

Symrise AG & the Global Symrise Group

# **Responsible Sourcing Policy** *and Supplier Code of Conduct*

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May 2023



## Perspectives on Procurement

In our increasingly interconnected world, Symrise is clear in our ambition to be a sustainable and future-oriented business.

For us, sustainability is inextricably linked with economic success, social acceptance and ecological integrity. We expect our suppliers to make a similar connection between all aspects of sustainability, including human rights, and achievement of business goals.

Nature is vital to Symrise's existence. We use some 10,000 raw

materials from over 100 countries for our fragrances, flavors, human and pet food, nutrition, aroma molecules and cosmetic ingredients. Most of our materials are biologically based, originating from a richly diverse environment that is an invaluable source of inspiration and innovation.

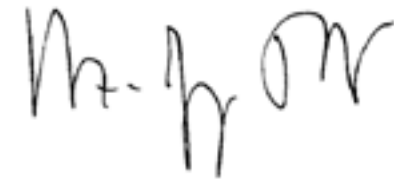
This Symrise Responsible Sourcing Policy and Supplier Code of Conduct – a mandatory framework for our suppliers' practices – marks another advancement in the evolution of our sustainability journey. It reflects our commitment to delivering genuine, positive impact as a signatory to the UN Global Compact, and as a dedicated supporter of the UN Sustainable Development Goals and numerous international and industry standards. The Symrise Code of Conduct, a set of legally binding ethical guidelines for our employees' interaction with suppliers and other stakeholders, also influenced this Policy.

Through this Policy, we are asking suppliers to join us in a communal obligation to respect

every aspect of the ecosystem surrounding us. There may be challenges along the way, but we expect that with concerted effort and cooperation, difficulties will be overcome.

Our supply chain is extensive and complex, and we rely on our business partners to enable us to gain the lifecycle visibility that will encourage responsible behavior throughout. Just as we monitor supplier compliance with this Policy, so, too, do we expect our suppliers to manage their supply chain according to the same high standards.

We are all accountable for the betterment of society and preservation of our natural environment. By wholeheartedly and energetically fulfilling the principles mandated in this Policy, we will, together with our suppliers, make positive contributions to the welfare of current and future generations.



*Dr. Heinz-Jürgen Bertram*  
Chief Executive Officer



## Table of Contents

<b>01 Policy Scope</b>	<b>p. 04</b>
<i>Partners in Procurement Excellence</i>	<i>p. 05</i>
<i>Policy Foundation</i>	<i>p. 06</i>
<b>02 Respect for Human Rights: Workers</b>	<b>p. 07</b>
<i>Fair Treatment and Living Standards</i>	<i>p. 08</i>
<i>Occupational Health and Safety</i>	<i>p. 11</i>
<b>03 Respect for Human Rights: Communities</b>	<b>p. 13</b>
<i>Local Populations</i>	<i>p. 14</i>
<i>Land Rights</i>	<i>p. 15</i>
<b>04 Respect for the Environment</b>	<b>p. 16</b>
<i>Energy, Emissions and Waste</i>	<i>p. 17</i>
<i>Biodiversity and Land, Soil and Water Use</i>	<i>p. 18</i>
<b>05 Respect for Animals</b>	<b>p. 20</b>
<i>Animal Welfare</i>	<i>p. 21</i>
<i>Animal Testing</i>	<i>p. 22</i>
<b>06 Respect for Business Ethics</b>	<b>p. 23</b>
<i>Business Integrity</i>	<i>p. 24</i>
<i>Oversight</i>	<i>p. 26</i>
<b>07 Ensuring Compliance</b>	<b>p. 27</b>
<i>Supplier Assessments</i>	<i>p. 28</i>
<i>Symrise Contacts</i>	<i>p. 29</i>
<b>08 Appendix</b>	<b>p. 30</b>





# 01

## Policy Scope

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# 01

## Policy Scope

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### Partners in Procurement Excellence

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Procurement excellence is deeply embedded in Symrise’s corporate strategy. We specify “sourcing” as one of the sustainability pillars that drives our business and informs the Symrise Responsible Sourcing Policy and Supplier Code of Conduct.

Referred to in this document as the “Policy,” the Symrise Responsible Sourcing Policy and Supplier Code of Conduct covers and clarifies our requirements for supplier and vendor behavior.

This Policy applies explicitly to our direct, Tier One suppliers. Direct suppliers are defined as providers of:

- Raw materials that are used in our manufacturing processes.
- Technical products and services. This encompasses suppliers of materials such as packaging, services such as logistics, and the wide range of goods and services Symrise procures.

We will be assessing Tier One suppliers for compliance with this Policy and seeking their support in using it as a model for the conduct of the entire, interdependent network of participants in our supply chain. While total supply chain sustainability and Policy compliance will take time, we expect direct suppliers to integrate the principles and criteria set out in this Policy into their management systems and procedures, and to encourage their business partners to adopt them.

The overall objective is to ensure sustainable sourcing practices are undertaken throughout the entire value chain. This requires all value chain actors to maintain and share accurate, actionable data on the origin and production methods of all materials sourced. With a mutual commitment and unified approach, Symrise and our suppliers will increase opportunities for complete traceability and assurance of ethical practices and long-term value for all stakeholders.




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#### Quick navigation

- 01 Policy Scope — p. 04*
- 02 Respect for Human Rights: Workers — p. 07*
- 03 Respect for Human Rights: Communities — p. 13*
- 04 Respect for the Environment — p. 16*
- 05 Respect for Animals — p. 20*
- 06 Respect for Business Ethics — p. 23*
- 07 Ensuring Compliance — p. 27*
- 08 Appendix — p. 30*

## Policy Foundation

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Symrise expects our direct suppliers to embrace and implement the standards, principles and criteria defined in this Policy. As basic requirements of the Policy, suppliers must:

- Comply with all applicable local and national laws and regulations of the countries in which they operate.
- Respect all international treaties and regulations relating to their business.
- Align with the tenets of The Symrise Code of Conduct. The Code describes the conduct we require of our own employees and is a building block from which our supplier Policy has evolved.
- Pay particular attention to protecting human rights, especially those of vulnerable groups that are at higher risk of exploitation, harassment or discrimination.
- Focus on protecting and improving the state of the natural environment, including soil, water, the atmosphere and biodiversity.



