Givaudan
Human by nature

# Vendor Requirements and Expectations Policy IM&S (Packaging)

## Global Policy Procurement

Document status

[Validated]

**This document is intended to be used internally and externally**

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# History of changes

| Date | Author | Change description |
|---|---|---|
| 2022-12-19 | Gl. H. Vendor Quality | First issue; to separate IM&S business for packaging materials from raw materials and services |
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# 1 Introduction

## 1.1 Context and Purpose

As an industry leader, GIVAUDAN is committed to provide safe products and services of consistent quality for happier and healthier lives that meet our customer expectations while adhering to high ethical standards in our business conduct. This means we are committed to comply with all applicable laws and regulations, as well as with company policies and procedures in our relations with customers, suppliers, shareholders, fellow employees, competitors, government agencies and the communities in which we work.

By acting according to the same standards consistently throughout the world, our company will preserve its good name and reputation, which has been built upon a rich heritage – a heritage that we are all proud of and which reflects the competence, conduct and dedication of all our employees.

To honor these commitments, GIVAUDAN will work only with suppliers and vendors whose standards are consistent with GIVAUDAN's own.

For the purpose of this document, the term 'Vendor' will apply to any company that delivers packaging material (primary and secondary packaging material) to GIVAUDAN.

## 1.2 Structure of the Document

GIVAUDAN's vendor requirements and expectations are outlined in the following pages. They are divided into two major parts:

**Requirements** describe essential processes, systems or behaviors to be in place, in order to become a preferred vendor. You are **obliged to accept** the requirements. They are considered being mandatory elements that must be fulfilled or implemented without delay by the vendor. Failure to comply with the mandatory requirements may prevent a vendor from being eligible for selection.

**Expectations** are considered being best-practice elements that **help to further improve** overall performance and reliability. Those aspects might not apply to all vendors. It is subject to agreements between GIVAUDAN and its vendors.

It is your responsibility, as a current or potential GIVAUDAN vendor to meet or exceed these requirements and expectation to ensure services delivered to GIVAUDAN are safe and satisfy all our quality, safety and ethical standards. We would like to stress out that the undermentioned represents the minimum we would expect from all our vendors.

In some instances, specific requirements apply to only one division (either Taste & Wellbeing or Fragrances & Beauty) e.g. Food Safety aspects, Cosmetic GMP etc. or specifically to one or more sites. Exceptions to these requirements may also apply based on the uniqueness of a service or process. The relevance is indicated in the text below. The requirements follow, but are not limited to, the standards for ISO 9001, ISO 14001, FSSC 22000, ISO 22716 or EFfCI GMP Guide as well as further applicable ones.

Irrespective of the above standards, the vendor is obliged to comply with the regulations issued by the national and/or regional authorities (EU, US FDA, etc.)

In rare cases, GIVAUDAN may permit vendors to deviate from one or more of the requirements set forth in this manual.

If you feel an exception is needed for your plant(s) or service(s), please contact your GIVAUDAN contract representative in writing describing your request for an exception(s).

Furthermore, if there are any questions about the document or any principle or standard, please contact your GIVAUDAN contracting representative, too, who will be able to provide you with more detail.

## 1.3 Hierarchy of Document Applicability

The **Vendor Requirements and Expectations Policy IM&S (Packaging)** does not intend to alter or eliminate any dedicated requirement that may be included in contracts or product specifications issued by any GIVAUDAN location.

Nevertheless, this policy supersedes any other general requirements document previously issued by any GIVAUDAN location. Its content is common throughout all divisions of GIVAUDAN.

