## Supplier Questionnaire

Kohberg Bakery Group A/S (Kohberg) endeavors to collaborate with raw material suppliers who are certified under GFSI-recognized standards. If your company is not so certified, we shall, with respect to the BRC Global Standard for Food Safety, in some cases test the company's traceability system, which action must be accepted. Kohberg wants suppliers of packaging to be certified according to a recognized standard, such as IFS's PACsecure or BRC's Global Standard for Packaging and Packaging Materials, and similarly for resellers and agents; see the links below. If the company is not certified, we ask you under "Comments" to briefly describe your plans to obtain appropriate certification.

### A. GFSI-recognized standards

<table>
<thead>
<tr>
<th>GFSI-recognized standards</th>
<th>BRC Packaging</th>
<th>IFS PACsecure</th>
<th>Dealers and agents</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Which certificates does your business hold?</strong> Please, enclose copies of valid certificates.</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

### B. If you do not have the certificates cf. A: Does the company have a quality management system and for food producers also based on HACCP?  

| Yes | No |

### C. Please read the "General requirements" below. Can you accept and conform to these requirements? If not, please describe why under "Comments".  

| Yes | No |

### D. Please read the "Code of Conduct" below. Can you accept observing KBG's Code of Conduct? If not, please describe why under "Comments".  

| Yes | No |

### Comments:


### Completed by:

| Name: | Position: |

| Date: | Signature: |

Please, return the completed questionnaire and the documentation requested to the contact at Kohberg Bakery Group A/S

### To be completed by Kohberg:

| Are all requirements met? | Yes | No |
| Are requested documentation enclosed and acceptable? | Yes | No |
| Is the supplier approved by Kohberg? | Yes | No |

### Comments:


### Date:  

| Signature: | |

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**Udgave nr.: 5**  
**Bilag 31.0.1.1 Leverandør spørgeskema**  
**Gyldig fra:**  
26.08.2015  
**Erstatter: udg. 4 af 15.01.2014**  
**Tilhører: P-31 side 1**
Introduction:
The purpose of Kohberg Bakery Group A/S “Code of Conduct” is to create and promote responsible working conditions all over the world. Kohberg wishes to appear as a responsible company who takes a position on its surroundings regarding environment, human and labour rights. The intention is to ensure that Kohberg’s suppliers show the same responsibility.

The acceptance of this “Code of Conduct” is an integrated part of a business agreement with Kohberg and must be considered as a minimum demand. Kohberg requests all its suppliers to carry out continuous improvements in excess of the minimum demands of this “Code of Conduct”.

Human Rights:
• Kohberg is against the violation of internationally proclaimed human rights and does not wish to do business with suppliers who do not share this position.
• Kohberg and the supplier commit themselves to observe local laws and standards in those countries in which Kohberg or the supplier is doing business.
• The supplier is committed to supervising, that his subsuppliers comply with local rules and legislation and the international human rights as well.

Employee Rights:
• The supplier is committed to respecting the employees’ rights to unionize and to collective bargaining.
• The supplier is committed not to profit from forced labour.
• The supplier is committed to observing the ILO (International Labour Organisation) convention’s recommendations regarding the minimum age of engagement. The minimum age is (developed countries/ less developed countries): 13/12 years for light work; 15/14 years for normal work and 18/18 years for dangerous work.
• The supplier is committed to refraining from involving in or profiting from child labour. Child labour is here defined as work which threatens the child’s health, education and development, even though it might be in conformity with the ILO conventions regarding age and sort of work.
• The supplier is committed to refraining from all kinds of the discrimination of his employees due to race, colour, political opinion, national or social origin.

Environment:
• The supplier is committed to complying with local laws and standards in relation to environment matters.
• The supplier must proactively take the necessary precautions and initiatives in order to minimize negative consequences of his activities.

Working Environment:
• A sound and safe working environment, living up to current laws and regulations, must be ensured. As a minimum it must be ensured that facilities observe the current local laws regarding health, safety, and environment and working conditions.

Anti Corruption:
• Companies ought to oppose to all kind of corruption including blackmail and bribery.
• Corruption of any kind, be that bribery, blackmail or secret commission, is considered unacceptable by Kohberg irrespective of local legislation and practices. Therefore the supplier is committed to refraining from involving in or profiting from corruption in connection with deliveries to Kohberg.
Supplier Questionnaire

General Requirements for Suppliers of Raw Materials and Packaging for Kohberg Bakery Group A/S (Kohberg)

The following requirements are directed towards the manufacturing of raw materials and packaging that Kohberg buys as well as the company we deal with. In addition to these general requirements, there may be additional requirements on later occasions, e.g., upon conclusion of a trade contract or other reason. If the Supplier is a distributor, broker or agent for the affected products, we kindly ask you to help communicate the requirements to the manufacturer. Breach of one or more of these requirements may result in the termination of partnership between you and Kohberg.