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### Quick navigation

- [01 Policy Scope — p. 04](#)
- [02 Respect for Human Rights: Workers — p. 07](#)
- [03 Respect for Human Rights: Communities — p. 13](#)
- [04 Respect for the Environment — p. 16](#)
- [05 Respect for Animals — p. 20](#)
- [06 Respect for Business Ethics — p. 23](#)
- [07 Ensuring Compliance — p. 27](#)
- [08 Appendix — p. 30](#)



02

**Respect for  
Human Rights: Workers**

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## 02

**Respect for Human Rights: Workers**

According to the United Nations, “human rights are rights inherent to all human beings, regardless of race, sex, nationality, ethnicity, language, religion, or any other status. Human rights include the right to life and liberty, freedom from slavery and torture, freedom of opinion and expression, the right to work and education, and many more. Everyone is entitled to these rights, without discrimination.”<sup>1</sup>

<sup>1</sup> <https://www.un.org/en/global-issues/human-rights>

In support of human rights, we expect our suppliers to recognize and value every individual. Suppliers are required to treat all employees and other workers in a fair, respectful and equitable manner. Guidance on these requirements is provided in the Universal Declaration of Human Rights, the UN Convention on the Rights of the Child and the Ethical Trading Initiative (ETI) Base Code.

**Fair Treatment and Living Standards****Adequate Wages and Benefits**

All wages and benefits must be adequate, at a minimum, to meet basic living standards. Compensation must meet or exceed national legal and industry benchmarks and must be reviewed and updated when needed to align with significant increases in the cost of living. This is required for full-time, part-time, contract, migrant and occasional workers such as day laborers.

Workers must be paid on a timely basis and receive benefits according to their employment terms. Terms of employment must be provided to each worker in a readily understandable format and language, preferably in writing, and each worker must formally agree to those terms.

Employers must document payments to and deductions from wages. Deductions required by law must be clearly explained and no wage deduction may be taken as a disciplinary measure. Workers must request and agree to any voluntary deductions from wages.

Employee benefits may include but are not limited to family and sick leave, vacation time, medical attention, etc. These should be provided in accordance with local custom and law.

*Quick navigation*

- 01 Policy Scope — p. 04*
- 02 Respect for Human Rights: Workers — p. 07*
- 03 Respect for Human Rights: Communities — p. 13*
- 04 Respect for the Environment — p. 16*
- 05 Respect for Animals — p. 20*
- 06 Respect for Business Ethics — p. 23*
- 07 Ensuring Compliance — p. 27*
- 08 Appendix — p. 30*



## Work Hours and Overtime

Working hours, including overtime, must not exceed the maximum allowed by national and local law. They must align with the worker's employment terms and any collective bargaining agreements. Overtime work must be voluntary on the part of the employee and compensated by the employer at a premium rate.

The typical work week should be limited to no more than 48 hours. Employers may intermittently request that overtime work be performed, and in total, a worker should not exceed 60 hours of work each week. If extraordinary circumstances require additional work time, workers must be allowed compensatory time off. Workers must be given appropriate rest breaks and at least one 24-hour day off per week.

## Voluntary Labor

All work must be performed on a voluntary basis. No compulsory, forced, bonded, indentured or exploitative prison labor is allowed, nor is any form of coercion, deception, human trafficking or slavery. Neither restriction of movement nor retention of identity documents is permitted. Workers must be free to terminate their employment at any time without penalty, if reasonable notice is given per the worker's employment terms.

These rules apply to the employer and their recruiting agencies. In addition, no party associated with recruitment may require workers to pay any fees related to employment. Any fees paid by the worker for recruitment, travel, lodging, passport processing, medical exams, training, personal protective equipment, etc. must be reimbursed in full.



### Quick navigation

01 Policy Scope — p. 04  
 02 Respect for Human Rights: Workers — p. 07  
 03 Respect for Human Rights: Communities — p. 13  
 04 Respect for the Environment — p. 16  
 05 Respect for Animals — p. 20  
 06 Respect for Business Ethics — p. 23  
 07 Ensuring Compliance — p. 27  
 08 Appendix — p. 30

## Child Labor

Child labor in any form is not tolerated and all workers must be over the age of 15. If the minimum working age specified in local laws is more than 15, workers must meet that requirement. Employers must maintain verifiable records confirming the age of each worker.

All workers must be older than the minimum age for completing compulsory schooling. Work for those between the ages of 15 and 18 years old may not interfere with their schooling.

Because workers under age 18 are more vulnerable, their health and safety require dedicated attention. They should not participate in night work, work in hazardous conditions, or risk undue exposure to physical, mental or emotional stress.

In the case of nonadherence to any age, education or other requirement relating to child labor, the employer must cease employment of the affected worker and implement appropriate restitution measures.

## Non-discrimination

The workplace must be free of discrimination at every stage of interaction. All workers must have equal access to wages, training, promotions, rewards and incentives. Equal access is required regardless of a worker's race, religion, age, gender, sexual orientation, disability, marital or maternity status, social class, national or ethnic origin, political or union affiliation, or any other condition that is not directly related to job performance. Workers may not be screened or tested for physical or medical conditions that might have a discriminatory impact, e.g., pregnancy, virginity, HIV.



Everyone must be treated with respect and receive equal employment opportunities. We expect our suppliers to value diversity, encourage inclusion, empower women, and protect and integrate vulnerable people at higher risk of harassment and unfair treatment.

