



Blycolin **Code of Conduct**

EXTERNAL



Blycolin

Table of contents

1	Introduction	3
2	Scope	4
3	Principles	5
	Doing business with integrity (G)	5
	Corruption and bribery	5
	Conflict of interest	5
	Data protection & privacy	5
	Respecting human rights (S)	5
	Employment is freely chosen	5
	No exploitation of child labour	6
	Freedom of association and the right to collective bargaining are respected	6
	There is no discrimination in employment	6
	No excessive working hours	6
	Living wage	6
	Health & safety & working conditions	7
	Reducing environmental impact (E)	7
4	Compliance	8
	Inspection & implementation	8
	Non-compliance	8
	Verification	8
	Confirmation	8



1 Introduction

Blycolin is a leading international specialist & partner in linen service for the hospitality branch. Our enthusiastic employees value quality and subscribe to our CSR policy. In an inspiring and efficient way, we proudly present sustainable total solutions that contribute to the maximum quality experience of the guests. We do this together with our stakeholders.

Our core values and basis for our entire conduct consist of quality, sustainability, innovation and efficiency. This means we are driven to distinguish ourselves through quality, to work towards a sustainable collection, to make our laundries more sustainable, and to be a responsible value chain partner. Therefore, we also seek to develop long-term business relationships with our suppliers and other business partners, that are based on the principle of fair and honest dealings at all times.

This Code of Conduct outlines the expectations of Blycolin towards all business partners, so that we can make sure to deliver quality, work towards sustainable operations and laundries and be a responsible value chain partner. For our partner laundries, we additionally refer to our quality manual, which consists of more specific quality related expectations and requirements.



2 Scope

The principles of this Code of Conduct apply to all suppliers and business partners of Blycolin, including all its subsidiaries and business units. The term 'supplier' refers to both direct and indirect suppliers of products and/or services to Blycolin. The principles extend to any worker employed or engaged by a supplier or business partner of Blycolin, and to their subcontractors and downstream suppliers, including but not limited to permanent, temporary, full-time, part-time, or fixed-term employees, agency workers, migrant workers, and trainees.

Suppliers and business partners are expected to communicate the principles of this Code of Conduct throughout their own supply chain in a way that is understandable and to ensure compliance with them.

The ethical principles spelled out in this Code of Conduct are guided by the basic principles of the ILO conventions, the United Nations Universal Declaration of Human Rights, and the OECD Guidelines on Responsible Business Conduct.

This Code of Conduct represents the minimum requirements we place on our suppliers and business partners. Local, national and international laws must always be observed. If these require higher standards, these higher standards must

be followed. Contracts are to be upheld, whereby changes in the framework of the business environment are to be taken in to consideration. The supplier is at liberty to introduce further codes of conducts with higher requirements of ethical practice for itself, its employees, and business partners.

The principles may be amended from time to time, based on changes in the internal and external context, including new insights.

Nothing in this Code is meant to supersede any more specific provisions in any supplier addendum or contract. More specific requirements can be found in our supplier purchasing agreements.



3 Principles

Doing business with integrity (G)

Corruption and bribery

The signing company will not make use of any kind of corruption or bribery, direct or indirect and takes measures to prevent and/or mitigate related risks. Financial or other benefits to obtain preferential treatment are not permitted to our employees, our business partners or public officials.

Conflict of interest

Business decisions must be made on an objective basis and solely in the interests of the company. Conflicts of interest must therefore be avoided with all possible care.

Data protection & privacy

We attach great importance to the protection of personal data, company property and the intellectual property of third parties and assume a great sense of responsibility. Personal data in particular must be protected and treated confidentially in accordance with the General Data Protection Regulation (GDPR).

Respecting human rights (S)

Employment is freely chosen

There is no forced, bonded or involuntary prison labour. All forms of forced and bonded labour, such as lodging deposits or the retention of identity documents from personnel upon commencing employment, are forbidden, as is prison labour that violates basic human rights (ILO Conventions 29 & 105).



No exploitation of child labour

The signing company respects the UN's Universal Declaration on Human Rights and Convention on Children's Rights and commits to the prohibition and immediate action of elimination of the worst forms of child labour. These entail all forms of slavery or practices like slavery, such as the sale and trafficking of children, debt bondage and serfdom, forced or compulsory labour, as well as work related to prostitution, illicit activities and activities that harm the health, safety or morals of children (ILO Convention 182). In particular, the signing company also observes the national legal minimum age for employment. In any case, no persons should be employed who are still at the national compulsory school age or who are younger than 15 years old (ILO Convention 138).

Special working conditions apply to young workers (between 15 and 18 years of age). They shall not perform work which, by its nature or the circumstances in which it is carried out, is likely to harm their health, safety, or morals. Children and young persons under 18 shall not be employed at night or in hazardous conditions (ILO Convention 90).

Freedom of association and the right to collective bargaining are respected

The right of all workers to form and join trade unions and bargain collectively shall be recognized (ILO Conventions 87 and 98). The company shall, in those situations in which the right to freedom of association and collective bargaining are restricted under law, facilitate parallel means of independent and free association and bargaining for all workers. Workers' representatives shall not be the subject of discrimination and shall have access to all workplaces necessary to carry out their representation functions (ILO Conventions 135 and 143).

