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# Guidelines for Sustainable Business Practices

## Introduction

Menigo Foodservice AB is committed to sustainability and transparency in the supply chain. Therefore, we work with suppliers who share our vision of a sustainable supply chain and business practices. This is a prerequisite for contributing to improved living conditions for people and for reducing our impact on the climate, the environment, and human health.

To enhance business ethics, improve working conditions, and increase environmental responsibility, collaboration must occur between Menigo Foodservice AB and the supplier. This collaboration is expected to be marked by honesty and engagement.

The Guidelines for Sustainable Business Practices apply to all suppliers of goods and services to Menigo Foodservice AB and its subsidiaries (hereafter referred to as "Menigo"). Menigo's suppliers are expected to act in accordance with this guideline by striving to meet its requirements, disseminating information about this guideline, and ensuring compliance within their own organizations as well as by their suppliers and subcontractors. Suppliers are required to conduct a due diligence process in accordance with the OECD's guidelines for human rights due diligence. As a supplier to Menigo, a risk assessment must be carried out of the entire supply chain based on the Guideline for Sustainable Business Practices. The supplier and its subcontractors are expected to demonstrate their adherence to this guideline.

The Guidelines for Sustainable Business Practices are based on internationally recognized UN frameworks and ILO conventions and establish minimum standards. National legislation must be respected in supplier countries. Where international law and national legislation address the same issues as these guidelines, the highest standard should be applied.

Menigo is part of Sysco Group. This guideline complements Sysco's Global Supplier Code of Conduct (<https://sysco.com/Suppliers/Supplier-Partnerships/Supplier-Resources.html>).

## 1. Forced Labor/Slave Labor

*ILO Conventions No. 29 and 105*

- 1.1. There shall be no form of forced labor, slave labor or involuntary work.
- 1.2. Workers shall not be required to hand over deposits or identity documents to their employer and are entitled to resign their positions without delay.

## 2. Union Organizing and Collective Bargaining

*ILO Conventions No. 87, 98, 135, and 154*

- 2.1. Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively. Employers must not interfere, hinder, or counteract union organizing or collective negotiations.
- 2.2. Union representatives shall not be discriminated against or hindered in performing their union duties.
- 2.3. Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace.
- 2.4. If the right to freedom of association and/or collective bargaining is restricted by law, employers should facilitate and not hinder alternative mechanisms for free and independent organization and negotiation.

## 3. Child Labor

*UN Convention on the Rights of the Child, ILO Conventions No. 138, 182, and 79, ILO Recommendation No. 146*

- 3.1. The minimum age for workers should not be less than 15 years and should align with:
  - the national minimum age for employment, or
  - the minimum age for compulsory schooling
  - the highest age applicable. If the local minimum age is 14 years in accordance with the exception in ILO Convention 138, this may be accepted.
- 3.2. New recruitment in violation of the above minimum age should not occur.
- 3.3. Children under 18 years should not perform work that jeopardizes their health, safety, or morals, including night work.
- 3.4. Action plans should be established to promptly eliminate child labor that contravenes ILO Conventions 138 and 182. These plans must be documented and communicated to relevant staff and stakeholders. Support measures should be initiated to provide children with educational opportunities until they are no longer of school age.

## 4. Discrimination

*ILO Conventions No. 100 and 111 and the UN Conventions Against Discrimination*

- 4.1. Discrimination in terms of employment, compensation, training, promotion, termination, or retirement based on ethnicity, caste, religion, age, disability, gender, marital status, sexual orientation, union work, or political affiliation is prohibited.
- 4.2. Protections must be established against sexual, threatening, abusive, or exploitative behavior, and against discrimination or unreasonable termination, e.g., due to marriage, pregnancy, parental status, or HIV status.

## 5. Violence and Harassment

*UN Declaration of Human Rights*

- 2.1. Physical abuse, maltreatment, punishment, or threats thereof are prohibited. This also includes sexual or other assaults and other forms of humiliation.

