

## **Supplier Guiding Principles of Manufacturing Unitary Enterprise «Coca-Cola Beverages Belorussiya»**

**Manufacturing Unitary Enterprise «Coca-Cola Beverages Belorussiya»** (hereinafter referred to as the Company) takes responsibility to ensure that its business operations do not contribute directly or indirectly to human rights abuses. We use our influence internally to ensure that our employees fully understand the company's commitment to human rights and their own rights and responsibilities.

Those who do business with us across the countries, in which we operate, know we are committed to managing our business with a consistent set of values that represent the highest standards of quality, integrity and excellence. We respect the unique customs and cultures in communities where we operate. In pursuing this policy, we seek to develop relationships with suppliers that share similar values and conduct business in an ethical manner. We strive to treat our suppliers in the same manner we expect to be treated.

As part of ongoing effort to develop and strengthen our relationships with suppliers, we have adopted these Supplier Guiding Principles for use with our direct suppliers. These Principles are based on the belief that good corporate citizenship is essential to our long-term business success and must be reflected in our relationships and actions in the marketplace, the workplace, the environment and the community.

We are pleased to work with suppliers to ensure an understanding of and compliance with the requirements set forth in our Supplier Guiding Principles.

### **Workplace Practices**

In the Company, we support fair employment practices consistent with our commitment to human rights in our workplace. We seek to:

1. Establish a strong and direct relationship with our employees through open and honest communications.
2. Treat our employees with fairness, dignity, and respect.
3. Abide by applicable local labour laws, including those that address working hours, compensation, discrimination, and third party representation.
4. Value diversity in its broadest sense.
5. Hold each other accountable for performance at the highest levels.
6. Reward our employees commensurate with performance.
7. Provide opportunities for employees to develop personally and professionally.
8. Ensure, with our employees, the safety of the workplace.

We expect our suppliers to follow applicable laws, and similar standards and principles in the countries in which they operate.

### **Work Environment**

We expect our suppliers to judge their employees and contractors based upon their ability to do their jobs and not upon their physical and/or personal characteristics or beliefs, affirming the principle of no discrimination based on race, colour, gender, religion, political opinion, national origin or sexual orientation.

### **Health and Safety**

We expect our suppliers to provide a safe workplace with policies and practices in place to minimize the risk of accidents, injury, and exposure to health risks.

## **Child and Forced Labour; Abuse of Labour**

We expect our suppliers neither to employ anyone under the legal working age nor to condone physical or other unlawful abuse or harassment, or the use of forced or other compulsory labour in any of their operations.

## **Wages and Benefits**

We expect our suppliers to compensate their employees fairly and competitively relative to their industry, in full compliance with applicable local and national wage and hour laws, and to offer opportunities for employees to develop their skills and capabilities.

## **Third Parties**

In the event their employees have lawfully chosen to be represented by third parties, we expect our suppliers to recognise such parties in good faith and not to retaliate against employees for their lawful participation in labour organisation activities.

## **Environmental Practices**

We expect our suppliers to conduct business in ways that protect and preserve the environment. At a minimum, we expect our suppliers to meet applicable environmental laws, rules and regulations in their operations in the countries in which they do business.

## **Compliance with Applicable Laws and Standards**

**AT A MINIMUM**, suppliers of the Company will be required to meet the following standards with respect to their operations as a whole:

<b>Laws and Regulations</b>	Supplier will comply with all applicable laws, rules, regulations and requirements in the manufacture and distribution of products and supplies and in providing services to the Company .
<b>Child Labour</b>	Supplier will not use child labour as defined by local law.
<b>Forced Labour</b>	Supplier will not hold any person in slavery or servitude and will not use forced, bonded or compulsory labour or engage in any form of human trafficking.
<b>Abuse of Labour</b>	Supplier will not abuse labour, physically or otherwise.
<b>Third Parties</b>	Supplier will respect employees' rights to choose whether to be represented by third parties and to bargain collectively in accordance with applicable laws.
<b>Wages and Benefits</b>	Wages and benefits will comply with applicable laws.
<b>Working Hours &amp; Overtime</b>	Working hours and overtime will comply with applicable laws.
<b>Health and Safety</b>	Working conditions will comply with applicable laws.
<b>Environment</b>	Supplier will comply with applicable environmental laws
<b>Conflicts of Interest</b>	Company employees and our suppliers should avoid situations where a conflict of interest may occur.
<b>Business and Financial Records</b>	Supplier will comply with all applicable laws concerning financial

	recordkeeping and reporting.
<b>Bribery</b>	Supplier will comply with all applicable anti-bribery laws and will not use bribes or fraudulent practices.
<b>Protecting Information</b>	Supplier will safeguard Company's and other third party non-public information disclosed to supplier.

