

# Supplier and

# CONTRACTOR CODE



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## Object

The scope of this supplier and contractor code, hereinafter referred to as the "Code", is corporate and applies to all suppliers and contractors that provide services to the corporate group of which Team Foods Colombia SA is the parent and controlling company, hereinafter referred to as "Alianza Team".

The purpose of this Code is to contribute to the compliance with the policies stated in the Alianza Team Policy Guidelines, as well as the international and national standards adopted by Alianza Team as part of its process of continuous improvement and contribution to both society and the environment.

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## Scope

The provisions of this Code must be applied and complied with by all Suppliers and Contractors at the corporate level, their parents, subsidiaries and subordinates, who maintain commercial and/or contractual relations with Alianza Team.

All Suppliers and Contractors of Alianza Team at the corporate level must know, disseminate among their employees and apply the provisions of this Code as a condition to enter into contracts or conduct business operations with Alianza Team.



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## Associated risk(s)

The application of this Policy seeks to prevent, mitigate and control legal and reputational risks.

# General

## Compliance

Alianza Team expects its Suppliers and Contractors at the corporate level to comply with the applicable regulations in force regarding labor contracting, human rights, personal data protection, sustainability, environmental protection, business ethics and prevention of money laundering and the financing of terrorism.

To the extent that compliance with the standards indicated in this Code is a process that requires a gradual implementation, Alianza Team expects its Suppliers and Contractors to make efforts aimed at continuously improving their operations in order to comply with the provisions of this document. However, Alianza Team will refrain from hiring Suppliers and Contractors that violate human rights, violate the rules of business ethics, incur in punishable conduct such as corruption or money laundering, among others.

The provisions of this Code are additional to the commitments and obligations that each Supplier or Contractor acquires by virtue of the contractual or commercial relationship with Alianza Team, and does not exempt them from timely and proper compliance with them.

Non-compliance with this Code by the Suppliers and Contractors of Alianza Team may lead to the imposition of the sanctions established in the documents that support their commercial or contractual relationship with Alianza Team, without prejudice that Team may decide to take the administrative, judicial and extrajudicial measures that may be necessary.





### **Supplier creation and selection:**

Recognizing the special strategic relevance of supply chain management, below, we share the general aspects of our internal supplier selection, evaluation, management and development processes, which seek to transversely incorporate and align our environmental, social and governance criteria with that of our suppliers

### **Purchasing categories:**

In order to conduct a strategic management of our chain, we involve different categories of specialized suppliers in order to ensure competitiveness, availability, quality, timeliness and sustainability for our businesses.

- . Raw lipid materials
- . Packaging materials, supplies and ingredients
- . Non-productive features
- . Administrative services
- . Others

For the process of selecting and creating our suppliers we employ a tool that covers the different internal requirements we have designed to ensure legal compliance with the country, region and our standards.

Specifically with respect to due diligence for third party review, through the SAGRILAFI guidelines, we check that legal representatives, board members, shareholders and/or final beneficiaries are not involved in illegal activities with the analysis of more than 200 restrictive lists that involve reputational, legal,

environmental, social, human rights, terrorism financing, conflicts of interest, anti-competitive practices, and anti-corruption aspects, among others. The records are kept within this tool as control or evidence of due diligence. No purchase of a good or service can be made without the supplier being registered in the system in any operation of the organization.

The criticality of a supplier is determined by a set of criteria that are evaluated taking into account its level of direct impact on the finished product in matters of: safety, quality, impact on the supply chain and performance rating according to the result in the OTIF (on time in full) indicator that measures the quality, quantity, timeliness and documentation of the service. All critical or new suppliers must comply with the initial evaluation process, and based on that score, the periodicity for subsequent reevaluation is established between an immediate review and up to a maximum of 36 months. The criteria in question cover the different environmental, social and governance aspects in addition to the commercial and service components.

With regards to our risk monitoring, our procedures cover specific aspects of supply chain, category, country and strategic risks of the organization. Likewise, there is a matrix that

establishes the approval criteria according to the specific existing certifications for the different aspects of the management system, thus allowing efficiencies in the process of managing our chains.

