

COMPANY POLICIES

E.D.&A. – Franseweg 20 -2920 Kalmthout - Belgium



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E.D.&A. Supplier Code of Conduct

E.D.&A. is committed to adhere to the highest ethical standards and to do business with the utmost respect towards all people and the environment. To achieve this, it is essential that our suppliers act with the same level of integrity. This Code of Conduct highlights the minimum requirements with regard to labor practices, health and safety, environmental standards and ethics that are needed to engage in any kind of business relationship with E.D.&A.

As a bare minimum, suppliers must comply with all applicable local, national and international laws and regulations, including those relating to labor, health and safety, the environment and intellectual property.

1. Labor Practices

- **Freely Chosen Employment:** Suppliers shall not use forced, bonded or indentured labor or involuntary prison labor and shall allow their workers the right to leave the business after reasonable notice.
- **Child Labor:** Suppliers shall not employ children under the legal minimum age for employment.
- **Non-Discrimination:** Suppliers shall provide a workplace free of harassment and discrimination. No worker shall be subject to discrimination in employment based on race, color, age, gender, sexual orientation, ethnicity, disability, religion, political affiliation, union membership or marital status.
- **Working Hours:** Suppliers must comply with applicable laws governing working hours, including overtime.
- **Wages and Benefits:** Suppliers shall pay workers at least the minimum wage required by law and provide all legally mandated benefits. All workers shall be provided with written and understandable Information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid.
- **Freedom of Association:** Suppliers must respect the rights of workers to associate freely, join or not join labor unions, seek representation, and bargain collectively, as permitted by and in accordance with applicable laws.

2. Health and Safety

- Suppliers shall provide a safe and healthy working environment for all employees, in accordance with international standards and local laws.
- **Occupational Safety:** Procedures and systems are to be in place to prevent, manage, track, and report occupational injury and illness.
- **Emergency Preparedness:** Suppliers must identify and assess emergency situations and events, and minimize their impact by implementing emergency plans and response procedures.
- **Sanitation, Food, and Housing:** Suppliers must provide employees with clean toilet and sanitary facilities, access to potable water, and sanitary food preparation and storage facilities. Worker dormitories provided by suppliers or a labor agent must be clean, safe, and provide emergency egress.

3. Environmental Standards

- Suppliers must adhere to all applicable environmental laws and regulations.
- **Resource Efficiency:** Suppliers should strive to use natural resources (such as water, energy, and raw materials) efficiently.
- **Hazardous Substances:** Chemicals and other materials posing a hazard if released to the environment are to be identified and managed to ensure their safe handling, movement, storage, recycling, reuse, and disposal.
- **Pollution Prevention and Waste Management:** Suppliers must implement systems to prevent and mitigate environmental pollution and manage waste through reduction, recycling and safe disposal. Suppliers must strive to achieve zero CO2 emissions in a reasonable time frame.

4. Ethics

- **Business Integrity:** Suppliers shall not engage in corruption, extortion, embezzlement or bribery to obtain an unfair or improper advantage.
- **Disclosure of Information:** Suppliers must disclose information regarding their business activities, structure, financial situation and performance in accordance with applicable laws and regulations.
- **Intellectual Property:** Suppliers must respect intellectual property rights and safeguard customer information.
- **Fair Business, Advertising, and Competition:** Standards of fair business, advertising and competition are to be upheld. Suppliers must ensure they avoid engaging in antitrust practices or misleading advertising.

Suppliers should adopt or establish a management system whose scope lies in line with the content of this Code. The management system should be designed to ensure compliance with applicable laws, regulations and customer requirements related to the supplier's operations and products, Conformance with this Code and Identification and mitigation of operational risks related to this Code.

Suppliers must be prepared to provide E.D.&A. with information and data concerning aforementioned topics upon request.

Suppliers are encouraged to continually improve their practices and performance to meet or exceed the expectations outlined in this Code of Conduct.



