



Guideline on Sustainable Purchasing

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1. Objective

Coop attaches great importance to the subject of sustainability. It therefore expects its partners to actively contribute towards improving the sustainability of Coop products and services and to promoting sustainable consumption.

Coop's aims are as follows:

1. Expand the product range with products that meet the most stringent sustainability standards (own-label sustainability brands and quality seals) and promote particularly sustainable brand-name products;
2. Create transparency/traceability of own-label brands beyond the production and supply chain;
3. Implement stricter animal welfare standards in animal husbandry and promote innovative solutions to improve animal husbandry;
4. Promote and implement minimum requirements across the entire range, especially for critical ingredients, products and processes on the basis of international standards;
5. Reduce the burden on the environment in farming, production, transport and packaging.
6. Delist products that do not fulfil minimum sustainability requirements.

2. Scope

This Guideline applies to all business partners who produce or process goods or provide services for Coop retail channels (incl. restaurants), Building & Hobby, coop@home, Coop Pronto and Coop department stores. It also applies to Coop manufacturing companies for deliveries to Coop and third parties and for purchasing for use within Coop (non-commercial goods).

Generally speaking, the guideline applies to all brand-name and own-label brand products. Further specific stipulations also apply to certain product ranges and, in particular, to Coop own-label sustainability brands. To the extent that these additional requirements are not covered by this guideline, they will be set out in separate specific guidelines listed in the General Terms and Conditions for Goods Deliveries and existing quality agreements.

If this guideline defines special requirements for the Coop "Qualité&Prix" own-label brand, these will also apply to all other Coop own-label brands.

For Prix Garantie own-label brand products, the statutory requirements or general industry agreements apply. If there are specific sustainability risks, Coop will issue customized additional requirements for the Prix Garantie products or will require implementation of appropriate and established minimum standards.

3. General principles

Together with its business partners, Coop aims to avoid exploitation of labour and encourage a respectful approach to the environment and animal welfare.

Coop aims to implement minimum standards for all critical ingredients and procedures by 2020. If these minimum standards do not exist or are not suitable, Coop will not sell certain products. Coop works with recognized committees and standards bodies in defining the requirements.

For Coop, animal welfare is a key concern. No products produced under inhumane conditions or using practices involving cruelty to animals are sold. Coop has set itself the goal of making substantial improvements to animal husbandry by 2020 and to implement correspondingly more stringent standards for producers in Switzerland and abroad.

For all Coop own-label brands, Coop requires traceability and transparency at least back until the last value-adding processing level. For critical ingredients the business partner must guarantee the traceability and transparency back to the primary production level for the critical ingredients and process steps.

Business partners who meet the requirements in terms of sustainable purchasing beyond the statutory minimum will – where the commercial performance is otherwise equal – be given preference.

4. Socially responsible production

The business partner will take appropriate measures to ensure that the country-specific regulations and the relevant conventions and principles of the United Nations, OECD and the International Labour Organization are observed.

This applies to both the business partner's own company and to all third-party facilities or outsourced production steps in which goods are produced for Coop, including upstream phases.

In particular, the applicable regulations and industry standards in the areas of working hours, freedom of assembly, collective bargaining rights, bans on discrimination, child labour, forced labour and disciplinary measures, legal minimum wages and health and safety at work must be observed.

The business partner must be able to provide convincing evidence of compliance.

Where production takes place in risk countries, the business partner must implement the Business Social Compliance Initiative (BSCI) Code of Conduct or another equivalent sustainability standard recognized by Coop (see section 8).

- Risk countries are countries defined as such by the BSCI.
- If other standards are applied, business partners must demonstrate their equivalence via a benchmarking approach. On this basis, Coop decides whether the alternative standard is accepted (see section 8).

For Coop own-label brands, where production takes place in a risk country, according to BSCI, proof of compliance with the social requirements by means of a BSCI audit or at least an equivalent standard accepted by Coop must be provided (see section 8).

5. Environmentally friendly production

The business partner will take appropriate measures to ensure that finite and natural resources are used as prudently as possible in its companies and facilities and in upstream processes. In particular these must include the areas of energy and climate, waste management, water and soil use, and promotion of biodiversity.