There is a huge variety of services purchased by GIVAUDAN and an even larger variety of applicable laws and regulations which have to be considered. Therefore, the undermentioned hierarchy of documents describes the applicability of requirements. The hierarchy aims at clarifying uncertainties which might derive from contradicting global, regional or local (i.e. delivery site specific) requirements.

| Rank | Document | Specificity | Universality |
|---|---|---|---|
| **1** | Purchase Order (order/batch specific) | highest | lowest |
| **2** | Material Specification (material specific) | | |
| **3** | Delivery Instruction (Givaudan-site specific) | | |
| **4** | Global Contract (material + vendor specific) | | |
| **5** | Specific Quality Assurance Agreement (vendor specific) | | |
| **6** | Amendments to the Vendor Requirements and Expectations Policy (division specific) | | |
| **7** | **This document:** Vendor Requirements and Expectations Policy (global) | lowest | highest |

On one hand, the more specific document supersedes the less specific one in case of uncertainties for a specific order.

On the other hand an exception granted for a specific order does not constitute the right to deviate from global contract/principles in all future deliveries.

The above hierarchy of documents applies to vendor requirements. GIVAUDAN and the vendor may agree on another hierarchy of documents with respect to other contract terms. In case of doubts or uncertainties, please contact your account manager at GIVAUDAN.

## 1.4 Continuous Improvement and Audits

GIVAUDAN expects all vendors to continuously improve their overall service quality, price competitiveness and adherence to these requirements and expectations.

Periodic audits of the vendors' facilities and their compliance with the undermentioned requirements might be done if applicable and based on inherent risks. Results of these audits will be shared with the vendor, clearly identifying areas for improvement. GIVAUDAN expects the vendors to resolve audit observations promptly and provide supporting documentation if requested.

Where applicable GIVAUDAN or third party auditors acting on behalf of GIVAUDAN shall be authorized to enter and audit or inspect any establishment storing, supplying or manufacturing products for GIVAUDAN, be it of a vendor or a contract or toll manufacturer or third party. The audit of such facilities must extend to all pertinent production and storage areas. The audit shall include, but is not limited to, equipment, finished and unfinished products, containers and labeling, records, processes and controls. Vendors shall implement all corrective actions identified within the time frame agreed on in the audit's corrective action plan.

External certification against standards (e.g. ISO 9001, FSSC 22000, ISO 22716, EFFCI GMP Guideline etc.) will only be accepted if undertaken by an accredited certification body. An audit by GIVAUDAN may be considered unnecessary if the corresponding audit report is shared with GIVAUDAN.

Additionally, the vendor's performance against several measures such as on-time delivery, product meeting specifications and other more specific measures dealing with product delivery will be tracked using Key Performance Indicators (KPI) which will be defined in the contract or the SLA. The consolidated results of the KPI analysis will be discussed with the vendor in the course of Business Review meetings. It is expected that actions are taken to continuously improve the performance, if any of the indicators show unacceptable results.

# 2 Definitions

| Term | Definition |
|---|---|
| IM&S | Indirect Materials and Services |
| FMEA | Failure Mode and Effect Analysis; globally established standard for conducting risk assessments |
| HACCP | Hazard Analysis and Critical Control Points; commonly agree standard for conducting risk assessments in the food industry |
| IPPC | International Plant Protection Convention |
| ISPM 15 | International Standards for Phytosanitary Measures; ISPM 15 outlines a set of regulations designed to minimize the spread of diseases and pests from one country to another. |
| Primary packaging material | Packaging material with direct product contact which is used by GIVAUDAN to transfer finished products to external parties, such as customers; e.g. steel drums, IBCs, jerry cans, bags etc. |
| Primary Packaging materials with food contact (Regulation (EC) No 1935/2004) | The regulation provides a harmonized legal EU framework. It sets out the general principles of safety and inertness for all Food Contact Materials. It was amended by Regulation (EU) 2019/1381 on the transparency and sustainability of the EU risk assessment. (Also refer to FDA 21 CFR for US regulations) |
| Secondary packaging material | Packaging material without direct product contact which is used by GIVAUDAN to store or transfer finished products to external parties, such as customers; e.g. cardboard boxes, plastic liner without product contact, pallets etc. |
| GFSI | The Global Food Safety Initiative (GFSI) is a coalition of numerous retailers and manufacturers from across world and an extended food safety community to oversee food safety standards for businesses and help provide access to safe food. |
| | |

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# 3 General requirements for Indirect Materials and Services

## 3.1 Certificates and Registration

### 3.1.1 Certified Management Systems

It is required that the vendor maintains certification to an internationally recognized Management System such as ISO 9001 **or** equivalent **or** maintains an 'in-house' Management System that is equivalent. Each employee must be aware of the Management System and its provisions and shall have access to related documents. The appropriateness of the implemented Management System shall be reviewed annually. The review shall be supported by internal audits.