There is no discrimination in employment

There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement, based on racial and ethnic origin, colour, sex, gender identity, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political opinion. Nor based on other forms of discrimination covered by EU regulation and national law or conditions that could give rise to discrimination. Each employee is treated with dignity and respect. Harassment, violence, and verbal abuse including bullying are not tolerated (ILO Conventions 100 and 111).

No excessive working hours

Working hours shall comply with applicable national and international laws and regulations, including those concerning maximum working time, rest periods, and overtime. They shall be granted adequate rest, including at least one full day off per seven-day period on average.

Overtime shall be voluntary. Exceptions may apply in accordance with sector-specific or function-related regulations, provided these remain within the limits set by national and EU law. All working hours, including any exceptions, must be properly recorded and monitored to ensure workers' health and safety.

Living wage

The level of wages paid must be at least equal to the national legal minimum wage in the country of employment, the industry standard or the agreement of collective bargaining. In addition, wage payments shall be made in full at regular intervals and directly to workers, in accordance with applicable law, if any, and shall not be delayed or withheld. All workers shall also be provided all legally mandated leave, social insurance, and other benefits. We encourage suppliers and business partners to pay wages that meet the basic needs of employees and their families (ILO 26 and 131).

Health & safety & working conditions

The signing company guarantees protection of workers in the workplace and workplace health protection within the scope of national provisions and industry standards. They support continuous advancement of this process towards improvement of the working environment. Suppliers and business partners will provide employees with a safe and healthy workplace, ensuring at a minimum reasonable access to safe drinking water, sanitary facilities, fire safety, adequate lighting and ventilation, and where necessary personal protective equipment (PPE). The company is encouraged to perform risk assessments and create health & safety awareness, e.g. through training, for employees, non-employee workers or business partners (ILO 155).

Reducing environmental impact (E)

The signing company needs to meet at least all relevant local and national environmental regulations. Laws passed for the protection of the environment are to be obeyed. The signing company is to support environmentally minded actions on the part of its employees. In addition, the options for reducing harmful environmental impacts such as CO₂ emissions are continuously reviewed, adjusted and improved. Opportunities for saving water, using sustainable raw materials, re-use and recycling, and increasing product life span must be examined and, ideally, implemented.

More information about Blycolin's general approach to reducing negative environmental impacts can be found in our Environmental Policy. For our laundries and textile producers, Blycolin has additional expectations concerned with CO₂ emissions, water usage, and circularity, that can be found at the right.



1. Climate change mitigation/CO₂ emissions

- All laundry- and textile suppliers are asked to keep records of current energy sources and emissions and reduce the use of energy and non-renewable sources.
- We ask our suppliers to measure, report and minimise their energy consumption and GHG wherever possible. We also encourage suppliers to make use renewable energy sources like wind- and solar energy, and to research and use technologies which use less energy.
- We ask suppliers to implement energy efficiency and conservation measures and best available techniques (BAT), and to increase efficiency and quality.
- Install and operate accurate meters and/or measuring software as a fundamental step to benchmarking performance and to initiating efficiency improvement

2. Water usage & savings

- All laundry and textile suppliers are expected to monitor their water usage and ensure responsible sourcing, particularly in water-stressed areas.
- Water discharge must comply with applicable environmental regulations and be managed in a way that minimizes environmental impact.



3. Circularity

When it comes to circularity, Blycolin has additional expectations that apply to textile producers. We ask our textile producers the following:

- To keep records on the content and source of our raw materials;
- To source sustainable or preferred raw materials (indicated in annex) and offer alternatives to conventional materials.
- To measure, reduce and reuse material waste where possible.

4 Compliance

Inspection & implementation

Blycolin is committed to monitoring compliance with our Code of Conduct and reserves the right to make unannounced visits to all factories producing its goods, and let an independent third party of Blycolin's choice undertake audits or inspections, at any time.

Suppliers and business partners will maintain all documentation that may be needed to demonstrate compliance with this Code of Conduct.

Non-compliance

Blycolin will review reported non-compliance with the Code of Conduct and discuss findings with the business partner. If necessary measures for remediation are not taken in the agreed time, Blycolin reserves the right to terminate the business-relationship with this partner. In that case the business partner will not be entitled to any compensation.

Reporting violations & speak up policy

We encourage all employees, suppliers, and stakeholders to speak up if they witness or suspect any violations of our Code of Conduct or other unethical behaviour. Reports can be made confidentially and, if desired, anonymously.

To report a concern, please visit our Speak Up platform via the following link: blycolin.speakup.report/speakup

You can also find more information about our grievance mechanism and reporting procedures on our website. www.blycolin.com/ethical-conduct-and-reporting



Blycolin will not tolerate retaliation against any individual or party reporting potential misconduct in good faith. For more information, please see our Whistleblower Policy on our website.

Verification

This Code of conduct is a mandatory requirement for all suppliers and business partners of Blycolin. Existing and new suppliers can be checked by and will be requested to sign the Code of Conduct, or proof that they have a valid equivalent in place.

Confirmation

We have read the Code of Conduct and accept the terms required of us as business partners, and will inform and cooperate with our subcontractors and sub-suppliers working on products and services of Blycolin. Furthermore, we will make sure the content of this Code is available and accessible to our employees.

Lastly, we will inform Blycolin and discuss non-compliances and possible adverse impacts involved in our shared value chains.

Date: _____

Company name: _____

Signature: _____

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