Business partners must observe the environmental requirements set out in this guideline, in particular the special requirements in terms of products, processes and ingredients in accordance with section 6, and must endeavour to make ongoing improvements. They must be able to demonstrate compliance in a credible manner and must use appropriate management tools.

5.1 Packaging

Wherever possible, packaging chosen by business partners should make a contribution to conserving resources and reducing the impact on the environment. In line with the statutory requirements regarding foodstuff conformity, packaging should use as little material as possible, taking consumer needs and logistics requirements into account, and generate as little waste as possible. Preference should be given to materials that can be sent for waste recycling within the framework of Swiss recycling systems.

When selecting the disposal pictograms on packaging, the official pictograms of Swiss Recycling must be used wherever possible (www.swissrecycling.ch).

If bioplastics and biopolymers are used, whether biodegradable or not, Coop's position on bioplastics and biodegradable materials (BM) must be taken into account.

These requirements apply to primary, secondary and tertiary packaging.

5.1.1 Additional requirements for Coop own-label brands

Business partners undertake, at Coop's request, to provide detailed information regarding packaging materials used, the production country and quantities.

For packaging made of paper or cardboard, the Coop Guideline on Timber and Paper Products must be observed.

Under no circumstances may Coop own-label brand packaging include halogenated plastics (PVC and PVDC).

If there is uncertainty regarding the classification of a type of packaging or if considerable quantities of packaging materials are used, the business partner must conduct an independent life cycle analysis at Coop's request, covering all relevant environmental aspects. The Coop packaging checklist should be consulted.

The pictograms for disposal guidelines must be used in accordance with the Coop Requirements and Information Sheet (PRIS).

5.2 Transportation

Coop aims to minimize the environmental impact of transportation. Wherever possible and financially viable, long distances must be covered by boat, by rail or using combined transport.

In line with a sustainable energy and climate policy, transportation by air should be avoided wherever permitted by the dictates of freshness and quality. Business partners undertake to provide Coop with details of any air freight, specifying load volumes as well as the flight distances covered.

6. Specific requirements for raw materials and products

6.1 Plant-based raw materials and products

- For the use of pesticides in the Coop own-label food brands, the Pesticides Guideline and its negative list apply.
- Imported fruits and vegetables, as well as fresh herbs, flowers and plants, must originate from production environments that are certified in accordance with a standard recognized by GlobalGAP. For fruit and vegetables, fresh herbs, as well as flowers and plants produced in Switzerland, farms must comply with SwissGAP specifications, the requirements for ecological certification (ÖLN) and Suisse Garantie.
- For the production of fruit, vegetables, fresh herbs and flowers and plants in risk countries defined by the BSCI and in risk regions defined by Coop (see quality and sustainability requirements for fruit & vegetables and flowers & plants), audits in accordance with a social standard such as BSCI-Standard Primary Production or the GlobalGAP-Risk-Assessment of Social Practice (GRASP) must be conducted if these do not meet the requirements of Fairtrade Max Havelaar or SA 8000.
- The use of fossil water is forbidden in the production of fruit, vegetables and fresh herbs.
- Raw materials from GlobalGAP or SwissGAP-certified farms must be used for own-label brand products that include processed fruit, vegetables or fresh herbs. This applies to fresh convenience products, tinned fruit and vegetables, frozen fruit, vegetables and potato products, dried fruit, pulses, and all other products that are composed to at least 50% of fruit, vegetables or herbs. Oils, fruit juices, wine and spirits are exempt from this stipulation.
- Palm oil, palm kernel oil and palm (kernel) oil derivatives in Coop own-label food and non-food brands must comply with the requirements of the Guideline on palm oil, palm kernel oil and palm (kernel) oil derivatives.
- Coffee sold under Coop's Qualité&Prix own-label brand must be certified to Fairtrade Max Havelaar standard. Coffee for the Coop Prix Garantie own-label brand must be 4C-certified.
- Cocoa (cocoa beans, cocoa butter and cocoa powder) used to produce chocolate bars and pralines for Coop's Qualité&Prix own-label brand must be certified in accordance with Fairtrade standard Max Havelaar.
- Rice from Asia for Coop's Qualité&Prix own-label brand must be certified in accordance with the Fairtrade standard Max Havelaar. Rice from Italy for Coop's Qualité&Prix own-label brand must be certified to GlobalGap standard.
- Wood and paper products or cardboard must comply with the Coop Guideline on Wood and Paper Products. Tropical wood and rainforest wood without FSC certification is not permitted.
- Soils and substrates intended for all Coop own-label brands, including Prix Garantie, may not contain any peat. Peat should be avoided wherever possible in brand-name products.
- Textile raw materials and textile and leather products in the own-label brand range must comply with the Coop Guideline on Textiles and Leather.
- For products made of biopolymers or biologically degradable materials, Coop's position on bioplastics and biodegradable materials (BM) must be taken into account. If products are labelled as "biodegradable", "compostable" etc., the consensus document of the BM round table must be observed (www.evaluation-bioplastics.ch).

