

## World Wise Foods Group

### Responsible Sourcing Code of Practice for Supplier Partners

#### A. Overview

The World Wise Foods Group<sup>1</sup> is committed to ensuring that all our products are responsibly sourced, without negative impacts on people or the environment.

In line with this commitment, our Responsible Sourcing Code of Practice (RSCOP) outlines the minimum set of standards that all World Wise Foods Group supplier partners must adhere to. These standards reflect best practice and align with both the [UN conventions](#) and [ILO standards](#) as well as our customer expectations.

#### B. Application

Adherence to the RSCOP is a condition of supply to the World Wise Foods Group. It is supplier partners responsibility to meet the requirements of the Code and be able to demonstrate compliance.

The Managing Director, or most senior equivalent person, at each supplier partner is required to sign and return "Appendix 1: Acknowledgement of Responsible Sourcing Code of Practice" of this document as confirmation of compliance. For new supplier partners, this document must be signed and returned before contracts can be signed.

The RSCOP should be shared with all relevant staff including those responsible for Health and Safety, Environmental Management and Human Resources. Supplier partners should also have a named person(s) responsible for managing ongoing compliance with the RSCOP.

#### C. Non-compliance

We expect new and existing supplier partners to be open and honest with us where gaps against this Code are identified.

The World Wise Foods Group is committed to working collaboratively with supplier partners to drive improvement and will support supplier partners to meet compliance if gaps are identified. We do however have a zero-tolerance approach if supplier partners:

- Intentionally conceal non-compliance
- Are unwilling to improve
- Do not demonstrate sufficient progress against agreed actions.

In these situations, supply may be suspended, delayed or ultimately cancelled if timely and satisfactory action is not taken.

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<sup>1</sup> American Tuna, Nature's Finest and World Wise Foods.

## D. Requirements

### 1. Standards

- 1.1 Local laws and regulations:** Supplier partners must adhere to all local laws and regulations. Supplier partners are also responsible for maintaining up to date knowledge on all relevant local laws and regulations.
- 1.2 Ethical Trade Initiative (ETI) base code:** Supplier partners must adhere to the [ETI base code](#). The ETI Base Code is founded on the conventions of the International Labour Organisation (ILO) and is an internationally recognised Code on labour practice.

Where the ETI base code and local law differ, we expect supplier partners to align with whichever affords the greatest protection to workers.

### 2. Policies

Supplier partners are expected to comply with all applicable customer policies in addition to the following World Wise Foods policies:

- 2.1 Human Rights policy:** This policy outlines our approach to ensuring human rights are upheld in our supply chains. Supplier partners must adhere to the requirements outlined in this policy. Where gaps are identified, supplier partners must be actively working towards meeting the requirements. See 12.1 for further.
- 2.2 Seafood Sourcing policy:** This policy covers all seafood products sourced by World Wise Foods Group. Supplier partners must ensure their supply chains comply with the requirements of this policy.

### 3. Ethical compliance

All World Wise Foods Group supplier partners are required to:

- 3.1** Register as a member on SEDEX
- 3.2** Ensure SEDEX SAQ is 100% completed and updated annually

Audits should be completed in line with customer requirements. Where audits are required, all suppliers partners should:

- 3.3** Book semi-announced (within a three week window) or unannounced audits during peak production. Announced audits are not accepted.
- 3.4** Audits must be conducted by an audit body approved by customers.
- 3.5** Inform World Wise Foods Group Sustainability team once an audit is booked and the corresponding audit window.
- 3.6** Once the audit is complete, share the audit report with World Wise Foods Group within 24 hours.<sup>2</sup>

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<sup>2</sup> A SMETA corrective action plan report will be provided by the auditor at the end of audit. This should be shared.

- 3.7** Share a timeline for closing off non-conformances with World Wise Foods Group for review and upload corrective actions and evidence onto SEDEX.
- 3.8** Undertake a follow-up audit to close non-conformances raised, if required.