There is zero tolerance for intimidation or abuse of any kind, including, but not limited to, physical abuse, corporal punishment, sexual harassment, torture, bullying, coercion or any cruel, violent, inhumane or degrading treatment. Policies explaining non-discrimination and fair treatment must be defined and communicated to all workers.

### Quick navigation

01 Policy Scope — p. 04  
 02 Respect for Human Rights: Workers — p. 07  
 03 Respect for Human Rights: Communities — p. 13  
 04 Respect for the Environment — p. 16  
 05 Respect for Animals — p. 20  
 06 Respect for Business Ethics — p. 23  
 07 Ensuring Compliance — p. 27  
 08 Appendix — p. 30

## Freedom of Association and Collective Bargaining

All workers have the right to representation, in accordance with local laws and international conventions. Workers must be allowed to form, join or decide not to join the labor unions, workers' committees and workers' councils that negotiate on their behalf. Should local laws set restrictions on or have different regulations relating to freedom of association and collective bargaining, alternative forms of worker representation, association and bargaining must be allowed in the workplace.

Workers have the right to communicate openly among themselves and with management. Mechanisms that allow workers to report issues or grievances confidentially must be in place. Management must guarantee that workers voicing their opinions or engaging in any legal, nonviolent protest will not suffer any form of discrimination, intimidation, retaliation or retribution.

## Occupational Health and Safety

### Basic Safety Measures

Workers' potential exposure to safety hazards must be identified, assessed and controlled. It is the employer's responsibility to minimize safety risks and safeguard the employee's well-being as much as possible.

All workers must receive training in their tasks and in avoidance of safety hazards. Safety risks vary widely and include those associated with structural integrity, machinery, electrical equipment, facility layout, vehicular movement, fall hazards, toxins, and chemical, biological and physical agents.

Training must occur prior to an employee's initiating any work and must be reviewed and updated regularly thereafter. Information must be delivered in the worker's primary language verbally and in writing. Warning signs around

the facility must clearly indicate potentially dangerous situations.

Employers must provide workers with personal protective equipment at no cost to the worker. It is the employer's responsibility to train the worker in proper usage of the equipment and ensure that it is well-maintained and replaced when deteriorated.

Work involving physically demanding tasks that might endanger the employee must be identified, evaluated and controlled to limit the risk. Such tasks include handling heavy material manually, repetitive lifting, prolonged standing and recurring, demanding assembly work.

Workers should be encouraged to raise any health or safety concerns. There may be no retaliation or negative consequences for anyone broaching these topics.



### Quick navigation

- 01 Policy Scope — p. 04
- 02 Respect for Human Rights: Workers — p. 07
- 03 Respect for Human Rights: Communities — p. 13
- 04 Respect for the Environment — p. 16
- 05 Respect for Animals — p. 20
- 06 Respect for Business Ethics — p. 23
- 07 Ensuring Compliance — p. 27
- 08 Appendix — p. 30



### Work and Living Conditions

Workplace conditions must support good health and include the availability of sufficient potable water and sanitation facilities. Appropriate temperature, lighting and ventilation must be maintained. Facilities must be clean and provide suitable accommodations for women's unique health needs and, to the extent possible, for people with disabilities.

When housing is provided for workers by the employer or any affiliate, agent or agency, the facilities must meet the fundamental criteria of human

rights. Living facilities must be clean, safe, structurally well-maintained and offer ready access to potable water, food preparation areas and well-functioning bathrooms and showers. Facilities must provide reasonable personal space and some private storage area. Safety protocols must be in place, including having clearly marked and unobstructed exits.

### Injury, Illness and Emergencies

Employers must establish clear procedures to prevent and manage occupational injuries, illnesses and emergencies. Safety plans must ensure that operational responses and available equipment are adequate for maximum worker protection.

Workers must be notified, trained and drilled on emergency and evacuation procedures.



First aid supplies and medical treatment, fire detection and suppression equipment, and clearly marked shelters and exits must be available.

Systems must be in place to track and report workplace-related injuries, illnesses and emergencies. It is the employer's responsibility to investigate any incidents, implement corrective actions and facilitate the return of workers to their jobs.

#### Quick navigation

01 Policy Scope — p. 04  
 02 Respect for Human Rights: Workers — p. 07  
 03 Respect for Human Rights: Communities — p. 13  
 04 Respect for the Environment — p. 16  
 05 Respect for Animals — p. 20  
 06 Respect for Business Ethics — p. 23  
 07 Ensuring Compliance — p. 27  
 08 Appendix — p. 30

03

**Respect for  
Human Rights:  
Communities**

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## 03

## Respect for Human Rights: Communities

Cooperation, communication and collaboration are hallmarks of the Symrise pledge to care for our diverse stakeholders. When present in any locale, we, along with our suppliers, must strive to develop a respectful, trusting and equitable relationship with members of the communities affected by our operations.

We expect our suppliers to acknowledge and join us in committing to the principles of the Nagoya Protocol on Access and Benefit-Sharing. The Protocol

emphasizes conservation and ethical procedures for dealing with biological materials, as a means of supporting biodiversity and human well-being.

Communities depend on their local genetic resources and may have significant traditional knowledge that often has been nurtured over generations. The Nagoya Protocol explicitly mandates that certain benefits derived from these genetic resources are to be shared in a fair and equitable way.

### Local Populations

Biological resources are the essence of many rural communities' health, livelihood and cultural identity. Residents may rely for their survival on the flora and fauna found in forests, wetlands, grasslands, peatlands, lakes, rivers and other natural environments.



It is incumbent upon us and our business partners to be as unobtrusive and respectful as possible of an area's biosphere. We expect our suppliers to do their utmost not to interfere with indigenous cultures and customs. Supplier policies and activities should respect local beliefs and allow for continued access to the biodiversity and physical locations that underpin longstanding traditions.