6.2 Animal products and raw materials (animal welfare and endangered species)

Products originating from critically endangered species, or which are produced under inhumane conditions or using practices involving cruelty to animals, are prohibited in the entire range.

In particular, the following are prohibited in the entire range:

- Goose and duck foie gras, frogs' legs
- Down from live-plucked animals or from foie gras production
- Poultry and egg production from battery rearing
- Real fur (except lambskin and cowhide), and products made from reptile leather
- Sheep's wool and lambskin from animals which have been subjected to mulesing

The following additional requirements apply to Coop own-label brand products:

- Swiss producers of animal products in the meat, dairy and egg segments should, wherever possible, switch to the Federal programme for particularly animal-friendly stabling (PAS). For some species, the goal is to switch to PAS and ROEL (regular outdoor exercise for livestock) (with access to range).
- For imported meat and dairy products Coop is guided by the requirements of Swiss animal protection legislation as a minimum standard and, wherever possible, aims to switch to PAS or to a combination of PAS and ROEL (with access to range) for certain defined animal groups.
- Imported eggs and egg products not produced from Swiss eggs must come from production facilities certified in accordance with the guideline for laying facilities issued by the Association for Controlled Alternative Animal Husbandry (KAT), or an alternative control system which is comparable to the KAT requirements.
- For each species, the specific requirements for each own-label brand must be observed, as set out in Annex 1.

6.2.1 Fish, crustaceans and molluscs

Coop has agreed challenging targets for seafood together with the WWF. Coop has set itself the goal of switching its range of marine fish, crustaceans, mussels and freshwater fish, whether farmed or caught in the wild, to 100% sustainable sources in line with the WWF (i.e. recommended or accepted by the WWF).

As its top priority, Coop promotes products from organic aquacultures certified with the organic bud label or MSC-certified products from sustainable wild-catch. Coop aims to work together closely with Swiss fishermen and supports their efforts to achieve sustainable fishing in Swiss watercourses. Coop prefers to work with business partners certified to the GlobalGap standard for farmed fish.

The following applies to the entire range:

- Sturgeon and caviar (with the exception of farmed products), shark products, sea turtles and marine mammals are prohibited.
- The sale of live lobsters, and of lobsters that were not stunned/killed electrically using the Crustastun method, is prohibited.
- Fish and seafood in accordance with WWF Score 6 (acutely endangered fish species), Score 5 (particularly vulnerable and heavily over-fished fish species) and Score 4 (over-fished fish species) are prohibited.

Coop declares its catch area openly and transparently and the method used for self-service fresh wild-caught fish. The salesperson at the open-sale counter can provide information.

6.2.2 Feeds

- The use of hormones or performance-enhancing substances forbidden in Switzerland is prohibited throughout the product range. Justified exceptions for imported products must be approved by the Marketing/Purchasing Business Unit.
- Coop is committed to ensuring that soya products (beans, meal, cakes, oil) for feed originate from GMO-free and responsible production (environmentally and socially responsible cultivation, without large-scale clearing of old-growth forests and species-rich habitats). The following standards are recommended: ProTerra, RTRS (GMO-free) or Danube Soya, Bio Suisse.
- In the case of all Coop own-label brands containing raw materials derived from animal husbandry in Switzerland, animal feeds must be free of compulsorily declarable GMOs. In the case of all Coop own-label brands containing raw materials derived from animal husbandry abroad, preference is given to those suppliers that, with equivalent products and services, can guarantee the use of completely or partially GMO-free animal feeds.