For supplier partners with BSCI audits the same process applies except corrective actions will be agreed via email. BSCI reports must be saved on the SEDEX platform.

Where audits are not required by customers, the World Wise Foods Group expects audits or an agreed equivalent assessment<sup>3</sup> to be completed in advance of supply. The frequency of these going forwards will be determined by the Food Network for Ethical Trade (FNET) country risk rating. At minimum, the frequency will be as follows:

- High and medium-risk countries: every 2 years
- Low-risk countries: every 3 years

The World Wise Foods Group and customers reserve the right to arrange an unannounced audit at a supplier partner where there is cause for concern.

#### **4. Working hours**

Supplier partners are expected to comply with clause 6 of the ETI base code 'Working hours are not excessive'. However, we recognise that in some geographies local law permits higher working hours and it is the industry norm to exceed 60 hours in any 7-day period. In these instances:

- 4.1** Maximum working hours must not exceed 72 hours in any 7-day period.
- 4.2** Hours must not exceed 12 in any 24-hour period.
- 4.3** All overtime must be voluntary.
- 4.4** Rest days (1 day off every 7 days or 2 days off in 14) must be observed.
- 4.5** Systems must be in place to effectively monitor hours and prevent workers from missing rest days.
- 4.6** Supplier partners must monitor trends in accident rates, productivity, and product quality in relation to shifts greater than 8 hours.

#### **5. Health and Safety (H&S)**

Supplier partners are expected to have procedures in place that protect all workers at their site and any provided, or recommended, worker accommodation. This should include:

- 5.1** Ensure all workers receive and understand training on H&S including their rights, responsibilities, and the implications of wilfully putting themselves, or others at risk.
- 5.2** Ensure workers undertaking repetitive or physically demanding tasks receive specific training for their roles.

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<sup>3</sup> This could be submission of an audit completed for non-World Wise Foods Group customers, remote verification of data in the SEDEX SAQ or a visit from the World Wise Foods Group Sustainability team.

- 5.3** Regularly assess for H&S risks, including the specific risks of vulnerable groups, the management of chemical and biological hazards (including allergens) and dangerous machinery.
- 5.4** Include worker feedback in H&S assessments through worker membership of a H&S committee, worker committee feedback or worker surveys.
- 5.5** Provide personal protective equipment and clothing to workers as required and without charge and ensure this is used.
- 5.6** Manage, track and report on near misses, injury rates and illness, and ensure all workers have access to on and off-site healthcare and health assessments as required by local law.
- 5.7** Be prepared for emergency situations through regular drills on site and in worker accommodation (including at night).

## **6. Gender equality**

The World Wise Foods Group recognises that gender diversity helps businesses perform better. To align with our customer expectations on this topic, we have an ambition for at least 30% of supervisory and managerial roles to be occupied by women at our supplier partners sites by the end of 2025. We will monitor performance with this via Sedex SAQ data.

It is a requirement for suppliers to provide equal opportunities to both male and female workers and identify and remove barriers to equality.

## **7. Responsible recruitment**

The World Wise Foods Group is committed to the Employer Pays Principle that 'No worker should pay for a job - the costs of recruitment should be borne not by the worker but by the employer.' In line with customer expectations, supplier partners are also required to comply with this principle.

In situations where supplier partners are currently not compliant, an action plan must be agreed. At minimum, all recruitment must be fair and transparent. This includes ensuring workers are fully aware of the fees and costs associated with recruitment and their on-going employment prior to committing to the job.

## **8. Environmental impact**

Supplier partners are expected to comply with all relevant laws and regulations regarding the protection and preservation of the environment and to ensure all necessary permits are in place.

- 8.1 Waste Management:** Supplier partners are expected to minimise waste created by their operations. Recycling or reusing should be promoted. Food waste suitable for human consumption should be utilised as food and not disposed of by other means.