#### Quick navigation

- 01 Policy Scope — p. 04
- 02 Respect for Human Rights: Workers — p. 07
- 03 Respect for Human Rights: Communities — p. 13
- 04 Respect for the Environment — p. 16
- 05 Respect for Animals — p. 20
- 06 Respect for Business Ethics — p. 23
- 07 Ensuring Compliance — p. 27
- 08 Appendix — p. 30



Beyond preserving and respecting human rights for all, special attention should be paid to safeguarding at-risk people, including women, minorities, the aged and infirm. Animal welfare, too, must be recognized as a component of community responsibility, whether the animals are domesticated, farmed or in their native, natural habitats.

Suppliers must support the rights of countries, indigenous peoples and local communities to benefit from the traditional knowledge they have acquired about their biodiverse environment and genetic resources. We expect suppliers to embrace the principles of benefit-sharing, as described in the Nagoya Protocol, and to respect and compensate traditional knowledge as if it were intellectual property.

We encourage suppliers to advance traceability to smallholders and to ensure that these materials providers are treated fairly. We expect suppliers to protect smallholders' rights and to support them in maintaining good agricultural practices.

### Land Rights

As a prerequisite for undertaking operations or acquiring resources, property, land or water, our suppliers must obtain free, prior, informed consent from the local communities or indigenous peoples affected – whether or not there are national or local laws requiring such consent.

We do not tolerate land grabbing or land theft. We expect scrutiny of land and natural resource ownership as part of a transaction, and all dealings must be transparent, legal and supported with appropriate permits, approvals and registrations. Suppliers must respect women's right to own land.



#### Quick navigation

- 01 Policy Scope — p. 04*
- 02 Respect for Human Rights: Workers — p. 07*
- 03 Respect for Human Rights: Communities — p. 13*
- 04 Respect for the Environment — p. 16*
- 05 Respect for Animals — p. 20*
- 06 Respect for Business Ethics — p. 23*
- 07 Ensuring Compliance — p. 27*
- 08 Appendix — p. 30*

04

**Respect  
for the Environment**

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## 04

**Respect for  
the Environment**

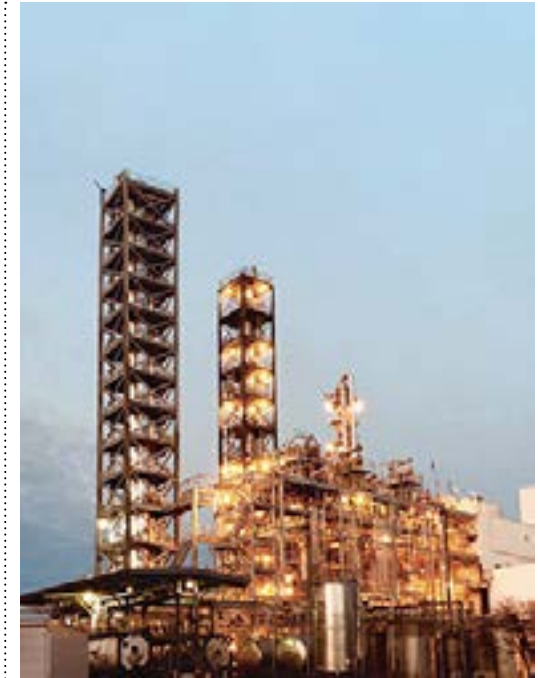
The natural world and its vast biological scope afford us most of the raw materials that are essential for our business. By minimizing their ecological impact, suppliers contribute to sustaining these valuable resources.

Effective management and mitigation of the environmental footprint involves measurement of resource utilization, setting reduction goals and documenting results. We therefore ask our suppliers to track and report on their environmental footprint. We request that they disclose this information voluntarily, and that they explore and engage with structured sustainability platforms such as the CDP Supply Chain program to facilitate their monitoring efforts.

**Energy, Emissions  
and Waste**

We expect suppliers to manage the sources of their environmental impact responsibly. To reduce the stresses of climate change on our resources, efforts should be made to:

- Assess energy utilization and implement energy saving strategies.
- Measure and reduce greenhouse gas and other air emissions.
- Manage and dispose of solid waste and effluent (e.g., wastewater and other liquids) properly. To the extent possible, we recommend recycling waste, as we strive to apply circular economy principles to all materials used for our products and packaging.

*Quick navigation*

- 01 Policy Scope — p. 04*
- 02 Respect for Human Rights: Workers — p. 07*
- 03 Respect for Human Rights: Communities — p. 13*
- 04 Respect for the Environment — p. 16*
- 05 Respect for Animals — p. 20*
- 06 Respect for Business Ethics — p. 23*
- 07 Ensuring Compliance — p. 27*
- 08 Appendix — p. 30*



Chemicals and hazardous waste that could cause harm to humans, flora, fauna or any aspect of the environment must be identified, labelled and carefully managed throughout its lifecycle.

### **Biodiversity and Land, Soil and Water Use**

Our business is inspired by and dependent upon biodiversity in all its forms. This encompasses species diversity and their genetic variety, as well as the diversity of native and managed ecosystems. These ecosystems provide inordinate value to mankind and

must be respected in accordance with the mitigation hierarchy, which involves avoidance of harm to biodiversity as a priority, followed by reduction of impacts and finally compensation.

We endorse, and ask our supplier to endorse, the core objectives of the UN Convention on Biological Diversity. Included in the convention are the principles of:

- Biodiversity conservation.
- Sustainable use of the components of biodiversity.
- Fair and equitable sharing of benefits derived from the utilization of genetic resources.



Symrise's suppliers of biological resources should integrate the UNCTAD Biotrade Principles and Criteria into their sourcing strategies, management procedures and purchasing decisions. Where direct access to cultivation or collection areas is not given, suppliers must pass on these criteria to their suppliers. The goal is to promote positive impacts for people and biodiversity, as a prerequisite for supply chain sustainability and resilience.