The Management System must ensure compliance with these Global Vendor Requirements and Expectations, all legal and regulatory requirements and GIVAUDAN specifications for the materials supplied.

Each vendor providing us with **Primary Packaging Material for Food** is asked to maintain certification to a GFSI recognized Food Safety Standard such as 'FSSC 22000' **or** actively seeking such certification **or** maintaining an 'in-house' Food Safety Management System (FSMS) that is at minimum equivalent to ISO 22000 (incl. the technical specifications of ISO/TS 22002).

**Halal Management System / GIVAUDAN Halal Policy**

Givaudan is committed to ensuring that our products comply with the agreed halal requirements of our customers and applicable legislation.

Vendors are therefore required to provide Halal certificates or a written statement of Halal compliance and supporting documentation if requested by GIVAUDAN for the primary packaging material they supply.

### 3.1.2 Registrations

Products and services shall be registered at the respective authorities according to legal requirements (e.g. UN-Conformity, migration tests etc.). All applicable licenses must be in place and shall be refreshed regularly. GIVAUDAN will ask for a copy of the license for due diligence purposes.

| Description | Comments |
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### 3.1.3 Registration and certification renewal

The vendor is obliged to timely and unsolicitedly share with GIVAUDAN renewals of all relevant licenses and certifications to meet legal requirements, such as UN-, Food Safety or Halal conformity (not exhaustive list).

## 3.2 Management System and Standards

### 3.2.1 Notification of Change

Any change to any part of the GIVAUDAN specification or the services delivered must be communicated in writing to the GIVAUDAN business representative in charge, who will route the change requests to the appropriate functions. This must be done in advance of any deliveries to which the change is applicable to. Each change shall be assessed as to possible risks and likely impacts for GIVAUDAN.

For packaging materials GIVAUDAN requires a minimum of six (6) months advance notice of a change of manufacturing site or discontinuation of the product. Such a significant change will require the new production location to be qualified by the provision of a 'validation' sample and/or an (on-site) audit and written approval by a GIVAUDAN Quality Manager.

GIVAUDAN will not be liable for any damages, claims or redundant stock incurred as a result of an unapproved change to the product supplied to GIVAUDAN.

### 3.2.2 Deviation Handling

The vendor must have a written procedure in place which deals with non-conforming products and services in regards to quarantine, rejection, concession or alternative use. An effective CAPA (Corrective and Preventing Actions) program shall be in place to track such actions to ensure that non-conformance in any products are addressed in an appropriate and timely manner.

If the quality of a batch is in any way out of specification, or if any doubt exists with respect to subjective parameters such as odor or color, the vendor must gain written approval from the GIVAUDAN Quality Control Manager of the receiving site before delivering the goods. Subsequent deliveries from the same batch will also need such approval.

The vendor must assess whether any material previously supplied to GIVAUDAN is at risk of being affected by the issue identified, too.

Failure to comply with criteria specified will result in the creation of a Quality Notification by GIVAUDAN. Vendors are required to acknowledge receipt of each Quality Notification within two (2) working days and to provide a written report detailing the 'Investigation', 'Root Cause Analysis'

| Description | Comments |
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and 'Corrective and Preventive Actions' taken within ten (10) working days upon receipt of the Quality Notification. If a deviation is considered being critical (e.g. microbial contamination) the response time will be reduced to five (5) working days.

### 3.2.3 Contingency Plan

GIVAUDAN requires vendors to perform a business risk assessment in various areas and developing and maintain primary plans and alternate plans for handling unpredictable situations that drives to a supply chain or business disruption. The contingency plan shall typically address but is not limited to everything from natural disasters that strike a business to drastic downward shifts in the economy that significantly impact earnings. It shall also address the likelihood of changes in the company's ownership.

