

H.L. HUTCHINSON LIMITED

Supplier Code of Conduct

Hutchinsons is focused on providing services and products to agriculture and horticulture, which has always faced fluctuating conditions and prosperity, and the industry is once again experiencing a period of significant change. We therefore take a dynamic, forward-thinking approach to supporting grower clients in the production of quality crops and food in a sustainable and responsible manner.

At Hutchinsons, long term commitment to customers and staff continues to ensure that the business will be able to successfully meet the needs and improve profitability of farmers and growers in the future.

Hutchinsons recognises that the people working within the business are the essential ingredient in maintaining and enhancing the quality of service offered to their customers. This philosophy, allied to technological advances and continuity of management, has proved to be a key strength. We employ over 400 staff, of which more than half are directly involved with customer service and agronomic relationships. Behind the front-line agronomists are an efficient and dedicated team of stores personnel, delivery drivers and office staff who provide high quality customer support and service.

We are committed to conducting business with integrity and transparency, and within all applicable laws, regulations and ethics of the countries in which we operate. This commitment is extended to our supply chain and all other businesses and partners in which we do business. Hutchinsons hereby expect that all providers of goods and or services (hereafter referred to as "Suppliers") shall comply with this Code of Conduct ("the Code") in an ethical and responsible manner and with all applicable laws and regulations of countries in which they operate.

The Code is reviewed regularly in order to ensure that Hutchinsons are complying with all applicable laws and regulations both within and outside the United Kingdom and to reflect our standards expected of our Suppliers. If a Supplier fails to meet such expectations, then as detailed within our Anti-Slavery and Human Trafficking policy, dependent on circumstances and corrective efforts made, Hutchinsons reserves the right to terminate dealings with such Suppliers.

Hutchinsons operates under 11 key principles, each of which shall be detailed within this Code. They are as follows:

1. Ethics and integrity
2. Environmental measures
3. Health and Safety
4. Employment to be freely chosen
5. Fair wages
6. Reasonable working days
7. No child labor
8. No inhumane treatment or discrimination
9. Freedom of association
10. Management Systems
11. Data protection and Privacy

1. Ethics and integrity

Hutchinsons holds itself in the highest regard in terms of operating with ethical behaviours and practices, and as such expects Suppliers to do the same. They include acting at all times with integrity and having a zero tolerance for bribery and or corruption within its business.

International and local laws regarding bribery shall apply at all times. The Supplier shall not under any circumstances accept a bribe for any value.

2. Environmental measures

Suppliers must realise, respect and comply with all applicable environmental laws. Hutchinsons encourages Suppliers to implement systems that are designed to minimise the impact on the environment by the supply chain.

Suppliers must obtain and keep current all required environmental permits, approvals, and registrations and follow applicable operational and reporting requirements. This includes the obligation to effectively identify and manage the safe handling, movement, storage, and disposal any and all substances that pose a threat to the environment, including hazardous substances/gases, emissions and waste. We also require that Suppliers provide workers with appropriate training on this matter.

We encourage our Suppliers to continuously improve and reduce their carbon and environmental footprint.

3. Health and Safety

Our Suppliers must provide workers with a safe and healthy work environment, and Suppliers must, at a minimum, comply with applicable laws regarding working conditions and standards. This includes but is not limited to, occupational safety, machine safety, physically demanding work, risk assessments and regular working environment assessments to analyse safety and sufficient management procedures.

4. Employment to be freely chosen

Our Suppliers must not use forced labour namely enslaved, prison, bonded, or otherwise. Our Suppliers must not traffic workers or in any other way exploit workers by means of threat, force, coercion, abduction, or fraud. Working must be voluntary, and workers must be free to leave work and terminate their employment or other work status with reasonable notice.

Our Suppliers must not require workers to surrender government issued identification, passports, or work permits as a condition of working, and our Suppliers may only temporarily hold onto such documents to the extent reasonably necessary to complete legitimate administrative and immigration processing.

Workers must be given clear, understandable contracts regarding the terms and conditions of their engagement in a language understood by the worker. Suppliers must ensure that each of its staffing or recruiting agencies comply with this Code and with the more stringent of the applicable laws of the country where work is performed and the worker's home country.

5. Fair wages

Suppliers must pay their workers at least the statutory minimum wage applicable by law in that country.

Payment should be in a timely manner and provide compensation (including overtime pay and benefits) that, at a minimum, satisfies applicable laws. All workers should be provided with sufficient information to enable full and comprehensive understanding detailing their hourly rate, weekly or monthly wage, overtime and any tax deductions.

6. Reasonable working hours

Suppliers must not require a worker to work more than the maximum allowed by local applicable laws. Included in that time shall be overtime that has been worked and paid for and shall run consecutively not concurrently to contracted working hours.

7. No child labour

Hutchinsons will not tolerate the use of child labour. Our Suppliers must engage workers whose age is 15 years old, or the minimum age to work in the country where work is performed.

Furthermore, workers under the age of 18 years old should be supervised closely and must not perform hazardous or dangerous work. Hutchinsons supports the development of workplace apprenticeship programs that comply with applicable laws, including organisation standards respectively.

8. Evaluation of performance and remuneration

Suppliers shall not subject any worker to inhumane treatment or discrimination, including bullying, harassment, assault (sexual or non sexual), violence, abuse, discrimination relating to sex, gender, age, religion, sexual orientation, political view, disability or pregnancy.

Suppliers shall adhere to all local applicable laws when concerning treatment and discrimination and shall have appropriate procedures in place to deal with such events.

9. Freedom of association

Suppliers must respect the rights of workers to establish and join any and all Trade Unions or legal organisation of their choice. Workers shall be free to associate, join and converse with such organisations as they so wish, freely and openly. Workers shall feel comfortable to express any grievances they have or concerns to Hutchinsons or its Suppliers with no fear of reprisals or consequence.

10. Management Systems

Suppliers must ensure that they have a thorough and structured procedural system in place to deal with risk and compliance of the above, and these shall be under constant monitoring and review.

Senior members of staff and internal committees should be clearly set out and be responsible for the review and enforcement of the management systems. Risk assessments, policies and procedures should be readily available for consultation. Training to staff should mention who is responsible for the management systems and procedures at all times.

11. Data Protection and Privacy

Suppliers should at all times have procedures and policies in place to protect and safeguard data of (not limited to) customers, business partners, suppliers, consumers, contractors, employees and agents.

Hutchinsons complies with all local Data Protection legislation including but not limited to the Data Protection Act 2018, General Data Protection Regulation (EU Directive 2016/679) and the Privacy and Electronic Communications (EC Directive) Regulations 2003. Suppliers are expected to adhere to the same and any other local and applicable data protection and privacy legislation.