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This Workplace Code of Conduct (“Code”) establishes the principles and expectations for professional conduct and ethical behavior for all employees of Sports Ingredients BV. By adhering to this Code, we foster a positive, inclusive, and respectful work environment that aligns with our core values and organizational objectives.

Scope Applicability

This Code applies to all employees of Sports Ingredients BV, regardless of their position or location. Employees must adhere to all company policies and guidelines outlined in the employee handbook.

Mission Statement and values

Core values and Principles

Sports Ingredients BV is a specialized wholesaler of other raw materials and semi-finished products for the food industry. We do the purchasing, sales and trading of sports, dietary food and food supplements.

We are committed to upholding the following values:

- ☐ Integrity
- ☐ Respect
- ☐ Accountability
- ☐ Innovation
- ☐ Collaboration

Company culture

At Sports Ingredients BV we foster a positive and inclusive company culture. We encourage teamwork, open communication, and a supportive work environment.

Employee policies

Conflicts of interest

Employees must avoid conflicts of interest that compromise the company's integrity. This includes avoiding conflicts of interest and acting in the best interests of the company.

Any workplace conflicts should be resolved in a professional and respectful manner. Employees are encouraged to seek the assistance of their supervisor if needed.

Expectations

- ☐ **Behavior:** Employees are expected to conduct themselves in a professional manner at all times. This includes punctuality, reliability, and commitment to delivering high-quality work.
- ☐ **Attendance:** The work is usually carried out at the office in Amersfoort at Wiekenweg 50B, unless otherwise agreed. As discussed, working from home is perfectly possible, please in consultation.

Communications (technology & social media)

- ☐ **Company technology:** Company technology and social media should be used responsibly and in accordance with company policies.
- ☐ **Confidential information:** Confidential information must not be shared online or through social media platforms.

Personal technology use

Use of personal devices should not disrupt work.

Substance use

Workplace under the influence of substances is strictly prohibited.

Dress code

Employees are expected to dress in a manner that is appropriate for their role and the work environment. If you are not sure, discuss with the supervisor.

Privacy policy

Respect the privacy of colleagues and clients. Do not disclose confidential information without proper authorization.

Regular Employment

We are committed to providing stable employment opportunities. Employees will be offered regular employment with clearly defined terms and conditions. Casual, temporary, or part-time work will be managed in accordance with applicable labor laws.

Asset protection

Protecting company assets is crucial.

- ☐ Keep valuable assets, such as laptops and mobile devices, physically and electronically secure.
- ☐ Use company vehicles only as authorized by your supervisor.
- ☐ Let your supervisor know if any of our assets are damaged or in need of repair.
- ☐ Use strong passwords and keep passwords safe.

Human Rights

At Sports Ingredients BV, we are dedicated to conducting our business with the highest ethical standards and respect for human rights. We recognize our responsibility to uphold and promote human rights across all aspects of our operations and interactions with employees, customers, suppliers, and the broader community.

Respect for Human Dignity

We value diversity and are committed to fostering an inclusive environment where all employees feel valued and respected. We condemn any form of harsh or inhumane treatment. Employees will be treated with respect, dignity, and fairness at all times.

- **Harassment:** Harassment of any kind, including but not limited to, race, gender, religion, or sexual orientation, will not be tolerated. Report incidents promptly to the supervisor.
- **Discrimination:** Discrimination of any kind, including but not limited to, race, gender, religion, or any other protected characteristic, will not be tolerated. Report incidents promptly to the supervisor.
- **Bullying:** Bullying of any kind will not be tolerated. Report incidents promptly to the supervisor.

Harsh or Inhumane Treatment

Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation are prohibited.

Fair Labor

At Sports Ingredients BV we strive to promote diversity. We allow our employees to contribute to their unique talents and skills.

- ☐ We will not use any form of forced labor
- ☐ We will not use any form of child labor
- ☐ Employees are entitled to a reasonable work-life balance. Working hours will adhere to legal standards.

We are committed to fair labor practices, including the prohibition of child labor, forced labor, and human trafficking. We ensure fair wages, reasonable working hours, and safe working conditions for all employees.

Equal opportunity

At Sports Ingredients BV we support the rights of all workers, regardless of gender, to work free from discrimination and unequal treatment. We give everyone an equal opportunity. We promote diversity and inclusion, providing equal opportunities regardless of race, gender, age, disability, religion, sexual orientation, or any other characteristics.

Freedom of association

Being involved in (political) associations are respected, as long as they remain separate from the employee's work at Sports Ingredients BV.

- Participate in activities during your personal time.
- Utilize your personal resources.
- Refrain from representing our company in discussions.
- Adhere to relevant laws and regulations.

Health and Safety

We want a safe and healthy workplace. Employees have the right to work in an environment that is free from hazards and promotes health and well-being. We are dedicated to maintaining safe and hygienic conditions across all our facilities.

