers to provide their employees with adequate training and educational opportunities.

Suppliers are required to legally and properly administer employee labour contracts in compliance with relevant labour legislation.

## **FREEDOM OF ASSOCIATION**

Suppliers undertake to have an open and constructive dialogue with their employees and union representatives.

In accordance with national and/or local laws, suppliers shall respect the right of their employees to freely associate, join trade unions, have representatives, join workers' works councils and participate in collective bargaining.

Suppliers shall not penalise employees acting as employee representatives.

## **QUALITY, HEALTH, SAFETY AND ENVIRONMENT**

### **QUALITY REQUIREMENTS**

Suppliers undertake to comply with the generally recognised qualitative and technical requirements agreed upon in the contract in order to provide goods and services that are safe for their intended use and which adequately meet the needs of Beltrami Linen srl.

### **SAFETY**

Suppliers undertake to comply with national quality, health, safety and environmental regulations and to obtain, maintain and update all necessary permits, licences and registrations.

Suppliers shall apply these good quality, health and safety practices throughout the entire supply chain and ensure the integrity of each shipment bound for Beltrami Linen srl from place of origin to destination, including all intermediate stages.

## **PRODUCT SAFETY**

For all hazardous substances, suppliers shall provide safety data sheets containing all necessary and relevant safety information, as required by current legislation and the Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH) regulation.

## **OCCUPATIONAL HEALTH AND SAFETY**

Suppliers undertake to protect employees from the risks that may arise in their work activities and from strenuous tasks in the workplace, as well as from the risks associated with the infrastructure used by employees.

Suppliers shall ensure appropriate actions (checks, procedures, preventive maintenance) are taken to limit health and safety risks in the workplace. Where risks cannot be adequately controlled by such means, suppliers undertake to provide employees with appropriate personal protective equipment.

Safety information pertaining to hazardous materials - including compounds in intermediate products - will be provided in order to educate, train and protect workers from risks.

## **PROCESS SAFETY**

Suppliers are required to actively address all issues pertaining to the safety of production processes and issues pertaining to products and their potential environmental impact during all stages of the production process.

## **EMERGENCY MANAGEMENT, RISK INFORMATION AND TRAINING**

Suppliers undertake to identify possible and potential emergency scenarios in the workplace, as well as to minimise the risk of their occurrence. They further undertake to provide safety information on identified risks by training employees to ensure they are adequately protected.

## **ENVIRONMENTAL PROTECTION AND RESOURCE CONSERVATION**

Suppliers shall adopt systems to ensure that the handling, transport, storage, recycling, reuse or management of waste, and the management of emissions into the atmosphere and wastewater, are conducted in a safe manner that complies with applicable legislation in the applicable country.

Suppliers are also required to use natural resources (e.g., water, energy sources, raw materials) sparingly and reasonably in order to mitigate the impact of their processes on the planet's resources.

Suppliers also undertake to develop and use products with limited environmental impact and processes that reduce energy consumption and greenhouse gas emissions.

## **BUSINESS MANAGEMENT SYSTEMS**

### **LEGAL REQUIREMENTS**

- Suppliers undertake to comply with applicable laws, regulations, contractual agreements and generally recognised standards.

### **COMMUNICATING SUSTAINABILITY CRITERIA TO THE SUPPLY CHAIN**

- Suppliers are encouraged to communicate the principles outlined in this code to their supply chain.

### **RISK MANAGEMENT**

- Suppliers are required to implement the necessary mechanisms to identify and manage risks in the areas covered by this code, while complying with applicable legislative requirements.

### **AUDITS**

- Suppliers are encouraged to maintain appropriate documented information demonstrating the sharing and implementation of the values expressed in this code. Subject to specific agreement with the supplier, Beltrami Linen srl reserves the right to conduct audits.
- Should the audit findings show that the supplier does not comply with the form and substance of this code, Beltrami Linen srl reserves the right to implement, together with the supplier, the appropriate improvement measures.

### **CONTINUOUS IMPROVEMENT**

Suppliers are encouraged to continuously improve their sustainability performance by implementing the appropriate measures.

### **REPORTS FOR CORRECTIVE ACTION**

Suppliers may report breaches of this code or any unethical behaviour by Beltrami Linen srl employees in complete confidentiality to the Beltrami Linen srl ethics committee by emailing [info@beltrami.it](mailto:info@beltrami.it), or through the communication channels on the website: [www.beltrami.it](http://www.beltrami.it)