### 3.2.4 Crisis Management

The vendor shall establish a crisis management and business continuity plan which takes effect in case of a severe incident endangering deliveries.

A system must be in place to identify and trace all products, ingredients and their components. If requested, such as in the event of a product recall or other product-related issues, the vendor must provide the relevant traceability information to GIVAUDAN within twelve (12) hours. Vendors shall conduct mock recalls at least once a year to challenge the effectiveness of the traceability system.

A recall/withdrawal procedure must be in place which defines the internal crisis team members as well as external (e.g. authorities to contact) emergency contacts including, but not limited to names and phone numbers.

The vendor must immediately notify GIVAUDAN of any recall of their products.

The vendor shall immediately notify the GIVAUDAN contracting representative when any product produced for GIVAUDAN is directly or indirectly subject of a governmental/regulatory authority contact or governmental/regulatory action. When any product produced for GIVAUDAN is sampled by a governmental/regulatory authority all products represented by that sample must be placed on hold.

The GIVAUDAN contracting representative must be contacted for instruction prior to shipment to a GIVAUDAN facility. A duplicate sample of the lot sampled by the governmental/regulatory authorities may be required by GIVAUDAN.

### 3.2.5 General Risk Based Approach

Each vendor shall make use of established risk assessment tools in order to provide justifications for important decisions. Appropriate

| Description | Comments |
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tools/approaches would be FMEA, HACCP and similar ones. For each identified unacceptable risk the vendor shall define mitigation activities which must be completed in a timely manner.

### 3.2.6 Hazard Analysis and Critical Control Points (HACCP) / Preventive Controls

Each vendor that provides GIVAUDAN with packaging materials **where there are food safety relevant parameters (chemical, biological, physical)** in the agreed specification, must apply the seven principles of 'Codex Alimentarius' for an HACCP study. The vendor must identify and control hazards / food safety hazards on each step of the material manufacturing/handling process. Documented procedures shall be established and maintained as appropriate. *Following US FDA terminology, the vendor must define Preventive Controls for each identified hazard.*

The vendor shall provide a copy of the HACCP process flow chart to GIVAUDAN upon request. It shall indicate identified Critical Control Points (CCP, also referred to as PC, Preventive Controls).

### 3.2.7 Human Resources

All employees shall be qualified to perform their roles at the facility. An employee training program shall be in place. Training shall be provided to new employees before starting work in production as far as appropriate.

Refresher training should be provided. Records must be maintained of personnel education, training, skills and experience.

A periodic evaluation shall be performed to verify the effectiveness of training programs. Visitors and contractors shall be covered with site specific training programs, as appropriate, prior to performing activities which may affect product safety or quality.

## 3.3 Site/Cyber-Security and Surveillance

A program shall be established and maintained to prevent intentional adulteration of products caused by deliberate acts of sabotage, vandalism or (bio-) terrorism like incidents. The program shall be based on results of a threat assessment (e.g. according to PAS 96:2017; Guide to protecting and defending food and drink from deliberate attack). The program shall include, but is not limited to:

- Methods to control and record access to premises and computerized systems. This may include physical barriers such as fences, as well as control devices like camera surveillance where permitted.
- Access to production and storage areas shall be physically restricted by use of lock, electronic card key or alternative systems
- The appropriate management responsibility for food defense

| Description | Comments |
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| • Measures taken to assure the security of products upon shipping (tamper evidence)<br><br>Special attention shall be paid to the emerging threat of **cyber-attacks**. Certification for ISO 27001 should be taken into consideration.<br><br>A cyber-security program shall be established to grant a high level of IT/Cyber-Security in the organization. The program shall include, but is not limited to:<br><br>• Availability of formalized Cyber-Security policies and an appointed Chief Information Security Officer (CISO)<br>• Performing information security risk assessment of your third party IT providers before and during the life on the contract<br>• Performing regular security assessment and/or penetration tests to assess the security posture of your critical assets and implement adequate mitigation measures<br>• A continuous cyber-security awareness program to ensure employees are appropriately trained to identify and react to cyber threats<br>• Availability of a Disaster Recovery (DR) plan in place that covers both physical and logical disasters (e.g. ransomware attacks). The DR plan shall be tested regularly using simulation exercises and actual recovery tests for critical assets.<br>• Employ protection, detection and response technologies throughout your network to protect against malware and other forms of attacks<br>• Ensure that critical security patches are installed on your critical assets within 7 days. | |