Customer Health and Safety Policy

Introduction

At E.D.&A., the health and safety of our customers are of paramount importance. This policy outlines our commitment to ensuring a safe environment for customers visiting our premises, as well as the safety considerations in the design and production of our products.

Visitor Safety

We recognize the potential risks associated with customer visits to our organization. To mitigate these risks, we will:

- Conduct regular risk assessments to identify and address potential hazards.
- Ensure that our facilities are equipped with appropriate safety measures, including clear signage, accessible emergency exits, and first-aid stations.
- Provide safety instructions and guidance to visitors.

Product Safety

The safety of our products is a core value at E.D.&A.. We are committed to:

- Designing and manufacturing products that meet or exceed all applicable safety standards and regulations.
- Implementing rigorous testing procedures to identify and eliminate potential safety risks.
- Continuously monitoring and improving our products based on customer feedback and technological advancements.

Response to Safety Concerns

We take customer safety and health concerns seriously and will:

- Respond promptly and effectively to any safety-related issues reported by customers.
- Investigate the root cause of safety concerns and take appropriate corrective actions.
- Communicate transparently with customers about the steps taken to address their concerns.

Product Recalls

In the event that a product recall is necessary, we will:

- Act swiftly to remove potentially hazardous products from the market.
- Notify customers and relevant authorities in a timely and responsible manner.
- Provide clear instructions to customers on the steps they should take to return or repair the affected products.



Continuous Improvement

We are dedicated to the continuous improvement of our health and safety practices. To achieve this, we will:

- Regularly review and update our health and safety policies and procedures.
- Invest in ongoing training and development for our employees to enhance their safety knowledge and skills.
- Encourage a culture of safety awareness and responsibility throughout our organization.

Conclusion

E.D.&A. is committed to providing a safe environment for our customers and ensuring the safety of our products. We believe that by working together, we can maintain the highest standards of health and safety and build trust with our customers.

E.D.&A. Policy on social and ethical issues

At E.D.&A. we are committed to maintaining the highest standards of social and ethical conduct. This policy outlines our commitment to ethical behaviour and social responsibility, which are integral to our operations and business strategy.

In social and ethical issues we focus on:

- I. Diversity, equality and inclusion
- II. Child labour, slavery and human trafficking
- III. Career Management and training
- IV. Social dialogue
- V. Working conditions
- VI. Labor and human rights
- VII. Bribery and corruption

This policy applies to all employees, officers and directors of E.D.& A., as well as to any other parties representing the company.

I. Diversity, Equality, and Inclusion

I. 1) Introduction

At E.D.&A, we believe that diversity, equality, and inclusion (DEI) are core values that contribute to a respectful, innovative, and productive work environment. This policy outlines our commitment to fostering a workplace where each individual feels valued, respected, and empowered to contribute to our shared goals.

I.2) Objectives

Our DEI policy aims to:

- Create an inclusive environment that respects and values diversity.
- Promote equal opportunities in recruitment, career development, and compensation.
- Encourage an open and supportive workplace where discrimination, harassment, and inequality are not tolerated.
- Foster awareness and understanding of diversity and inclusivity through training and active dialogue.

I.3) Policy and Principles

1. Respect and Inclusion

We are committed to creating a workplace where everyone feels included, regardless of their background, race, gender, religion, disability, or any other characteristic. Our practices are designed to promote mutual respect and understanding. We recognize that a diverse mix of talents and perspectives contributes to an enriched workplace and a stronger team.

2. Equal Opportunities

Equal opportunity is the foundation of our people strategy. At E.D.&A., we treat all employees and applicants fairly, without prejudice or discrimination. We promote equal opportunity through fair recruitment, promotion and compensation. We strive to ensure that our processes are fair and transparent, and that we remove barriers to equality.



3. Anti-Discrimination and Anti-Harassment

We do not tolerate discrimination, harassment, or unfair treatment of any kind. Employees are encouraged to report any incidents, and each report is handled with confidentiality and respect.

