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# **Suppliers Code of Conduct**

### 1 INTRODUCTION

At Koa, we are building a business that empowers rural communities in West Africa to create significant added value to the global food system by applying innovative processes to turn plant-based resources into unique taste experiences and positive impact. Through innovation we have unlocked a new decentralised value chain around the cocoa pulp.

We are the very first company to extract the cocoa pulp and its fruit juice in close cooperation with smallholders in West Africa. The pulp extraction reduces food waste while its processing by Koa provides farmers with an additional income. At the same time, a unique and versatile ingredient is brought to the culinary market. Through innovation we are trying to build a business that creates real impact while being sustainable on the Triple Bottom Line: People, Planet, Profit.

The Triple Bottom line is the backbone of our business model and deeply rooted into why the founders have started Koa back in 2017. An active commitment to conducting business in an ethical, legal, environmentally and socially responsible manner was deeply incorporated into the organisation's governance structure, its code of conduct and corporate identity.

We expect similar conduct from our partners and suppliers.

#### 2 SCOPE

#### 2.1 Who has issued the Code of Conduct for Suppliers?

The board of directors of Koa Switzerland AG (KSAG) and Koa Impact Ghana Ltd (KIGL). Hereinafter jointly as a group 'Koa'.

#### 2.2 Who must follow the Code of Conduct?

This Code applies to material suppliers including contractors engaged by Koa either directly or indirectly to provide products and services to, for or on behalf of Koa. To meet social responsibilities, suppliers are expected to conduct their business in an ethical manner, to act with integrity and to adhere to internationally recognized social, environmental and governance standards.

# 2.3 How do we ensure suppliers follow this Code of Conduct?

This Code will be made available to suppliers during initial supplier evaluation or after a contract is awarded, but is also permanently published on our website. Compliance with this Code will be a basis for assessment and selection for a business relationship with Koa.

#### 3 REQUIREMENTS

The requirements expected to be complied with by our suppliers including contractors are as below:

#### 3.1 Policies

Suppliers are expected to know and understand at least the following policy commitments of Koa which are made available on Koa's website (<a href="https://koa-impact.com/">https://koa-impact.com/</a>):



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- Environment and Social Management System (ESMS) Policy
- Responsible Sourcing Policy (Contains Environmentally Preferred Purchasing commitments)

#### 3.2 Compliance with Laws and Human Rights

As a global organisation with legal entities across two continents, we are subject to the laws of different jurisdictions. We are responsible for all the laws that apply to our businesses. Hence, suppliers are to be responsible for complying with laws that applies to their business in their operational areas.

We expect suppliers to respect human rights and make global efforts to protect them, including the support for equal rights, the elimination of sexual harassment, discrimination and maintaining employees' rights to freedom of association and collective bargaining.

Working hours for suppliers' employees will not exceed the maximum set by the applicable national law. Compensation paid to employees will comply with applicable national wage laws and ensure fair compensation and benefits.

#### 3.3 Child Labour and Forced Labour

We do not tolerate child labour and forced labour in our supply chain. Suppliers should avoid any sort of child and forced labour in their business operations consistent with the International Labour Organization's core labour standards and the United Nations Global Compact principles.

#### 3.4 Business Integrity

Suppliers shall conduct their business in accordance with the highest ethical standards and comply with all applicable domestic and international laws and regulations, particularly concerning corruption, bribery, anti-trust / competition, intellectual property, and conflicts of interest. Suppliers are expected not to practice or tolerate any form of corruption, extortion or embezzlement, nor in any form of bribery.

#### 3.5 Diversity and cultural Inclusion

At Koa, diversity is one of our organisation's core values - It is our strength.

Equal treatment of all employees will be a fundamental principle of the supplier's corporate policy. Typical discriminatory treatment takes into consideration – consciously or unconsciously – irrelevant characteristics of an employee such as race, national origin, gender, age, physical characteristics, social origin, disability, union membership, religion, family status, pregnancy, sexual orientation, gender identity, gender expression or any unlawful criterion under applicable law. Suppliers will ensure that their employees are not harassed in any way. Koa encourages suppliers to provide an inclusive and supportive working environment and to exercise diversity when it comes to their employees as well as in their decisions to select subcontractors.

#### 3.6 Health, Safety and Environment

Suppliers will comply with all applicable quality, health, safety and environmental regulations. All required permits, licenses and registrations will be obtained, maintained and kept up-to-date. Suppliers will fulfil their operational and reporting requirements.



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Suppliers will protect the environment and their employees from all forms of hazards as well as risks associated with their work. Suppliers will provide appropriate controls, safe work procedures, preventative maintenance and necessary technical protective measures to mitigate environment, health and safety risks. For major construction contractors, kindly refer to details of HSE requirements in Koa's HSE Manual.

## 3.7 Food Safety

Suppliers of products to be used directly in the production of products are expected to provide regulatory compliant and safe products that will not have any negative impact on Koa products.

#### 3.8 Protection of Sensitive Information

Suppliers will safeguard and make only appropriate use of confidential information and ensure that all employees' and business partners' privacy and valid intellectual property rights are protected.

For the board of directors:

Anian Schreiber

Director and Member of the Board at KSAG

Francis Appiagyei-Poku

Director and Member of the Board at KIGL



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# **Supplier's Declaration**

## THE UNDERSIGNED HEREWITH DECLARES:

- 1. That he/ she has received and acknowledges the content of the Koa's Supplier Code of Conduct and that he/she commits to respect and comply with its principles and requirements.
- 2. That the Code's content will be effectively communicated to all relevant stakeholders of their value chain and that a proper implementation is performed.

Company Name	
Company Address	
Place, Date	
Name	
Function	
Signature	