Suppliers of biological resources from wild collections must foster sustainable harvesting and regeneration practices to ensure long-term survival of the wild populations used. Endangered species must be protected and may only be traded in accordance with the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES).



#### *Quick navigation*

- 
- 01 Policy Scope — p. 04*
  - 02 Respect for Human Rights: Workers — p. 07*
  - 03 Respect for Human Rights: Communities — p. 13*
  - 04 Respect for the Environment — p. 16*
  - 05 Respect for Animals — p. 20*
  - 06 Respect for Business Ethics — p. 23*
  - 07 Ensuring Compliance — p. 27*
  - 08 Appendix — p. 30*

Suppliers must safeguard natural habitats and the environment by strictly avoiding conversion, overexploitation and degradation of pristine ecosystems. They must commit to conservation, restoration and sustainable use of pristine or managed forests and other high value ecosystems. Preservation of Key Biodiversity Areas, High Conservation Value areas, High Carbon Stock forests and peatlands is mandatory at the Mass Balance level or higher.

All palm oil and its derivatives must be 100% Roundtable on Sustainable Palm Oil (RSPO) Mass Balance certified.

Suppliers are to make every effort to minimize soil and water depletion, completely avoid their contamination, judiciously use chemicals and fertilizers, and improve water and soil quality whenever feasible. To the extent possible, we expect suppliers to promote good agricultural practices and sustainable cultivation methods in water and soil management.

Prior to engaging in any construction, clearing or extraction project that will change water, soil or land characteristics, suppliers must undertake environmental and social impact assessments and address issues raised. Suppliers are required to obtain and update all approvals, permits and registrations in accordance with relevant legislation and agreements.



#### Quick navigation

- 
- 01 Policy Scope — p. 04
  - 02 Respect for Human Rights: Workers — p. 07
  - 03 Respect for Human Rights: Communities — p. 13
  - 04 Respect for the Environment — p. 16
  - 05 Respect for Animals — p. 20
  - 06 Respect for Business Ethics — p. 23
  - 07 Ensuring Compliance — p. 27
  - 08 Appendix — p. 30

05

**Respect for Animals**

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## 05

**Respect for Animals**

Maintenance of a biodiverse planet relies on having a sustainable population of healthy animals in the wild and in environments under the direct control of humans. It is our responsibility to protect animals in their native habitats, as well as those that are farmed or raised as companion pets.

The global authority responsible for setting standards on animal welfare, the World Organisation for Animal Health (OIE), seeks to establish a “world where the welfare of animals is respected, promoted and advanced, in ways that complement the pursuit of animal health, human well-being, socio-economic development and environmental sustainability.”<sup>2</sup> The interconnectedness referenced by the OIE of human wellness, sustainability and animal welfare demonstrates why it is so important that we treat animals with respect and give them consideration as fellow living beings.

The OIE notes that animal welfare is tied to several of the UN Sustainable Development Goals (SDGs), in particular SDG 14 (Life Below Water), SDG 15 (Life on Land) and SDG 12 (Responsible Consumption). These SDGs are

<sup>2</sup> <https://www.oie.int/en/what-we-do/animal-health-and-welfare/animal-welfare/>; Page includes statements on guidelines for terrestrial and aquatic animals.

among those that Symrise has identified as most material for our company. We ask our suppliers to join us in the effort to achieve them.

We expect our suppliers to use a progressive, science-based approach to protect and improve the physical and mental state of animals in their spheres. They must consider and strive to preserve each animal’s natural behavior and needs when making decisions about their treatment.

**Animal Welfare**

Suppliers must comply with local, regional and national regulations and laws addressing animal welfare. Animals farmed in agricultural or aquatic settings must be kept, transported and have their lives ended according to legal standards. There is zero tolerance for poaching, illegal trade in animal parts or illegal transfer of exotic animals.

*Quick navigation*

- 01 Policy Scope — p. 04*
- 02 Respect for Human Rights: Workers — p. 07*
- 03 Respect for Human Rights: Communities — p. 13*
- 04 Respect for the Environment — p. 16*
- 05 Respect for Animals — p. 20*
- 06 Respect for Business Ethics — p. 23*
- 07 Ensuring Compliance — p. 27*
- 08 Appendix — p. 30*

We require humane treatment of animals, which means providing appropriate nourishment, shelter and healthcare. Through the end of an animal’s life, suppliers must minimize physical and mental stress and continuously strive for best practices in compassionate animal care.

Our suppliers must adhere to the “Five Freedoms” espoused by the OIE as the baseline for treatment of farmed terrestrial animals. The Five Freedoms are:

- Freedom from hunger, malnutrition and thirst.
- Freedom from fear and distress.
- Freedom from heat stress or physical discomfort.
- Freedom from pain, injury and disease.
- Freedom to express normal patterns of behavior.

The OIE has developed international standards for the welfare of farmed fish, except ornamental species. Suppliers must commit to use handling methods appropriate to the biological characteristics of the fish and maintain a suitable environment to fulfill their needs.

## Animal Testing

Symrise is committed to deploying non-animal testing methods whenever possible, with the goal of eliminating animal testing completely. We have even publicly challenged regulatory authorities over certain animal testing requirements when we deemed them unnecessary.



Our position is summarized in a formal policy, and we expect our suppliers to abide by that same approach. We promote the development, validation, utilization and acceptance of alternative methods to reduce, refine and replace the use of animals in safety studies. If obliged by regulatory or legal mandates to engage in animal testing, the animal may not suffer any physical or mental cruelty.

### Quick navigation

- 01 Policy Scope — p. 04
- 02 Respect for Human Rights: Workers — p. 07
- 03 Respect for Human Rights: Communities — p. 13
- 04 Respect for the Environment — p. 16
- 05 Respect for Animals — p. 20
- 06 Respect for Business Ethics — p. 23
- 07 Ensuring Compliance — p. 27
- 08 Appendix — p. 30

06

**Respect for  
Business Ethics**

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## 06

## Respect for Business Ethics

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Legal compliance is an essential foundation of our business relationships. We expect suppliers to abide by all legal and regulatory requirements in their countries of operation.