### **Supplier evaluation and development:**

Constant efforts by our internal teams such as purchasing, quality, management systems and others, allow us to have updated information on our supply base, which according to their criticality and the supplier evaluation and self-evaluation procedure, ensure that compliance with our objectives, standards and requirements is continuous and that with permanent feedback we identify opportunities for joint improvement. Based on the OTIF score, work plans are established to promote performance improvement; if there are no recorded events and performance is high, they are notified and encouraged to continue to maintain their service and quality. If the suppliers are not certified by accredited entities, on-site visits are made where they are analyzed and concepts and indications are issued, which the suppliers must implement, taking into account the improvement opportunities identified.

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# Guidelines

## 6.1 ALIANZA TEAM PRINCIPLES

### 6.1.1 Honesty



Our relationships are developed in an environment of trust and harmony, because they guarantee support, security and credibility.

### 6.1.2 Ethics



Our interactions, actions and decisions are in accordance with the upright behavior demanded by the community in which we interact.

### 6.1.3 Responsibility



We are accountable for our commitments to the organization, to others, and to ourselves.



### 6.1.4 Respect



We consider and treat people well, recognizing their dignity and individuality, regardless of their gender, nationality, sexual preference or identity, religion, ethnic origin, social status, political beliefs, disability or any other circumstance of a similar nature to those already mentioned.

Contractors and Suppliers are also expected to maintain respectful relations with Employees and other Contractors and Suppliers of Alianza Team, in full compliance with the rules that regulate and prohibit harassment at work, whether physical, psychological or of any other kind.

### 6.1.5 Loyalty



We are always trustworthy.

### 6.1.6 Irreverence



We promote and believe in being able to communicate to our peers, leaders or even our superiors, what is not correct with total respect, honesty and responsibility.

## 6.2 ALIANZA TEAM STANDARDS

### 6.2.1 Business Ethics

The Alianza Team Ethics and Compliance Program aims to avoid the materialization of ethical and legal risks. Likewise, it aims to guarantee that all our practices are in accordance with the legal framework of all the countries where we operate, defending free competition, rejecting any corruption, transnational bribery or any other crime or reprehensible conduct or anticompetitive behavior.

In accordance with the above, Alianza Team expects all of its Suppliers and Contractors to act in strict compliance with the law in a broad sense, refraining from conduct that may be qualified as illegal or illicit. Therefore, Alianza Team's Suppliers and Contractors are obliged to:

#### A. Work against corruption in all its forms.



#### B. Report any case of conflict of interest: For us, any situation that does not allow the simultaneous satisfaction of the interests of the organization when dealing with employees, customers, suppliers, organizations or individuals who seek to do business with us, generates a conflict of interest situation.


In order to comply with these premises, prior to the engagement with any supplier or contractor, the company will carry out a Due Diligence process whose objective is to collect information about the commercial, reputational and sanctioning background in administrative, criminal or disciplinary matters that have affected, affect or may affect the persons subject to the Due Diligence. In its execution, we aim to rule out warning signs or background information focused on the commission of acts such as money laundering, financing of terrorism, corruption, transnational bribery and any other associated crime.

Suppliers and Contractors shall refrain from making promises, giving or receiving unjustified benefits, with the intention of obtaining preferential treatment from Alianza Team and third parties be the public or private.


## 6.2.2 Human Rights and Labor Relations Protection


Alianza Team is committed with the promotion, compliance and protection of Human Rights according to internationally recognized standards adopted by the organization, as well as by current legal regulations. In this sense, Team's Suppliers and Contractors are obliged to:


 **A.** Support and respect the protection of Human Rights.


 **B.** Avoid being involved in circumstances that may be considered as abuses of Human Rights.

 **C.** Respect the right of freedom of association and collective bargaining and the effective recognition of the right to collective association.


 **D.** Refrain from engaging in activities that may be considered expressions of forced labor.

 **E.** Refrain from promoting, participating in or executing practices that violate the rights of minors, including but not limited to the hiring of minors under conditions different from those accepted by current regulations.


 **F.** Refrain from practices that may be considered discriminatory in the workplace.

 **G.** Ensure legal compliance related to working conditions such as the payment of fair wages, health, social security and social benefits.

 **H.** Support the application of a precautionary approach to environmental issues.

 **I.** Adopt initiatives that promote greater environmental responsibility.

 **J.** Encouraging the development and diffusion of environmentally friendly technologies.

 **K.** Refrain from engaging in conduct that disregards, harms or jeopardizes the inalienable labor rights of its employees.

### 6.2.3 Environmental protection

As part of our commitment to sustainability, Alianza Team is committed to the protection of the environment and the social context that surrounds us, and this responsibility is shared with all our suppliers and contractors.