- 8.2 Energy and Water:** Supplier partners are expected to ensure energy usage is as efficient as possible. Supplier partners are strongly encouraged to explore renewable energy options.
- 8.3 Hazardous substances:** Supplier partners are expected to manage hazardous substances movement, storage and disposal as required by local law.
- 8.4 Product Packaging:** Supplier partners are expected to work proactively with the World Wise Foods Group to ensure product packaging is 'widely recyclable' in its destination country. Supplier partners should also seek to move towards utilising FSC certified paper-based products and using recycled materials within packaging.
- 8.5 Agricultural Production:** Supplier partners who own their own agricultural production sites are expected to minimise use of pesticides and herbicides.
- 8.6 Data collection:** Supplier partners are required to submit environmental data onto the M2030 platform annually. This covers energy, waste, water use, carbon reduction targets and biodiversity.

## 9. Animal welfare

The World Wise Foods Group are committed to protecting animal welfare end to end in our supply chains. We expect our supplier partners to work with us to identify opportunities for continuous improvement in animal welfare.

Supplier partners are not permitted to use monkeys for the harvesting of coconuts. Any farms found to be using monkeys must be immediately suspended.

## 10. Traceability

Supplier partners are expected to be able to trace all raw materials back to a source farm or fishery<sup>4</sup> and be willing to share this information with the World Wise Foods Group and customers on request.

## 11. Soy

Supplier partners must have visibility of their soy supply chain back to plantation level. This applies to both soy as an ingredient and soy used in animal feed.

Supplier partners are required to work with World Wise Foods Group Sustainability team to verify all soy used is deforestation and conversion free, in line with the ambition of the UK Soy Manifesto.

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<sup>4</sup> For supplier partners producing recipe products with multiple ingredients the requirement to trace back to source farm only applies if requested by customers and or where a priority raw material is used – coconut, soy, tomato and tuna.

## 12. Palm Oil

Supplier partners must inform World Wise Foods Group if they intend to use palm oil as an ingredient in any of our products.

In cases where palm oil is required as an ingredient, supplier partners must have visibility of their palm oil supply chain back to plantation level and all palm must be certified sustainable by the Roundtable on Sustainable Palm Oil (RSPO).

## 13. Business integrity

Ethical behaviours must be embedded throughout supplier partners business operations. No improper advantage should be sought by supplier partners including payment of bribes to secure contracts or influence audits.

## 14. Allegations

Suppliers must inform World Wise Foods Group of any Human Rights concerns, allegations and/or fatalities and serious injuries within their organisation or supply chain as soon as they are made aware and within 48 hours.

## 15. Site visits

Supplier partners are expected to accommodate visits from customers and the World Wise Foods Group sustainability team. Costs will be borne by World Wise Foods Group or the customer. In some instances, a site visit will need to be completed before supply can commence. Site visits serve as an opportunity to verify compliance with the RSCOP and other applicable policies as well as building the working relationship between our companies.

- 15.1 Human Rights policy gap analysis:** A gap analysis against our Human Rights policy, which is based on customer requirements, will be conducted with all supplier partners during an appropriate site visit. Recommendations will be identified as a result and timelines for implementation agreed. The World Wise Foods Group appreciates the openness and engagement of supplier partners throughout this process and will always seek to work in a collaborative manner to drive improvement.

## Appendix 1: Acknowledgement of Responsible Sourcing Code of Conduct

By signing this agreement, the supplier partner commits to complying with the RSCOP, or agree to be open with World Wise Foods Group regarding areas of non-compliance and to work together on continuous improvement.

This acknowledgement should be signed by supplier partners Managing Director, or most senior equivalent person, and returned to your key contact at World Wise Foods Group.

I, ....., on behalf of, .....  
acknowledge the content and meaning of the World Wise Foods Group Responsible Sourcing Code of Practice and commit to ensuring full compliance of all relevant sites against these standards.

Name.....

Position Held.....

Signed.....

Date.....

**Countersigned by World Wise Foods Group:**

Name.....

Position Held.....

Signed.....

Date.....