Compliance with international treaties and standards is mandatory. International trade obligations include sanctions, embargoes, import/export

controls, licenses, anti-boycott rules, reporting responsibilities and data transfer and protection requirements. In case of a conflict between a law and an international standard, we expect suppliers to uphold the applicable law, while striving to honor the international guidance.

### Business Integrity

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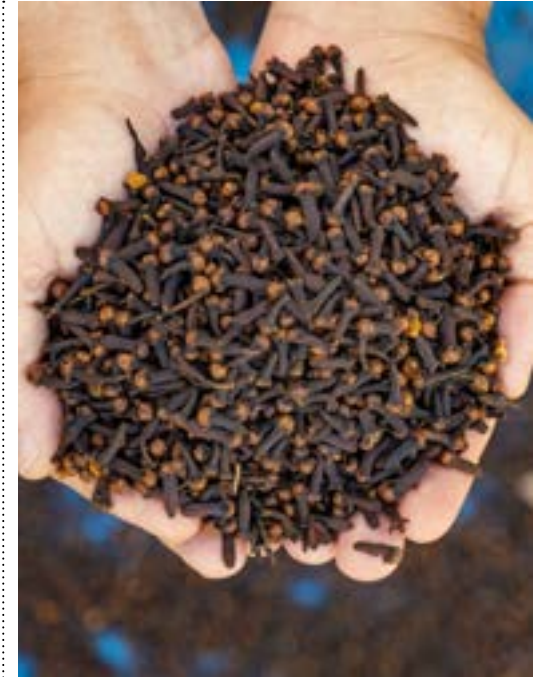
#### Fair Competition

Suppliers must uphold fair business practices that support free market competition. They may not violate anti-trust laws or cooperate with competitors in an illegal way. Price fixing, bid rigging, market allocations or any other conduct that limits open competition is prohibited. We expect honest dealings and truthful disclosures in written and verbal interactions, including marketing and advertising.

#### Bribery and Corruption

Bribery, corruption, embezzlement, extortion and any form of coercion is strictly forbidden, as is money laundering or financing of any illegal or illegitimate activity. Procedures to monitor for and prevent these activities must be in place.

We expect suppliers to comply with all anti-bribery and anti-corruption laws and with various global and country standards, including the United Nations Convention against Corruption, the US Foreign Corrupt Practices Act and the UK Bribery Act. Suppliers, along with their business partners, are subject to these rules.




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#### Quick navigation

- 01 Policy Scope — p. 04
- 02 Respect for Human Rights: Workers — p. 07
- 03 Respect for Human Rights: Communities — p. 13
- 04 Respect for the Environment — p. 16
- 05 Respect for Animals — p. 20
- 06 Respect for Business Ethics — p. 23
- 07 Ensuring Compliance — p. 27
- 08 Appendix — p. 30

### Conflict Minerals

While Symrise does not use any conflict minerals, we expect our suppliers, if they do source them, to abide by regulations requiring disclosure of the origin and status of the minerals.

### Conflicts of Interest and Undue Influence

Suppliers must disclose any actual or potential conflict of interest that could affect their relationship with Symrise. Economic or personal relationships fall into this category. Possible areas of concern include contractual or commercial relationships outside the supplier's

business, and familial or romantic connections. Close involvement with government officials must be disclosed.

We consider the exchange of inconsequential gifts and mutual invitations to be a normal course of business relationships. However, there may be no obligation on either side to provide any service, product, transaction or agreement in exchange for a business gift or invitation.

### Recordkeeping

We expect suppliers to behave candidly in all business dealings and to maintain accurate financial records. We require transparency in transactions and detailed recordkeeping to safeguard against fraud and other financial improprieties.



### Right to Protest

All stakeholders have the right to freedom of expression and peaceful assembly in accordance with the law. Suppliers must not engage in any form of retaliation, including in the form of threats, intimidation or physical abuse against human or environmental rights activists or any other constituent who engages in nonviolent and lawful protest against the supplier's business or its operations.

#### Quick navigation

- 
- 01 Policy Scope — p. 04*
  - 02 Respect for Human Rights: Workers — p. 07*
  - 03 Respect for Human Rights: Communities — p. 13*
  - 04 Respect for the Environment — p. 16*
  - 05 Respect for Animals — p. 20*
  - 06 Respect for Business Ethics — p. 23*
  - 07 Ensuring Compliance — p. 27*
  - 08 Appendix — p. 30*



## Oversight

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### Confidential Information

We demand meticulous guardianship of Symrise’s confidential information. Our trade information and intellectual property may not be disclosed or leveraged in any way, nor may the Symrise name or trademark be used without our consent. If required by the supplier or requested by a third party to meet legal obligations, Symrise must be notified immediately and must give express written consent prior to the release of any information.

Suppliers must maintain adequate surveillance mechanisms to ensure that there are no unapproved or unintended disclosures, as our confidential information may only be used in accordance with our instructions. These obligations continue after a business relationship ends, as determined in our contractual agreement.

### Privacy

The collection, use and protection of personal information must comply with national and international laws and guidelines. We insist on respect for individual privacy and must have assurance that confidential data will be stored with strong security measures in place and only be used for the purpose it was obtained.

### Product Quality

Suppliers must ensure that the products supplied to Symrise meet our quality and safety requirements, as well as the



standards specified in relevant laws and regulations. Suppliers must have rigorous controls in place to manage quality and safety assurance, and have mechanisms for documenting compliance with regulations and our business needs. To avoid and/or mitigate supply interruptions, suppliers must maintain business continuity plans that include notification of Symrise of potential issues affecting delivery of goods or services.