I.4) Responsibilities

- **Management**

Management is responsible for promoting DEI values, creating a supportive environment, and taking appropriate actions to address issues of discrimination or inequality.

- **Human Resources**

HR develops and oversees DEI policies, providing training and handling any DEI-related concerns or complaints.

- **Employees**

Employees are expected to uphold DEI principles, respect their colleagues, and actively contribute to an inclusive workplace culture.

I.5) Monitoring and Improvement

Our DEI policy is reviewed annually to ensure relevance and effectiveness. Employee feedback is encouraged, and we use this input to improve our DEI practices continuously.

II. Child Labour, Slavery, and Human Trafficking

II.1) Introduction

E.D.&A. strictly prohibits child labour, forced labour, and human trafficking. We are dedicated to upholding ethical labour practices and ensuring the protection and respect of human rights within our company and our supply chain.

II.2) Objectives

Our policy aims to:

- Ensure that our operations and supply chain are free from child labour, slavery, and human trafficking.
- Promote responsible sourcing practices among our suppliers and partners.
- Educate employees and partners on identifying and preventing unethical labour practices.

II.3) Policy and Principles

1. Prohibition of Child Labor

E.D.&A. does not tolerate any form of child labour. We comply with international standards regarding the minimum age for employment and ensure our suppliers follow the same standards.

2. No Forced or Compulsory Labor

We strictly prohibit forced or compulsory labour, including bonded labour and human trafficking, within E.D.&A. and throughout our supply chain.

3. Supply Chain Responsibility

We require our suppliers and business partners to adhere to the same ethical standards regarding labour practices and conduct regular audits to verify compliance.

4. Employee Awareness

E.D.&A. provides training to employees on identifying signs of child labour, slavery, and human trafficking and encourages prompt reporting of any concerns.

II.4) Reporting and Investigation

Any report or suspicion of unethical labour practices is taken seriously. E.D.&A. investigates all reports and takes appropriate actions to ensure compliance with our standards.

III. Career Management and Training

III.1) Introduction

At E.D.&A., we are committed to the professional development of our employees. This policy outlines our commitment to providing career advancement opportunities, fostering skill development, and supporting continuous learning.

III.2) Objectives

Our Career Management and Training policy aims to:

- Support employees' career growth through structured development programs.
- Provide relevant training that enhances skills, knowledge, and competencies.
- Encourage a culture of continuous improvement and lifelong learning.

III.3) Policy and Principles

1. Career Development

E.D.&A. promotes career development opportunities through structured programs, career coaching, and mentorship.

2. Training and Skill Enhancement

We provide training programs in technical, leadership, and personal development to help employees meet current and future challenges.

3. Performance Reviews and Development Plans

We conduct regular performance reviews to assess employee goals and development needs, using these to create personalized growth plans.

III.4) Responsibilities

- **Management**

Management supports employees in their career development, providing guidance and resources for growth.

- **Human Resources**

HR is responsible for coordinating training programs, ensuring equal access to opportunities, and aligning training with business needs.

- **Employees**

Employees are encouraged to engage actively in training and development programs, taking initiative for their own career growth.



III.5) Monitoring and Evaluation

This policy is regularly evaluated to ensure training and development programs meet evolving needs and support employee aspirations.

IV. Social Dialogue

IV.1) Introduction

Social dialogue at E.D.&A. is essential for a transparent and cooperative work environment. This policy outlines our approach to fostering constructive dialogue between management and employees.

IV.2) Objectives

Our Social Dialogue policy aims to:

- Facilitate open communication between management and employees.
- Ensure fair representation and active participation in decision-making.
- Promote transparency and mutual understanding.

IV.3) Policy and Principles

1. Open Communication

We encourage open and respectful communication, where both management and employees are informed about decisions impacting the workplace.

2. Regular Meetings

E.D.&A. schedules regular meetings for social dialogue, ensuring that employees can provide input on issues affecting their work.