## **6. Health, Work Environment, and Safety**

*ILO Convention No. 155 and Recommendation No. 164*

- 6.1. Measures must be taken to ensure a safe and healthy working environment for employees. Hazardous chemicals and other substances must be handled properly. Necessary measures should be taken to prevent and minimize accidents and health injuries resulting from, or related to, workplace conditions.
- 6.2. The supplier must ensure that work environment efforts are systematic so that risks can be identified, assessed, and prevented, and this should be done in dialogue with the workers.
- 6.3. Workers should receive regular and documented health and safety training. Health and safety training should be repeated for newly hired and relocated workers.
- 6.4. Workers should have access to hygienic and clean sanitary facilities and clean drinking water. If possible, the employer should also offer facilities for safe food storage.
- 6.5. If the employer provides accommodation, it should be clean, safe, sufficiently ventilated, and with access to clean sanitary facilities and drinking water.

## **7. Wages**

*ILO Convention No. 131*

- 7.1. Workers' wages for a standard workweek must meet either national minimum wages or industry standards, whichever is higher. The wage should ideally cover basic needs and allow for some savings.
- 7.2. Conditions and payment terms for wages should be clearly agreed in writing at the start of employment and be understandable to the worker.
- 7.3. Deductions from wages as a form of disciplinary action are prohibited.

## **8. Working Hours**

*ILO Conventions No. 1 and 14*

- 8.1. Working hours must comply with national legislation or industry standards and must not exceed the limits set by relevant international conventions. Generally, normal working hours per week should not exceed 48 hours.
- 8.2. Workers shall be provided with at least one day off in every seven-day period.
- 8.3. Overtime work should be limited and voluntary and should only be used in special circumstances. The recommended maximum overtime is 12 hours per week, thus a total working time of 60 hours per week. Exceptions to this rule can be accepted if they are regulated in collective agreements or national law.
- 8.4. Workers must always receive overtime compensation for hours worked beyond normal working hours (see section 8.1 above), at least in accordance with applicable laws.

## 9. Secure Forms of Employment

*ILO Convention No. C175*

- 9.1. Commitments to employees, in line with international conventions, national laws, and regulations concerning secure employment, should not be circumvented by short-term contracts (e.g., contract workers and day laborers), subcontractors, or other employment arrangements.
- 9.2. Every worker should have an employment contract in a language they understand.
- 9.3. Apprenticeship programs should be clearly defined in terms of duration, content, and responsibilities.

## 10. Marginalized Communities

*ILO Convention No. C169*

- 10.1. The production and use of natural resources must not lead to the destruction of the livelihoods and resource bases of indigenous peoples or other marginalized communities. This includes avoiding large-scale land seizures or the irresponsible use of water and other natural resources that these populations rely on.

## 11. Environment and Climate

- 11.1. Measures should be implemented to reduce negative impacts on health and the environment throughout the entire value chain. This involves minimizing emissions into air, soil, and water, and promoting efficient and sustainable use of resources, including energy and water usage. The local environment around the production site should not be damaged by pollutants.
- 11.2. Greenhouse gas emissions in production or transportation should be minimized.
- 11.3. National environmental legislation and regulations must be complied with and relevant emission permits should be obtained.
- 11.4. The use of harmful chemicals and pesticides should be minimized.
- 11.5. Biodiversity should be protected and promoted.

## 12. Corruption

*UN Convention Against Corruption*

- 10.1. All forms of bribery are unacceptable, such as using alternative channels or means to secure illegal private or work-related benefits for clients, agents, contractors, suppliers, their employees, and government officials/men/women.

## 13. Compliance and Control

- 10.1. To ensure our requirements are met, the value chain is monitored through:
  - Approved contractual annexes including guidelines for sustainable business practices.
  - Risk assessment based on factors such as product, country of production, and certifications.

- Risk-based monitoring via the collection of certificates, self-assessment forms, and supplier audits.

13.2. If non-compliance with our guidelines is identified, we will collaborate with the supplier to develop an action plan to ensure effective corrective measures. If the supplier fails or refuses to make improvements within an agreed period, Menigo may temporarily suspend or terminate the business relationship.