6.3 Further procedures/products that are prohibited or require approval

- Raw materials for food that originate from compulsorily declarable genetically modified organisms (GMOs) are not permitted for any Coop own-label brands. Any decision on the inclusion into the Coop range of brand-name products subject to labelling of genetically modified constituents is taken by Business Unit 1 Retail at the request of Business Unit 3 Marketing/Purchasing.
- Before using genetically modified organisms or irradiating a product, the Partner must obtain consent from Coop and submit all the required official authorizations, proof of safety and a written explanation concerning the additional benefit provided for Coop customers by the intended procedure.
- Genetic engineering methods used to produce substances in closed systems are accepted, provided they offer demonstrable additional long-term benefits for consumers and the environment (such as production of enzymes for laundry detergents).
- Pesticide products for sale that contain ingredients suspected of constituting an acute hazard to bees (applies in particular to imidacloprid, thiametoxam, clothianidin, fipronil, chlorpyrifos, cypermethrin, deltamethrin) and/or which are classified as 1a or 1b by the WHO are prohibited.
- Products (chemical mixtures and products) that contain more than 0.1% substances of very high concern and are included on the European Chemical Agency's candidate list (SVHC list) are prohibited. Justified exceptions to this ban require special approval. In addition, a timeframe and action plan must be submitted that indicates by when the relevant substance of very high concern in the product will be reduced to below 0.1% or replaced entirely.
- The use of trichlosan is prohibited in Coop own-label brands.
- Substances on the chemicals negative list in the Coop Guideline on Textiles and Leather for corresponding Coop own-label brands are prohibited.
- To protect employees at production facilities, sand-blasted jeans are prohibited from the entire product range.
- If nanotechnology is used, the Partner must comply with the rules set out in the IG DHS Nanotechnology Code of Conduct.



- It is forbidden to supply Coop own-label brand products that have been produced in occupied Palestinian territory. Brand-name products from occupied Palestinian territories must be labelled correctly. The business partners involved must sign a corresponding declaration of implementation.
- For the entire range, deliberate construction of products or incorporation of weaknesses into products which are intended to specifically reduce the life of the product or make repair impossible (planned obsolescence) is prohibited.

7. Implementation and exceptions

Each business partner is responsible for ensuring adherence within its sphere of influence to Coop's own requirements over and above the relevant statutory provisions. This also applies to the upstream stages in the production and supply chain.

Coop also expects its business partners to make continual improvements in terms of socially responsible and environmentally friendly production.

Coop accepts progressive implementation. Should there be inadequate implementation and a lack of cooperation in relation to improvement measures, the business relationship may be terminated.

Coop endeavours to ensure that all business partners can demonstrate their compliance with the requirements of this Guideline. Coop will document implementation systematically and will monitor it as part of its business partner management.

Coop is committed to implementing this Guideline across the entire product range and, in particular, for its own-label brands. Responsibility for implementation for brand-name products lies primarily with the relevant brand manufacturers.

Moreover, the obligations set out in the General Terms and Conditions for Goods Deliveries and existing quality agreements apply.

Unless otherwise specified in this guideline, the management of Food Purchasing or Non Food Purchasing or CCM/B&H Purchasing will decide on exceptions to this guideline, subject to consultation with the Sustainability OU.

8. Accepted standards and quality labels

The "overview matrix of accepted standards" which Coop accepts – either in general or as part of this guideline – can be found on the Extranet. In addition to quality standards they include minimum sustainability standards and sustainability quality seals that exceed the minimum standards.

Decisions to accept further standards, certifications, quality labels etc. are taken by the Marketing/Purchasing Business Unit at the request of the Sustainability Food/Non-Food review teams.

9. Sanctions

If requirements in this guideline are not observed, the sanctions set out in the General Terms and Conditions for Goods Deliveries and in the Quality Agreement will be applied.

Annex 1: Animal husbandry requirements for meat and eggs in Coop brands