### **Conflicts of Interest**

The Company employees are expected to always select and deal with suppliers who are doing, or seeking to do, business with the Company in a completely straightforward, honest manner, based upon the merits of such persons and their products and services and without any special considerations given back to them or their friends or families. Accordingly, employees should have no relationship, financial or otherwise, with any supplier that might conflict, or appear to conflict, with the employee's obligation to act in the best interest of the Company. For example, suppliers should not employ or otherwise make payments to any employee of the Company during the course of any transaction between the supplier and the Company. Friendships outside of the course of business are inevitable and acceptable, but suppliers should take care that any personal relationship is not used to influence the Company employee's business judgment. If a supplier employee is a family relation (spouse, parent, sibling, grandparent, child, grandchild, mother- or father-in-law, or domestic partner) to an employee of the Company, or if a supplier has any other relationship with an employee of the Company that might represent a conflict of interest, the supplier should disclose this fact to the Company.

### **Gifts, Meals and Entertainment**

Employees of the Company are prohibited from accepting anything more than normal business hospitality from suppliers that is reasonable and appropriate under the circumstances. Ordinary business meals and small tokens of appreciation generally are fine, but suppliers should not offer the Company employees excessive or lavish gifts, meals or entertainment that may give the appearance of undue influence. Gifts of cash or cash equivalents, such as gift cards, are never allowed. Gifts and entertainment for suppliers must support the legitimate business interests of the Company and should be reasonable and appropriate under the circumstances. Our employees should always be sensitive to our suppliers' own rules on receiving gifts and entertainment.

### **Business and Financial Records**

Both the supplier and the Company must keep accurate records of all matters related to the supplier's business with the Company. This includes the proper recording of all expenses and payments. If the Company is being charged for a supplier employee's time, time records must be complete and accurate. Suppliers should not delay sending an invoice or otherwise enable the shifting of an expense to a different accounting period.

### **Bribery**

Suppliers acting on behalf of the Company must comply with all applicable laws dealing with bribery of government officials. In connection with any transaction as a supplier to the Company, or that otherwise involves the Company, the supplier must not transfer anything of value, directly or indirectly, to any government official, employee of a government-controlled company, or political party, in order to obtain any improper benefit or advantage. Suppliers must keep a written accounting of all payments (including any gifts, meals, entertainment or anything else of value) made on behalf of the Company, or out of funds provided by the Company. Suppliers must furnish a copy of this accounting to the Company upon request.

## **Protecting Information**

Suppliers should protect the confidential information of the Company. Suppliers who have been given access to confidential information as part of the business relationship should not share this information with anyone unless authorized to do so by the Company. Suppliers should not trade in securities, or encourage others to do so, based on confidential information received from the Company. If a supplier believes it has been given access to the Company's confidential information in error, the supplier should immediately notify its contact at the Company and refrain from further distribution of the information.

Similarly, a supplier should not share with anyone at the Company information related to any other company if the supplier is under a contractual or legal obligation not to share the information.

## **Reporting Potential Misconduct**

Suppliers who believe that an employee of the Company, or anyone acting on behalf of the Company, has engaged in illegal or otherwise improper conduct, should report the matter to the Company. We would also like you, as our suppliers, to feel able to freely raise any issues of compliance or ethics you come across in our company and feel confident that your concerns will be taken seriously and handled appropriately by the Company. Concerns should be raised initially with employee's manager in the Company, or with the Company's Chief Compliance Officer at [compliance@cchellenic.com](mailto:compliance@cchellenic.com) or you can use our SpeakUp! Line at [www.coca-colahellenic.ethicspoint.com](http://www.coca-colahellenic.ethicspoint.com). The Company will not tolerate a reprisal by any of our employees against suppliers for reporting a concern in good faith or assisting with an investigation.

## **Demonstration of Compliance**

Supplier must be able to demonstrate compliance with the Supplier Guiding Principles at the request and to the satisfaction of the Company.

If the eight Core Convention of the International Labour Organisation establish higher standard than local law, the Supplier shall meet the ILO standards. These minimum requirements are part of all agreements between the Company and its direct suppliers. We expect our suppliers to develop and implement appropriate internal business processes to ensure compliance with these Supplier Guiding Principles. We collaborate with The Coca-Cola Company, which routinely utilize independent third parties to assess suppliers' compliance with the Supplier Guiding Principles; the assessments include confidential interviews with employees and on-site contract workers. If a supplier fails to uphold any aspect of the requirements of the Supplier Guiding Principles, the supplier is expected to implement corrective actions. The Company reserves the right to terminate an agreement with any supplier that cannot demonstrate that they are upholding the requirements of these Supplier Guiding Principles.