

## **SUPPLIER GUIDELINES**

Wilmar International Limited (“Wilmar”) recognises that sustainable development is integral to the long-term viability and success of its business. We are committed to conducting our business in a responsible manner at all levels of the supply chain, including following a set of guiding principles that are in line with industry best practices and with the laws of the different societies in which we operate.

The principles outlined below reflect the values we uphold in our own policies; and we expect our suppliers to conform to the spirit and intent of these guiding principles, where applicable. Suppliers are also expected to communicate and implement the principles within this Supplier Guidelines throughout their supply chain.

### **Legal Compliance and Business Integrity**

Suppliers shall comply with all applicable international, national and local laws and regulations in the countries of their operation. Wilmar also expects our suppliers to conduct their business in a fair and ethical way with zero tolerance for fraud, as outlined in Wilmar’s [Anti-Fraud Policy](#).

### **Workforce**

#### Child Labour

Suppliers shall adhere to minimum age provisions defined by applicable national labour laws and regulations; or by International Labour Organisation (ILO) Convention 138, whichever is higher. Convention 138 concerns the minimum age for admission to employment and work. This is detailed in our [Child Protection Policy](#).

#### Non-Discrimination

Suppliers shall maintain a workplace free of harassment and discrimination from ethnic origin, gender, national origin, age, social class, religion, sexual orientation, gender identity, union membership, political affiliation, disability, or other similar factors. Suppliers shall ensure that their employees are afforded an employment environment that is free from any threats of violence, sexual exploitation or abuse, verbal or psychological harassment or abuse. The basis for recruitment, advancement, training and compensation should be qualifications, performance, skills and experience, as outlined in our [Equal Opportunity Policy](#), [Sexual Harassment, Violence and Abuse](#), and [Reproductive Rights Policy](#) and [Women’s Charter](#).

#### Freedom of Association

Suppliers shall respect employees’ right to join, form, or not to join a labour union without fear of reprisal, intimidation or harassment. Workers shall be able to communicate with management regarding their working conditions through their chosen representatives and negotiate in good faith.

#### Forced/Bonded/Indentured Labour

Suppliers shall eliminate forced, bonded (including debt bondage) or indentured labour, slavery and trafficking of persons, and restrictions on workers' freedom of movement. Suppliers shall ensure ethical recruitment such that workers do not incur any recruitment fees at any stage of the recruitment process and similar requirements should be complied with by third-party recruitment agencies engaged by suppliers.

#### Fair Compensation and Working Conditions

Suppliers shall pay employees according to applicable wage laws, including minimum wages, working hours, overtime hours and mandated benefits as per the regulations of the country. In absence of regulations pertaining to working hours, suppliers shall ensure that workers are not working more than the maximum permissible limit of the national law as part of their standard or contracted working hours; and that any overtime hours are worked on a voluntary basis and compensated at a rate consistent with the national law. Opportunities should also be offered to employees to develop their skills and capability for advancement where possible.

The key principles summarised above should be read in conjunction with relevant Wilmar's policies/statements for further details:

- [No Deforestation, No Peat, No Exploitation \(NDPE\) Policy](#)
- [Human Rights Policy](#)
- [Human Rights Framework](#)
- [UK Modern Slavery Act Transparency Statement](#)

#### Occupational Health and Safety

Suppliers shall ensure a safe and conducive workplace for employees by complying with all applicable local and national health and safety laws that takes into account inherent risks in work areas, including physical, chemical, biological and radiological hazards. These factors can be addressed through, but are not limited to, provision of adequate medical facilities and personal protective equipment (PPE). More details can be found in our [Workplace Health and Safety Policy](#).

#### Data protection principles

Suppliers shall ensure confidentiality in all their dealings with Wilmar and ensure that permission has been given and documented before disclosing, displaying, submitting or seeking confidential or personal information or data obtained in connection with the recruitment or employment of workers.

#### **Environmental Protection**

Suppliers shall conduct business in environmentally responsible and efficient ways which minimise adverse impacts and protect the environment. These include, and not limited to, meeting all applicable environmental laws and regulations, conserving natural resources,

avoiding the use of hazardous materials and to promote activities that reuse and recycle, as outlined in our [Environmental Policy](#).

### **Product Safety and Quality**

Suppliers shall ensure that the products and services provided or handled must exceed or meet food safety and product quality standards applicable at the countries of operation, as outlined in our [Food Fraud Policy](#), [Food Safety Policy](#) and [Food Defense Policy](#).

### **Compliance & Assessments**

Supplier must be able to demonstrate compliance with our Supplier Guidelines at the request and to the satisfaction of Wilmar.

As part of our endeavour to ensure that sustainability is integrated into all relevant business processes, including the supply chain, compliance to the Supplier Guidelines would be checked through our due diligence process for new suppliers; while existing suppliers would be subjected to supplier assessments where relevant and necessary, covering areas of sustainability.

### **Reporting Misconducts/Violations**

Wilmar employees and suppliers are expected to report violations or possible violations of this Supplier Guidelines to Wilmar through our whistleblowing channel (please refer to page 4 of our [Whistleblowing Policy](#)) or [Grievance Procedure](#).

Wilmar will promptly investigate reported violations of the Wilmar Supplier Guidelines, and take corrective actions, where required, to address the issues in accordance to our Whistleblowing Policy and/or Grievance Procedure.

Wilmar supports protection for environmental and human rights defenders and prohibits threats, harassment, intimidation, the use of violence, or retaliation against anyone who raises a concern, lodges a complaint or participates in an investigation or whistleblowing. Finally, Wilmar maintains a clear and strong commitment to non-violence and will do whatever possible, in all contexts, to prevent the use of force or the threat or real application of violence.

### **Transparency**

Suppliers must be prepared to provide Wilmar with information about subjects outlined in this Supplier Guidelines at Wilmar's request.