3. Inclusive Representation

We value diverse perspectives and ensure employees are represented in discussions about their rights, responsibilities, and workplace concerns.

IV.4) Responsibilities

• Management

Management maintains open communication, facilitating dialogue and responding to employee concerns.

• Human Resources

HR organizes meetings and handles the follow-up of action items, ensuring that social dialogue remains constructive.

• Employee Representatives

Representatives ensure employee perspectives are heard and advocate for fair workplace practices.

IV.5) Monitoring and Improvement

Our social dialogue process is reviewed annually to ensure its effectiveness and alignment with employee needs.

V. Working Conditions

V.1) Introduction

E.D.&A. is committed to maintaining a safe, healthy, and supportive work environment. This policy outlines our responsibility to provide working conditions that promote the physical and mental well-being of employees.

V.2) Objectives

Our Working Conditions policy aims to:

- Promote a safe and healthy workplace.
- Prevent workplace injuries and health risks.
- Support mental health and physical comfort.

V.3) Policy and Principles

1. Health and Safety

We prioritize employee safety by implementing health and safety measures, including risk assessments and safety equipment.

2. Ergonomics

E.D.&A. provides ergonomic workspaces to reduce physical strain and support comfort based on ergonomical risk assessment.

3. Mental Health and Well-being

We support mental health through wellness initiatives based on well-being surveys, personal conversations, the possibility to have confidential conversations with an authorised trustee both internal and external.

V.4) Responsibilities

- **Management**

Management is responsible for maintaining a safe workplace, providing resources, and ensuring compliance with health and safety standards.

- **Human Resources**

HR oversees health and safety training and provides support for mental health and wellness programs.

- **Employees**

Employees must follow safety guidelines and report hazards or health concerns promptly.

VI. Labour and Human Rights

VI.1) Introduction

E.D.&A. upholds the highest standards of ethics, respecting human rights and fair labour practices in our organization and supply chain. This policy sets our commitment to human rights, labour standards, and responsible business practices.

VI.2) Objectives

Our Labor and Human Rights policy aims to:

- Create a respectful work environment.
- Prevent discrimination, forced labour, and child labour.
- Promote fair working conditions and responsible practices.

VI.3) Policy and Principles

1. Compliance with International Standards

E.D.&A. adheres to the Universal Declaration of Human Rights, ILO principles, and OECD guidelines for human rights.

2. Non-Discrimination

We promote a culture of equal opportunity, ensuring that recruitment, promotion, and compensation are fair and unbiased.

3. Freedom of Association

Employees are free to form or join unions and engage in collective bargaining.

4. Child Labour and Forced Labour

E.D.&A. has zero tolerance for child labour and forced labour, and we enforce these standards in our supply chain.

VI.4) Reporting and Accountability

Employees and stakeholders can report human rights concerns confidentially. E.D&A investigates all reports and takes appropriate actions to uphold our standards.

VII. Bribery and Corruption

VII.1) Introduction

The purpose of this policy is to establish controls to ensure compliance with all applicable anti-bribery and corruption regulations, and to uphold the company's commitment to conducting business in an honest and ethical manner.

VII.2) Objectives

The company has a zero-tolerance approach to bribery and corruption and is committed to acting professionally, fairly, and with integrity in all business dealings and relationships.

VII.3) Policy and principles

1. Definitions

- **Bribery:** Offering, giving, receiving, or soliciting something of value for the purpose of influencing the action of an official in the discharge of their public or legal duties.
- **Corruption:** Abuse of entrusted power for private gain.

2. Prohibited Actions

- Offering, promising, giving, or authorizing others to give anything of value to a public official or private party to influence official actions or obtain an improper advantage.
- Requesting, agreeing to receive, or accepting anything of value from a third party that is intended to influence the performance of duties or to obtain an improper advantage.

3. Gifts and Hospitality

Gifts and hospitality are not prohibited if they are:

- Reasonable and justifiable in all the circumstances.
- Not made with the intent to influence the recipient's decision-making or to obtain an improper advantage.