## 3.4 Manufacturing and Inspection

### 3.4.1 Supplier Quality Management

A Supplier Quality Management program shall be in place to assure that suppliers of purchased materials, used to make a product for GIVAUDAN, are approved. This program should follow a **risk based approach** and shall include periodic monitoring of suppliers.

It is recommended to have signed Quality Assurance Agreement between both parties. If applicable, it must consider Food Safety and Food Fraud aspects, too.

Surveillance shall be relative to the supplier's performance and compliance with quality requirements, expectations and specifications.

### 3.4.2 Incoming Inspection

Prior to accepting incoming materials, the vendor must verify that delivery vehicles (such as trucks and railcars) have maintained the security, quality and safety of the materials during transit. If applicable, receiving procedure shall require:

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| • check of identity<br>• verification of cleaning certificates<br>• seals and other tamper evidence devices at the moment of receiving<br><br>The vendor shall ensure that incoming raw materials and packaging materials comply with applicable regulations and specifications and are not used or processed until they have been approved according to these specifications.<br><br>In all cases the final Decision on Use will be made upon arrival of the goods at GIVAUDAN. | |

### 3.4.3 Manufacturing and Packing Process

The vendor shall ensure that production is conducted according to fully documented working procedures. All processes, personnel and material flow shall be designed appropriately so to prevent mix-ups, cross-contamination and omission of process steps. Faulty components and packaging rejected from normal production flow must be properly identified so that they cannot be reintroduce at any rate.

The vendor should provide GIVAUDAN with their Process Control Plan or a simplified version, to ensure that all quality checks were done during production and in the lab to identify deviations. Preference should be given to computerized systems.

Materials, equipment and processes shall be clearly identified throughout the production process. Traceability must be given for all raw materials, intermediates and finished goods at all stages of the manufacturing process as well as for handling processes with regard to logistic services.

The final product must comply with agreed specifications. Main concern is improper integrity and thus a risk of leaking packaging. Seals and other means to warrant temper-evidence must be appropriate for the intend of use.
The vendor is responsible for providing evidence that specification parameters are met. This shall include dimensions (physical dimensions, wall thickness etc.) as well as tare weights.
Results of outbound inspections of finished packaging materials are to be archived. Moreover, a certificate of analysis with all the release relevant testing results and confirmation of compliance with specification must be provided with every delivery.

All final products must be packed appropriately (as per GIVAUDAN receiving site requirement) to maintain their cleanliness and integrity as well safety during transport.

The overall delivered quantity shall equal the ordered quantity and must not fall below it, unless otherwise agreed with GIVAUDAN.

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## 3.4.4 Use of Third Party Contractors

The vendor is not entitled to sub-contract manufacturing of any primary packaging components sold to GIVAUDAN without the prior written consent of GIVAUDAN. This consent is linked to a specific sub-contractor.

The vendor will be liable for any failure (quality, environment, legal, regulatory, ethical or any other) of its third party as well as adherence to the Global Vendor Requirements and Expectations.

## 3.4.5 Sanitation Control

A documented sanitation program must be in place that ensures a level of cleanliness that is appropriate for the products being manufactured and effectively prevents contamination of products supplied to GIVAUDAN. It shall cover production, warehouse and laboratory environment. Only cleaning agents that are appropriate and approved for the product type being manufactured as well as the surface to be cleaned shall be used.

