

Supplier Code of Conduct

At Melitta, our Core Values are integral to how we do business, and we expect our suppliers to respect and promote these values. We seek to develop and strengthen partnerships based on transparency, collaboration and mutual respect. We recognize that our suppliers are independent businesses and the exclusive employers of their employees. However, the actions of our business partners can be attributed to Melitta, affecting our reputation and the level of trust we have earned from customers and others. We appreciate that suppliers operate in different legal and cultural environments throughout the world. At a minimum, we require that all suppliers and their facilities meet the standards and promote the principles outlined in this Code, which are intended to advance Melitta's commitment to all aspects of sustainability (ethical, environmental, and economic).

The provisions of this Code are in addition to, and not in lieu of, the provisions of any legal agreement or contract between a supplier and Melitta or any of its affiliates. We expect suppliers to hold their supply chain, including subcontractors and third party labor agencies, to the same standards contained in this Code. This Code does not create any third-party beneficiary rights or benefits for suppliers, subcontractors, their respective employees or any other party.

HUMAN RIGHTS

UN DECLARATION OF HUMAN RIGHTS: We expect our suppliers to conduct their activities in a manner that respects human rights as set out in The United Nations Universal Declaration of Human Rights. In addition, suppliers shall uphold the following labor practices:

FREEDOM OF ASSOCIATION: Suppliers shall respect the rights of workers to associate or not to associate with any group, as permitted by and in accordance with all applicable laws and regulations.

EMPLOYMENT STATUS: Suppliers shall employ workers who are legally authorized to work in their location and facility and are responsible for validating employees' eligibility to work status through appropriate documentation.

EMPLOYMENT PRACTICES: Suppliers shall not use any form of slave, forced, prison, bonded, indentured, or involuntary labor. They shall not engage in human trafficking or exploitation, or import goods tainted by slavery or human trafficking, including labor procured by a broker. They shall not retain employees' government-issued identification, passports or work permits as a condition of employment.

ANTI-DISCRIMINATION AND FAIR TREATMENT: Suppliers shall promote and maintain a workplace free from discrimination and treat their employees with fairness, dignity and respect. No form of physical, sexual, psychological or verbal harassment or abuse shall be tolerated.

WORKING HOURS AND REST DAYS: Suppliers shall not require workers to work more than the maximum hours of daily labor set by local laws. Employees shall be allowed at least one day off every seven days, and any overtime worked shall be voluntary. If local law allows, employees may voluntarily work overtime on rest days, provided that they are allowed at least one day off within the next seven days. Continuous working days are never to exceed 21 days without a rest day.

UNDERAGE LABOR: Suppliers shall ensure that no underage labor has been used in the production or distribution of their goods or services. A child is any person under the minimum employment age according to the laws of the facility's country, or, in the absence of law, under the minimum age for completing required education. Suppliers shall not employ anyone younger than 14, regardless of the country's minimum working age.

WAGES AND BENEFITS: Suppliers shall ensure that their workers are paid lawful wages, including overtime, premium pay, and equal pay for equal work without discrimination. There shall be no disciplinary deductions from pay.

WORKPLACE ENVIRONMENT

Suppliers shall ensure that all workers receive communication and training on emergency planning and safe work practices. In addition, suppliers shall have systems to prevent, detect and respond to potential risks to the safety, health and security of all employees.

ENVIRONMENTAL MANAGEMENT

Suppliers are responsible for managing, measuring and minimizing the environmental impact of their facilities. Specific focus areas include air emissions, waste reduction, recovery and management, water use and disposal, and greenhouse gas emissions. In addition, the Supplier is responsible for ensuring the maintenance of Biodiversity at their facilities and in their Supply Chains.

BUSINESS INTEGRITY

COMPLIANCE WITH LAW: Suppliers' business activities shall comply with applicable laws and regulations in the countries and jurisdictions in which they operate. This Code applies to activities in the locations where suppliers' goods are produced, where any related services are performed, and where the goods enter the supply chain.

ANTI-BRIBERY: Suppliers shall not engage in any form of bribery, kickbacks, corruption, extortion or embezzlement. Suppliers shall not take any action that would violate, or cause Melitta to violate, any applicable anti-bribery law or regulation, including the U.S. Foreign Corrupt Practices Act.

Fair Trade: Suppliers shall not engage in collusive bidding, price fixing, price discrimination, or other unfair trade practices in violation of antitrust laws.

Intellectual Property: Suppliers shall respect the intellectual property rights of others, and shall take appropriate steps to safeguard and maintain confidential and proprietary information.

AUDITS AND ASSESSMENTS: Melitta reserves the right to audit compliance with this Code. Audits are facility inspections that may include employee interviews, onsite inspections, review of supplier records and business practices. Such audits are conducted by Melitta or its approved third party auditors. If an audit identifies a violation of this Code, suppliers shall act promptly to correct the situation to Melitta's satisfaction. Failure to comply with the Code of Conduct may result in termination of the supplier relationship.

BOOKS AND RECORDS: Suppliers shall maintain accurate and transparent books, records and accounts to demonstrate compliance with applicable laws and regulations and this Code.

CONFIDENTIALITY: Suppliers shall safeguard Melitta's information by keeping it secure, limiting access, and avoiding discussing or revealing such information in public places. These requirements extend even after the conclusion of a supplier's business relationship with Melitta.

GRIEVANCE MECHANISM: Suppliers shall create internal programs for handling reports of workplace grievances, including anonymous reports.

WHISTLEBLOWER PROTECTION: Suppliers are responsible for prompt reporting of actual or suspected violations of law, this Code, the Standards of Business Conduct for Melitta employees. This includes violations by any employee or agent acting on behalf of either the supplier or Melitta. Such programs shall protect worker whistleblower confidentiality and prohibit retaliation.

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ACKNOWLEDGMENT OF TERMS

Accepted and agreed to on behalf of _____, a supplier to Melitta USA, Inc./ European Coffee Classics, Inc.

I acknowledge that I am authorized to bind my company to the terms herein.

Signature

Print Name

Date

Title

Supplier Name and Address:

List all product(s) supplied to Melitta:

Please return a scan of this executed signature page to:

Sabine Breit
Melitta USA, Inc.
13925 58th Street N.,
Clearwater, FL 33760
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