Accordingly, in Alianza Team we assume this commitment in our own operations as well as with all our suppliers and strategic allies in the chain with whom we promote the protection, conservation and proper use of resources to ensure a responsible supply in compliance with environmental, social and governance criteria.

Additionally, as part of our NDPE commitment (No Deforestation, No Exploitation and No Peat Development) and biodiversity conservation, we work to promote best practices throughout our supply chain. All Alianza Team Suppliers and Contractors must be committed to:



The prohibition of conversion of High Conservation Value (HCV) areas, High Carbon stock areas (HCS), peatlands regardless of their depth and other ecologically sensitive landscapes.



The prohibition of burning in the context of the preparation of new plantations or replanting procedures.



Sustainable management and use of natural resources, adapting good agricultural practices.



Responsible pest management and limits on the use of agrochemicals.



Measurement, reporting and reduction of greenhouse gas emissions.



Adoption of eco-efficiency practices, clean transportation and reduction of greenhouse gas emissions.



Integrated waste management, protecting the ecosystem and human health.



Resource efficiency.

## 6.2.4 Labor Relations

All Alianza Team Suppliers and Contractors are expected to fully and timely **comply with their labor obligations**, respecting the limits of the maximum legal working day as well as the recognition and payment of any overtime that may be caused. With respect to discrimination and harassment, **it is expected that its collaborators receive equal conditions without being discriminated by race, sexual orientation, gender, political preference, religious belief or any other factor**, negatively affecting opportunities in the workplace and the work environment.

We reiterate that Alianza Team expects its Suppliers and Contractors to refrain from employing minors without fulfilling all legal requirements to do so, **as a measure to discourage child and forced labor**.



## 6.2.5 Occupational Health and Safety

All Alianza Team Suppliers and Contractors must be committed to complying with the law, Alianza Team's policies and procedures governing occupational safety and health. Likewise, they acknowledge and accept that from time to time Alianza Team will require the completion of training and courses related to occupational health and safety as a requirement for the signing and/or execution of contracts.



## 6.2.6 Alcohol and Prohibited Substances

Alianza Team prohibits the development of activities and the provision of services under the influence of alcohol or other psychoactive or psychotropic substances. Therefore, all Alianza Team Suppliers and Contractors are expected to have suitable personnel for the provision of services and goods contracted by Alianza Team.



## 6.2.7 Prevention of Money Laundering and Financing of Terrorism

All Alianza Team Suppliers and Contractors are committed to the fight and prevention of money laundering, financing of terrorism and proliferation of weapons of mass destruction. Thus, they shall adopt the necessary measures in order to implement the controls that prevent the occurrence of situations that may be considered as constituting money laundering and financing of terrorism through their operations.



## 6.2.8 Protection of Personal Data

All Alianza Team Suppliers and Contractors agree to comply with the personal data protection regime applicable to the country in which they provide their services to us. In accordance with the above, all Suppliers and Contractors are expected to have policies, manuals or procedures that ensure the correct treatment of the personal data on which they carry out some type of use.

## 6.3 REPORTING VIOLATIONS

All Suppliers and Contractors of Alianza Team are responsible for reporting possible breaches or suspected breaches of this Code, as well as other irregular or unlawful situations of which they become aware. To do so, they may contact the Compliance Officer directly or through the Integrity Line:



**Colombia:**  
01 800 519 1179



**Mexico:**  
800 880 1431



**Chile:**  
800 914 391



**United States:**  
1 833 515 2455

Once you have reached the Integrity Line, you must type 888-265-9894 and select language. To report on the web, the address is:

<https://teamfoods.alertline.com> 

Suppliers and Contractors shall provide true, honest, complete, unbiased and timely information.



## 6.4 SUPPLIER OR CONTRACTOR ACCEPTANCE

The Supplier or Contractor, by signing this Code declares:

**6.4.1** That it received a copy of this Code and is aware of its contents and scope

**6.4.2** That it knows and complies with the laws and regulations applicable in the Republic of Colombia and in the countries in which it carries out their activities.

**6.4.3** That it shall report to Alianza Team any breach of the provisions of this Code.

**6.4.4** That it agrees to inform and disclose to all its employees, contractors and subcontractors the provisions of this Code and to ensure compliance with it.



# Supplier and CONTRACTOR CODE