## 3.4.6 Preventive Maintenance of Equipment

A program shall be in place to ensure maintenance is performed in a manner that minimizes the risk of product and/or equipment contamination. The program shall include, but is not limited to, preventive maintenance, installation and repairs. A preventive maintenance schedule to cover building, premises and equipment critical to food/product safety shall be maintained.

All processing equipment and tools with direct contact of the inner surface of the packaging material as well as lubricants used must meet industry sanitary standards.

## 3.4.7 Calibration Program

A calibration schedule equivalent to that required by ISO 9001 for all equipment and instrumentation that is critical to ensuring the quality of services supplied must be maintained. Critical equipment shall be calibrated yearly (e.g. scales, probes, incubators etc.) or at other appropriate frequencies against recognized and traceable standards.

## 3.4.8 Laboratories

The laboratory should develop and maintain a program based on ISO 17025 to address how records and reports of analytical information are gathered, documented and retained by the laboratory. The program should document laboratory testing methods based on recognized and approved methods and procedures. The vendor should participate in ring tests in order to demonstrate both accurateness and reproducibility of methods. An actual certification against ISO 17025 is not necessary.

| Description | Comments |
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| All personnel responsible for conducting testing or monitoring shall have access to all necessary information, such as laboratory methods manuals, material specifications, test requirements and parameters as well as laboratory procedures, in order to be able to carry out properly their responsibilities with respect to packaging materials produced for GIVAUDAN.<br><br>Laboratory facilities and equipment shall be designed, equipped, calibrated and maintained appropriately to yield accurate and precise results. Access to laboratories should be controlled and limited to authorized people (especially to microbiological labs) to prevent potential contamination from production or administrative areas. On-site laboratories location shall be separate from processing and handling activities.<br><br>The vendor is expected to meet the GIVAUDAN specification. | |

## 3.4.9 Contaminants Monitoring Program

Controls shall be in place to ensure that only chemicals, colorants or additives that are legally permitted and declared are present in products and that these products have not been exposed to illegal dyes or other chemicals which exceed legal tolerances.

The vendor shall provide GIVAUDAN with detailed results of the contaminants monitoring upon request.

## 3.4.10 Design and constructions of premises

Facility design and construction shall be adequate to ensure production of safe and high quality materials. The facility, including utility areas, shall be designed to prevent potential contamination sources from affecting the packaging materials produced or handled based on a hygiene zoning concept. Where appropriate specific air flow or pressure cascades shall be established.

## 3.4.11 Equipment design standards

Equipment shall be designed and constructed of materials that are easy to clean and do not contribute to a food/product safety risk (hard / brittle plastic materials and wood should be avoided). Each new installation or modification to existing equipment design shall undergo a sanitary design review by a cross-functional team (e.g. quality, production, maintenance). This review shall address, but is not limited to, ease of cleaning, functionality and material selection.

| Description | Comments |
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## 3.4.12 Prevention of Foreign Matter & Personal Hygiene

Programs must be in place to prevent contamination with foreign matter including, but not limited to, glass, metal, plastic, wood, rust, dirt, stones, paper, cloth, insect parts, rodents, hair, bones, stems and feathers. Special attention shall also be paid to particles and pieces of material coming from the original packaging material itself and/or its manufacturing process (excessing material, slugs, trimmed remains etc.). Smoking, eating and drinking must be prohibited in production facilities. Suitable hygienic clothing shall be provided to factory personnel and visitors. Outdoor clothing as well as other personal belongings shall be stored separately from work wear.

## 3.4.13 Provisions for the quality of utilities

An effective program shall be in place for the management and control of the following utilities:

### 3.4.13.1 Air

Ambient air shall not provide a source of microbiological or other physical contamination and shall be filtered in areas where it is relevant for the microbiological quality of the product.

Depending on the intended use particulate air filters shall meet or exceed the following requirements:

- **For cold air** particulate air filter shall comply with filter class E10 (European Standard EN 1822) or similar performance
- **For hot air >70°C** particulate air filter shall comply with filter class F7 (European Standard EN 779) or similar performance

### 3.4.13.2 Compressed Air

Compressed air which gets in contact with packaging material or product contact surfaces (e.g. during cleaning) shall be dry, oil free, and filtered to remove foreign particles. The filter must be installed as close as possible to the point of the use. The filter and all downstream air piping shall be corrosion resistant (e.g. stainless steel).