4. Facilitation Payments

The company prohibits facilitation payments, which are typically small, unofficial payments made to secure or expedite a routine government action.

5. Charitable Contributions

Charitable contributions are permitted if they are:

- Legal and ethical under local laws and practices.
- Not made to obtain any improper advantage.

6. Responsibilities

- **Employees:** Must ensure that they read, understand, and comply with this policy.
- **Management:** Must ensure that all employees are aware of and comply with this policy.



7. Reporting Violations

Employees are encouraged to raise concerns about any issue or suspicion of malpractice at the earliest possible stage. The company will support anyone who raises genuine concerns in good faith under this policy.

8. Record-Keeping

The company must keep financial records and have appropriate internal controls in place which will evidence the business reason for making payments to third parties.

VII.4) Monitoring and Review

The company will regularly monitor the effectiveness and review the implementation of this policy, considering its suitability, adequacy, and effectiveness.

E.D.&A. Environmental Policy

Introduction

At E.D.&A., we are committed to conducting our business in an environmentally responsible manner. We recognize that our operations have an impact on the environment and are dedicated to minimizing this impact through sustainable practices. This Environmental Policy outlines our commitment to reducing our ecological footprint, enhancing resource efficiency, and fostering a culture of environmental stewardship.

1. Compliance with Environmental Laws and Regulations

E.D.&A. is committed to complying with all relevant environmental laws, regulations and standards. We will monitor changes in environmental legislation and ensure that our practices remain compliant.

2. Resource Efficiency

We aim to use natural resources, including energy, water, and raw materials, as efficiently as possible. This includes:

- Implementing energy-saving measures across our operations.
- Reducing water consumption through conservation practices.
- Minimizing waste by promoting recycling, reusing materials, and reducing unnecessary consumption.

3. Waste Management

E.D.&A. is committed to reducing the amount of waste generated by our activities. We will:

- Implement a waste management system that emphasizes reduction, reuse and recycling.
- Properly dispose of hazardous waste in accordance with environmental regulations.
- Continuously seek opportunities to reduce the waste generated by our production processes.

4. Pollution Prevention

We are committed to preventing pollution by minimizing emissions to air, water, and soil. This includes:

- Regularly maintaining and upgrading equipment to reduce emissions.
- Monitoring and controlling the use of chemicals and substances that may have an environmental impact.
- Implementing spill prevention and response plans to mitigate the impact of any accidental releases.

5. Sustainable Product Development

E.D.&A. is dedicated to incorporating sustainability into our product design and development processes. We will:

- Use environmentally friendly materials whenever possible.
- Design products with a focus on energy efficiency and longevity.
- Continuously assess the environmental impact of our products throughout their lifecycle.



6. Employee Engagement and Training

We believe that our employees are key to achieving our environmental goals. To this end, we will:

- Provide regular training and education on environmental issues and sustainable practices.
- Encourage employee involvement in our environmental initiatives.
- Foster a culture of environmental responsibility across all levels of the company.

7. Continuous Improvement

E.D.&A. is committed to the continuous improvement of our environmental performance. We will:

- Regularly review and update our environmental objectives and targets.
- Conduct periodic environmental audits to assess our progress.
- Seek feedback from stakeholders to enhance our environmental strategies.

8. Stakeholder Engagement

We will engage with our stakeholders, including customers, suppliers, and the community, to promote environmental responsibility. This includes:

- Encouraging suppliers to adopt environmentally sustainable practices.
- Providing transparent communication on our environmental performance.
- Supporting community initiatives that promote environmental conservation.

9. Reporting and Accountability

E.D.&A. will regularly report on our environmental performance, including progress towards our objectives and targets. We will hold ourselves accountable for meeting the commitments outlined in this policy.

Conclusion

E.D.&A. is dedicated to reducing our environmental impact and contributing to a sustainable future. This Environmental Policy is an integral part of our business strategy, and we will strive to uphold these commitments in all aspects of our operations.