Community Engagement

We engage with and respect the rights of the communities in which we operate, contributing positively to their social and economic development.

Industry compliance and Regulations

Adhere to all relevant industry regulations and compliance requirements. Stay informed about changes and updates.

Implementation and Accountability**Training and Awareness**

We provide regular training and resources to our employees to ensure they understand and uphold our core value and principle commitments mentioned in this Code.

Supplier and Partner Expectations

We extend our commitment to our core values and principles to our suppliers and business partners, expecting them to adhere to similar standards.

Reporting and Addressing Concerns

We encourage employees and stakeholders to report any concerns related to the core values and principles in this Code. We are committed to addressing such concerns promptly and transparently.

Reporting can be done anonymously on the contact page on our website (www.sports-ingredients.com).

Continuous Improvement

We regularly review and update our Code of Conduct and practices to align with evolving standards and best practices.

Disciplinary actions

At Sports Ingredients BV, we are committed to maintaining a professional and respectful workplace. When the Code of Conduct is violated, we follow a structured disciplinary process to address and rectify the issue. The severity of the action will depend on the nature and repetition of the violation.

The disciplinary steps include:

1. a verbal warning for minor infractions, providing the employee/supplier with an opportunity to correct their behavior;
2. a written warning if the behavior persists or for more serious violations, documenting the issue formally;
3. suspension or probation for continued or severe misconduct, allowing time for reflection and improvement;
4. termination of employment/ cooperation for repeated violations or grave offenses that compromise the integrity of the workplace.

Each step is designed to be fair and proportional to the severity of the violation, ensuring due process and maintaining a positive work environment.

Employees and third parties are encouraged to report any unethical behavior or violations of this Code. Retaliation against those who report violations is strictly prohibited and will result in disciplinary action. Third parties may report anonymously via the contact page on our website (www.sports-ingredients.com). Employees may report anonymously to our confidential counselor. Lianne Hoogeveen is committed to protecting the anonymity and safety of those who report misconduct.

Human Rights Policy Statement

The purpose of this policy is to affirm Sports Ingredients BV's commitment to protecting and promoting human rights throughout our operations and supply chain.

Scope:

This policy is designed to prevent human rights violations and to establish clear guidelines for all employees, suppliers, and stakeholders.

Commitment to Human Rights:

Sports Ingredients BV is committed to:

- **Preventing Human Rights Violations:** We actively monitor and assess our operations and those of our suppliers to identify potential human rights risks. Preventative measures are implemented to mitigate any identified risks.
- **Zero Tolerance for Human Rights Abuses:** Any form of human rights abuse, including forced labor, child labor, discrimination, or harassment, is strictly prohibited. We take immediate corrective action if any violation is identified.

Implementation and Monitoring:

- **Risk Assessments:** We regularly conduct risk assessments to identify areas where human rights may be at risk in our operations and supply chain. This includes reviewing labor practices, working conditions, and community impacts. [E5](#)
- **Training and Awareness:** We provide training for all employees on human rights issues relevant to our business. This ensures that everyone understands their responsibilities and the importance of protecting human rights. [E6+E7](#)
- **Supplier Engagement:** Suppliers are required to comply with this policy and demonstrate their commitment to human rights. We work closely with suppliers to ensure they understand and implement the necessary practices to prevent human rights violations.
- **Regular Audits:** We conduct regular audits of our operations and supply chain to ensure compliance with this policy. Any non-compliance is addressed through corrective action plans. [E3](#)

Management Endorsement:

This policy is fully endorsed by the Board of Directors of Sports Ingredients BV. Management at the highest level is responsible for overseeing the implementation and effectiveness of this policy.

Communication:

This policy is communicated to all employees, suppliers, and third parties. It is included in onboarding materials, training programs, and is made available on our company website. Suppliers are required to acknowledge and adhere to this policy as part of our contractual agreements.

Reporting and Accountability:

We encourage employees, suppliers, and third parties to report any suspected human rights violations through our confidential reporting mechanism. All reports are thoroughly investigated, and appropriate actions are taken.

Review and Update:

This policy is reviewed annually by senior management to ensure its continued relevance and effectiveness in preventing human rights violations. Updates are made as necessary to address new risks or changes in international standards.

Consequences of Non-Compliance

Disciplinary Action

Employees found to be in violation of this policy will face disciplinary action.

The disciplinary steps include:

1. a verbal warning for minor infractions, providing the employee with an opportunity to correct their behavior;
2. a written warning if the behavior persists or for more serious violations, documenting the issue formally;
3. suspension or probation for continued or severe misconduct, allowing time for reflection and improvement;
4. termination of employment for repeated violations or grave offenses that compromise the integrity of the workplace.

Third-Party Consequences

Termination of contracts or business relationships with third parties found to be engaged in human right violations.

Approval:

This policy is endorsed by the executive management and is effective as of 23-08-2024.