

Supplier Code of Conduct for Port of Rotterdam Authority

1. Scope

This code of conduct relates to direct suppliers of the Port of Rotterdam Authority.

The supplier is expected to include these provisions in agreements with its suppliers, (sub)contractors, partners and others involved in providing the product or service to the Port of Rotterdam Authority.

2. Legislation

The supplier complies with all relevant national and international legislation of the countries in which it operates.

3. Human rights

The supplier supports and respects the protection of internationally proclaimed rights as defined by the International Labour Organization (ILO), operates in the spirit of the United Nations Charter and avoids involvement in violations thereof. This includes, but is not limited to, the subjects of Article 4.

4. Labour

The supplier observes the following requirements around labour in its operations and is committed to mitigating possible abuses in its supply chain.

4.1. Discrimination

The supplier treats each employee equally and according to their capabilities and performance. The same opportunities are granted regardless of race, ethnicity, religion and faith, political opinion, nationality, disability, age, sexual orientation, gender or sex.

4.2. Child labour

The supplier does not tolerate child labour or any form of exploitation of young employees. 'Child labour' means the ILO-IPEC definition and Article 32 of the United Nations Convention on the Rights of the Child (UNCRC).

4.3. Forced labour

The supplier prohibits any form of compelled, bonded or forced labour, slavery or human trafficking. Employees are free to give notice or terminate their employment with reasonable notice and all employment will be voluntary.

4.4. Extreme working hours

The supplier ensures that working hours, including overtime, comply with the ILO standard and grants its employees the right to paid holidays as per the ILO standard.

4.5. Excessive disciplinary practices

The supplier treats all employees with respect and dignity. Physical or verbal violence or other intimidation or threats in any form will not be tolerated by the supplier.

4.6. Restriction on freedom of association & Right to collective terms of employment

The supplier ensures that all employees and representatives, including temporary (agency) workers, have the right to join or organise in a trade union of their choice, and have it negotiate collectively on their behalf with the company without negative consequences for employees, or retaliation, from the company.

4.7. Unfair compensation

The supplier pays a fair and living wage to employees that is high enough to maintain a reasonable standard of living and that will meet basic needs (ILO C131 – Minimum Wage Fixing Convention).

The supplier does not use deductions from wages as a disciplinary measure.

The supplier ensures equal pay for men and women for work of equal value.

The supplier ensures payment of wages in legal tender at regular intervals.

4.8. Breach of health and safety requirements

The supplier operates in accordance with international standards and local laws.

The supplier provides its employees, contractors, partners or others who may be affected by the supplier's activities with a safe and healthy working environment and ensures proper use of products.

The supplier endeavours to implement a Health & Safety Management System based on international standards such as ISO 45001 or similar.

5. Environment

The Port of Rotterdam Authority has sustainability objectives and encourages suppliers to contribute to these objectives.

The supplier demonstrates compliance with all (inter)national environmental laws and regulations applicable to its operations.

Additionally, the supplier endeavours to implement an environmental management system based on international standards such as ISO 14001 or EMAS and secures continuous improvement of its own environmental performance in processes, activities and tasks.

The supplier makes efforts to reduce its carbon footprint to bring its business, products and production processes in line with the principles of the circular economy, where relevant.

5.1. Reductions/design for the environment

The supplier endeavours to use or develop products and/or services that provide environmental and social benefits by, for example:

- reducing the use of (new) raw materials and resources;
- increasing the use of used/renewable/easily recyclable materials;
- avoiding the use of critical raw materials, as defined by the European Union.

5.2. Expand and optimise product use

The supplier endeavours to use or develop products and/or services with a focus on extending product life-cycles and (energy) efficiency.

5.3. Increase reuse and recycling and minimise waste

The supplier makes efforts to reduce waste and dispose of released waste to reduce its carbon footprint.

The supplier shall, where relevant, identify, monitor and treat liquid waste and also identify solid waste and air pollutants generated by operations, industrial processes and sanitation before disposing of them.

5.4. Product content

The supplier shall, where relevant, comply with all applicable laws and regulations regarding the prohibition or restriction of specific substances. Hazardous chemicals and other materials in products should be identified and controlled to enable safe use, recycling or reuse and disposal. Their use should be avoided and, if impossible, minimised.

The supplier shall conduct due diligence on potential risks within supply chains and endeavour to use 'conflict minerals' from responsible and conflict-free sources.

5.5. Energy consumption and greenhouse gas emissions

The supplier endeavours to use or develop products and/or services that are energy-efficient and reduce greenhouse gas emissions throughout the life-cycle and throughout the value chain.

The supplier endeavours to minimise greenhouse gas emissions and identify, monitor and minimise energy consumption in relation to consumption from its own operations, including greenhouse gas emissions from transport and travel.

6. Ethical behaviour

The supplier observes the following requirements to ensure ethical behaviour in its operations and is committed to mitigating possible abuses in its supply chain.

6.1. Fair business and ethics

The supplier shall maintain the highest standards of fairness in business, advertising and competition activities. This requires that goods and services offered must be free from anti-competitive practices such as price fixing with competitors.

The supplier subscribes to and adheres to internationally accepted standards of business integrity.

The supplier shall not offer Port of Rotterdam Authority employees any form of compensation in the form of remuneration, gifts or other advantages that may affect objective decision-making.

6.2. Anti-corruption and bribery

The supplier shall refrain from unethical behaviour, such as extortion and bribery. Instead, the supplier shall make every effort to prevent corruption in any form.

7. Final provisions

- The Port of Rotterdam Authority may terminate its relationship with a supplier that fails to comply with this code.
- The supplier that cannot (fully) comply with this code shall inform the Port of Rotterdam Authority of its non-compliance and indicate when it shall (again) be in compliance.
- Upon request, the supplier shall provide, within a reasonable time frame, relevant information for the Port of Rotterdam Authority regarding compliance with this code. The supplier acknowledges that the Port of Rotterdam Authority may request further information.
- The Port of Rotterdam Authority may use questionnaires to monitor compliance with this code and may audit suppliers and its (sub)contractors or sub-suppliers. These suppliers and subcontractors shall improve compliance based on the outcome.
- The Port of Rotterdam Authority and supplier shall review this code on request and actively seek ways to improve it, both in terms of content and extending compliance to second-line and third-line suppliers.
- At the request of the Port of Rotterdam Authority, the supplier must be able to show an annual sustainability report (CSR report).