Audit and analysis:
- The Supplier shall accept auditing on its premises and the relevant production facilities; the audit shall include both the physical production and storage facilities as the quality management system.
- If the Supplier’s quality management system is not certified under a GFSI-recognised standard and Kohberg chooses not to carry out an audit of them, Kohberg requires:
  - the right to require a more detailed explanation of how the Supplier can provide safe and legal products that live up to the agreed specifications, including the Supplier’s agreement to disclose relevant documents to substantiate this statement, for example, HACCP plans, flow charts, etc.
  - the right to test the Supplier’s traceability system, since Kohberg is certified under the BRC Global Standard for Food Safety that requires this for non-certified and non-audited Suppliers.
- Analyses demanded by Kohberg in analysis certificates (COAs) or sent to Kohberg for other reasons shall be carried out in a laboratory accredited under the ISO/IEC 17025 standard.

Product Authenticity (Food Fraud):
- The Supplier shall in cooperation with Kohberg establish all reasonable measures to prevent deliberate actions that result in non-agreed changes in product composition. Examples are: counterfeiting of products, including their packaging and labelling, or pollution or perhaps poisoning of the products.
- An important part of these measures is to ensure a) timely information, i.e., fast and reliable intelligence, so that any incidents – also just suspicions – come to your attention as soon as possible and are quickly communicated to Kohberg and b) further dissemination of this requirement up the supply chain, i.e., to your suppliers and so forth. No one will be able to prevent all crimes, but many cases of deliberately counterfeited, contaminated and even poisoned food have led to requirements in all food standards that all links in the supply chain be ensured in the best possible way.

The product:
- The Supplier shall complete Kohberg specification forms for raw materials and packages and send the latest data sheet for the product. Any changes in the composition of the raw materials/packaging shall be communicated to and accepted by Kohberg at least 6 months before they may be implemented, unless otherwise agreed. This is with respect to our opportunities to change recipes, declarations, etc. New data sheets shall be sent as soon as the change has taken effect.
- The product shall comply with the applicable legislation, both Danish and European Union. Kohberg can assist you with specific Danish requirements in addition to EU legal requirements.
- Raw materials for the products shall be grown without the use of straw shortening agents, since no presence of them beyond the detection limit of 0.01 mg per kg is permissible.
- Raw materials for the products shall be grown without the use of wilting agents, wastewater sludge or similar.
- Packaging shall not be bleached with chlorine, and shall not contain PVCs or fluorinated substances.
- The product shall be free of trans fatty acids.
- The product shall be produced with non-genetically modified organisms.
- The product shall be free of azo dyes (E102, E110, E122, E123, E124, E129, E128, E151, E 154, E155, E180) and E104.
- Emulsifiers shall be of vegetable origin.
- The Supplier shall minimise traces of allergens in the product to the extent possible; traces will only be accepted upon presentation of documentation describing why the mentioned traces of allergens are present in the product.
- The Supplier shall without undue delay immediately inform Kohberg in the event of detectable physical, chemical, allergenic or microbiological hazards or other breaches of food safety, e.g., labelling errors.
- The product shall at the time of delivery have at least ⅔ residual durability.
• If Kohberg, in connection with delivery or subsequently, finds errors or defects in the products, they shall without undue delay inform the Supplier thereof. In such cases, the Supplier is obliged to immediately deliver new and compliant products to Kohberg. If such a delivery does not take place immediately, Kohberg shall be entitled to buy similar products from another supplier. The Supplier is obliged to indemnify Kohberg for the additional costs that this covering purchase may incur.
• Efforts shall be made to ensure that only 1 batch number is delivered per pallet. If several batch numbers are delivered per pallet, both the pallet’s label and the packing slip shall clearly indicate the number of batch numbers and number of units per batch number.
• Kohberg prefers to receive goods on EURO H1-plastic pallets. Pallets shall no matter the material used be clean, dry and intact, i.e., without damage and in good hygienic condition.
• If the product is delivered on pallets, the stack shall be wrapped, protected with cardboard or similar down to the pallet and provided with a top cover, unless this is impossible or obviously unnecessary. The aim is to prevent dirt and foreign objects being introduced into the Kohberg premises with risk of contaminating products and facilities.
• Transport of the product shall be in accordance with current legislation, standards, regulations and/or other legal requirements for transport.
• The Supplier shall ensure that the product is transported in clean, dry and odourless vehicles with a functioning tailgate, so that the product can be unloaded at loading ramps.
• The product shall be safeguarded to the extent possible against deliberately malicious effects and damage during transport. For example, vehicles with tarps shall be avoided, and access to the product shall be prevented with locked or otherwise secured doors.