If oil lubricated compressors are used for product and/or product contact surfaces, the air distribution system shall have oil and oil vapor filters installed before the air comes into contact with products and/or product contact surfaces. The lubricants shall be food grade.

## 3.4.14 Pest Control

A documented pest control program shall be in place that effectively prevents contamination of the packaging materials supplied to GIVAUDAN caused by pest activity. Pest control activities should be performed by certified pest control technicians or internal personnel with equivalent

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training. A copy of the pest control technician's current license must be maintained at the facility. Rodent traps must be inspected at a frequency appropriate to identify pest activity in a timely manner. Locations of traps should be identified on a site map.

Whenever possible the usage of toxic baits shall be avoided in manufacturing, storage and distributions areas.

Records of pest control chemical applications must be maintained and include the name, quantities, EPA Number (US Firms) or its equivalents in other jurisdictions and lot number of product(s) used. Use of all insecticides, fungicides or rodenticides must be in accordance with current laws and regulations.

# 3.5 Environment, Health and Safety (EHS)

## 3.5.1 Awareness for EHS related risks

Due to the fact that GIVAUDAN intensively cares about the protection of the environment and its employees, the same sense of urgency is expected from each vendor.

Each vendor shall implement a program that helps to prevent and correct any accident as well as harmful exposure to hazardous materials. There shall be full support by the vendor's top management. All incidents must be recorded and investigated thoroughly and in a timely manner in order to prevent recurrence.

Every relevant employee must be aware of potential risks related to established processes or to stored materials which shall be supported by complete and correct labelling of hazardous substances.

## 3.5.2 Measures for Fire-Safety

The vendor must establish a concept to prevent outbreak of fire, spills, gas release and similar emergencies. There shall be suitable detection equipment in operation. It is expected that dedicated premises for dangerous goods and hazardous materials are available.

Fire extinguishing equipment must be easily available in sufficient number, in working order and appropriate for the intended use. Employees must be trained accordingly.

## 3.5.3 Personal Protection

The vendor must equip employees with personal protective equipment (PPE) as appropriate to the specific type of activity and related risks.

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### 3.5.4 Waste Management

The vendor shall identify all waste streams. Waste shall be handled in compliance with local laws and regulations and shall be marked up to prevent the use of waste materials. Waste shall be removed from the premises on a routine basis. If waste is held on site prior to disposal, this shall be done in a separate area located away from direct entry to manufacturing and warehouse areas. The area shall be kept clean and free of spillage, containers shall be covered/closed and suitably fly-proof.

Waste disposal equipment, waste bins and storage areas shall be regularly cleaned and sanitized to avoid attraction of pests.

The vendor shall also comply with local wastewater treatment regulations as well as regulations concerning emission of waste air and noise.

## 3.6 Use of Vehicle and Trailers

Vehicle used to transfer materials to GIVAUDAN must comply with the following requirements:

- Truck and trailer must comply with applicable regulations in all transit countries during transportation.
- The trailer must be watertight.
- The floor must be clean and in good condition, with no holes, and must be able to support the weight of the loaded goods.

GIVAUDAN reserves the right not to unload a vehicle whose condition may present a risk to personnel safety. In such case goods will be returned at the costs of the supplier.

Rejection of goods may occur if the outer packaging (packaging aids, wrapping material etc.) of a delivery is improper or damaged. Improper or damaged packaging shall include, but is not be limited to, the following:

- Illegible or no product label available
- Dirty, rusty or wet containers
- Broken or missing tamper evident seals
- Inappropriate or damaged packaging material
- Damaged or missing pallet
- Wooden pallets which are not heat-treated according to IPPC standard (i.e. ISPM 15); methyl bromide treatment is not accepted
- Any defect affecting product quality