#### Quick navigation

---

01 Policy Scope — p. 04  
 02 Respect for Human Rights: Workers — p. 07  
 03 Respect for Human Rights: Communities — p. 13  
 04 Respect for the Environment — p. 16  
 05 Respect for Animals — p. 20  
 06 Respect for Business Ethics — p. 23  
 07 Ensuring Compliance — p. 27  
 08 Appendix — p. 30

07

## Ensuring Compliance

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## 07

## Ensuring Compliance

This Policy articulates our Supplier Code of Conduct and what we consider essential for achieving Symrise’s responsible sourcing commitments.

We are members of the international supplier assessment platforms SEDEX and EcoVadis, and employ these platforms as the basis of our screening and auditing process. Use of these widely accepted reporting tools facilitates consistency, goal setting and results monitoring.

### Supplier Assessments

Symrise depends on our suppliers for assistance in securing an ethical and sustainable supply chain, and expect them to maintain robust policies, accurate records, strong oversight mechanisms and effective due diligence processes.

To determine how well suppliers’ actions align with our aims and the Policy, we will conduct periodic supplier evaluations. We encourage suppliers to voluntarily disclose the information requested and to leverage existing assessment platforms such as SEDEX, EcoVadis and the CDP Supply Chain program.



Suppliers of strategically important natural substances may be appraised using approaches of the Union for Ethical Biobased Trade (UEBT), the Sustainable Agriculture Initiative Platform (SAI), or the Forest Stewardship Council® (FSC-C139971). Our Policy aligns with the requirements of these platforms, and we encourage suppliers to participate in them.

The goal of supplier assessment is constructive, with the intention of determining risks, managing issues and undertaking practical solutions to resolve concerns. We envision a dynamic process of continuous improvement, accomplished by agreement to objectives and implementation plans that lead to full compliance with this Policy.



#### Quick navigation

- 01 Policy Scope — p. 04*
- 02 Respect for Human Rights: Workers — p. 07*
- 03 Respect for Human Rights: Communities — p. 13*
- 04 Respect for the Environment — p. 16*
- 05 Respect for Animals — p. 20*
- 06 Respect for Business Ethics — p. 23*
- 07 Ensuring Compliance — p. 27*
- 08 Appendix — p. 30*

Symrise reserves the right to audit suppliers using members of our trained, experienced internal staff or third-party independent reviewers. There may be announced or unannounced site visits, self-assessment surveys, requests for documentation and other analytic instruments used.

When we conduct audits, we anticipate that there may be gaps needing rectification. We fully respect and appreciate our suppliers' sincere efforts to correct deviations in an appropriate timeframe. However, if standards are not met after such attempts, or if there is an unwillingness to comply, the business relationship may be terminated as a last resort.

## Symrise Contacts

We invite suppliers to discuss this Policy with their primary Symrise contacts to ensure a complete understanding of requirements. We expect that suppliers will communicate requirements to appropriate workers within their own organization and throughout their value chain.

Symrise urges suppliers to contact us confidentially about possible violations of this Policy or suspicion of misconduct within their own enterprise, elsewhere in the supply chain, or by a Symrise worker or representative. Misconduct encompasses illegal, unethical or inappropriate actions in accordance with this Policy or The Symrise Code of Conduct.



Symrise has implemented an own corporate grievance mechanism for affected stakeholders and rightsholders to report problems and seek remedy. Symrise will also abide by any national state-based grievance mechanisms or laws, and work with the relevant authorities where needed, to address any grievances that may arise, relevant to Symrise.

Individuals who bring a potential problem to our attention in good faith need not fear reprisals.

### Quick navigation

- [01 Policy Scope — p. 04](#)
- [02 Respect for Human Rights: Workers — p. 07](#)
- [03 Respect for Human Rights: Communities — p. 13](#)
- [04 Respect for the Environment — p. 16](#)
- [05 Respect for Animals — p. 20](#)
- [06 Respect for Business Ethics — p. 23](#)
- [07 Ensuring Compliance — p. 27](#)
- [08 Appendix — p. 30](#)



08

**Appendix**

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## 08

## Appendix

**Core Principles**

- OECD (2011), OECD Guidelines for Multinational Enterprises, OECD publishing
- International Labour Organization (ILO), ILO's Tripartite Declaration of Principles concerning Multinational Enterprises and Social Policy, 1977
- UN, The Ten Principles of the UN Global Compact, 2010
- UN, International Covenant on Civil and Political Rights, resolution 2200A (XXI), adopted on December 16, 1966, entry into force on March 23, 1976
- UN, International Covenant on Economic, Social and Cultural Rights, resolution 2200A (XXI), adopted on December 16, 1966, entry into force January 3, 1976
- UN, Guiding Principles on Business and Human Rights, 2011
- UN, The Sustainable Development Goals, 2015
- Ethical Trading Initiative, ETI Base Code
- Fair Labor Association, Workplace Code of Conduct

**Human Rights and Labor**

- UN, Universal Declaration of Human Rights, resolution 217(A) (III), Paris, December 12th, 1948
- Social Accountability International, SA 8000 Standard, 1989
- International Organization for Standardization, ISO 26000 Social Responsibility, 2010
- ILO, Declaration on Fundamental Principles and Rights at Work, June 19th, 1998

**Wages and Benefits**

- ILO, Protection of Wages Convention, Co95, 1949
- ILO, Minimum Wage Fixing Convention, C131, 1970
- ILO, Minimum Wage – Fixing Machinery Convention, Co26, 1928

**Working Hours and Overtime**

- ILO, Hours of Work (Industry) Convention, Co01, 1919
- ILO, Weekly Rest (Industry) Convention, Co14, 1921

**Forced Labor**

- ILO, Forced Labour Convention, Co29, 1930
- ILO, Abolition of Forced Labour Convention, C105, 1957
- ILO, Forced Labour Recommendation, Ro35, 1930
- ILO, Employment Policy Convention, C122, 1964
- ILO, Private Employment Agencies Convention, C181, 1997
- ILO, Termination of Employment Convention, C158, 1982
- ILO, Part-Time Work Convention, C175, 1994
- United Kingdom, Modern Slavery Act, 2015
- IHRB, The Dhaka Principles for Migration with Dignity, 2012
- UN, International Convention on the Protection of the Rights of Migrant Workers and Members of their Families, resolution 45/158, 1990
- ILO, Vocational Rehabilitation and Employment (Disabled Persons) Convention, C159, 1983
- ILO, Vocational Rehabilitation and employment (Disabled Persons) Recommendation, R168, 1983

**Child Labor**

- UN, Convention on the Rights of the Child, adopted on November 20, 1989, entry into force on September 2nd, 1990
- ILO, Minimum Age Convention, C138, 1973
- ILO, Minimum Age Recommendation, R146, 1973
- ILO, Worst Forms of Child Labour Convention, C182, 1999
- ILO, Worst Forms of Child Labour Recommendation, R190, 1999
- ILO, Night Work of Young Persons (Non-Industrial Occupations), Co79, 1946
- UNICEF, UN Global Compact, Save the Children, Children's Rights and Business Principles, 2012

*Quick navigation*

- 
- 01 Policy Scope — p. 04*
  - 02 Respect for Human Rights: Workers — p. 07*
  - 03 Respect for Human Rights: Communities — p. 13*
  - 04 Respect for the Environment — p. 16*
  - 05 Respect for Animals — p. 20*
  - 06 Respect for Business Ethics — p. 23*
  - 07 Ensuring Compliance — p. 27*
  - 08 Appendix — p. 30*

**Non-discrimination, Fair Treatment and Diversity**

- UN, Convention on the Elimination of All Forms of Discrimination against Women, December 18, 1979
- ILO, Equal Remuneration Convention, C100, 1951
- ILO, Discrimination (Employment and Occupation) Convention, C111, 1958
- ILO, Equal Remuneration Recommendation, R090, 1951
- ILO, Discrimination (Employment and Occupation) Recommendation, R111, 1958
- ILO, Maternity Protection Convention, C183, 2000
- UN, Women's Empowerment Principles, 2010

**Freedom of Association and Collective Bargaining**

- ILO, Freedom of Association and Protection of the Right to Organise Convention, C087, 1948
- ILO, Right to Organise and Collective Bargaining Convention, C098, 1949
- ILO, Workers' Representatives Convention, C135, 1971
- ILO, Workers' Representatives Recommendation, R143, 1971
- ILO, Collective Bargaining Convention, C154, 1981

**Health and Safety**

- ILO, Safety and Health in Agriculture Convention, C184, 2001
- ILO, Safety and Health in Agriculture Recommendation, R192, 2001
- International Organization for Standardization, ISO 45001, 2018
- ILO, Guidelines on occupational safety and health management systems, ILO-OSH 2001
- ILO, Occupational Safety and Health Convention, C155, 1981
- ILO, Occupational Safety and Health Recommendation, R164, 1981
- FDA, Hazard Assessment and Critical Points (HACCP) Principles, 1997

**Additional Worker and Communities Concerns**

- ILO, Home Work Convention, C177, 1996
- ILO, Home Work Recommendation, R184, 1996
- ILO, Labour Inspection Convention, C081, 1947
- UN, Declaration on the Rights of Indigenous Peoples, 2007

**Environment**

- International Organization for Standardization, ISO 14001, 2015
- EU, Eco-Management and Audit Scheme, 1993
- UN, Convention on Biodiversity, adopted 1992, entry into force 1993
- UN, BioTrade Principles and Criteria, 2007
- UN, Rotterdam Convention (PIC list), adopted 1998, entry into force 2004
- UN, Stockholm Convention (POP), May 22, 2001
- WHO, The WHO Recommended Classification of Pesticides by Hazard, 2019
- UN, The Rio Declaration on Environment and Development, 1992
- FAO, Voluntary Guidelines on the Responsible Governance of Tenure of Land, Fisheries and Forests in the Context of National Food Security, 2012
- OECD/FAO (2016), OECD-FAO Guidance for Responsible Agricultural Supply Chains, OECD Publishing
- The Greenhouse Gas Protocol, A Corporate Accounting and Reporting Standard, 2001, updated in 2015
- UN, The Montreal Protocol on Substances that Deplete the Ozone Layer, 1987
- International Organization for Standardization, ISO 50001 Energy Management, 2011

**Animal Welfare**

- OIE, World Organization for Animal Health Standards
- IUCN, The Convention on International Trade in Endangered Species of Wild Fauna and Flora, 1973, entry into force 1975
- IUCN, IUCN Red List Categories and Criteria, 2012
- OECD (2016), OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas: Third Edition, OECD publishing

**Ethics**

- United Kingdom, Bribery Act, 8th, 2010, entry into force July 1st, 2011
- UN, United Nations Convention against Corruption, resolution 58/4, adopted by the UN General Assembly on October 31st, 2003, entry into force on December 14, 2005
- United States of America, Foreign Corrupt Practices Act, US Department of Justice, 1977
- OECD, Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, adopted on November 21st, 1997, entry into force on February 15th, 1999
- International Chamber of Commerce, Anti-corruption Third Party Due Diligence: A Guide for Small and Medium sized Enterprises, 2015
- Transparency International, Business Principles for Countering Bribery, 2013
- International Organization for Standardization, ISO 27001 Information Security Management

**Quick navigation**

- 
- 01 Policy Scope — p. 04*
  - 02 Respect for Human Rights: Workers — p. 07*
  - 03 Respect for Human Rights: Communities — p. 13*
  - 04 Respect for the Environment — p. 16*
  - 05 Respect for Animals — p. 20*
  - 06 Respect for Business Ethics — p. 23*
  - 07 Ensuring Compliance — p. 27*
  - 08 Appendix — p. 30*



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