



FAIRTRADE
MAX HAVELAAR
SWITZERLAND

Code of conduct

Fairtrade Max Havelaar 2023



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A Message from the CEO

DEAR FAIRTRADERS

Fairtrade Max Havelaar is a globally acting organization with a wide variety of engaged employees and partners with the same purpose – which connects us to be a successful team. We want our employees, board members and partners to be ambassadors for Fairtrade and to foster a culture of ethics, integrity and compliance.

This Code of Conduct is designed to help each of us understand our values and how to act if we come across legal or ethical dilemmas. The Code aims to deliver on Fairtrade's vision and mission in order to make international trade fair for farmers and workers. This means: driving positive impact to achieve better livelihoods for producers and promoting human rights and dignity for all. This is Fairtrade's contribution to the Sustainable Development Goals of the United Nations.

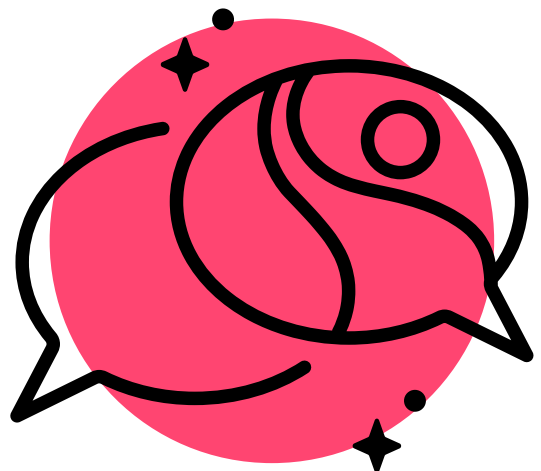
This Code of Conduct defines standards for our practice, rather than goals or targets which are covered by our Strategic Plans. I encourage all of us to integrate this Code into our daily behaviour.

Thank you very much for your contribution to the success of the Fairtrade movement!



Fabian Waldmeier,

CEO Fairtrade Max Havelaar



Our Vision and Mission

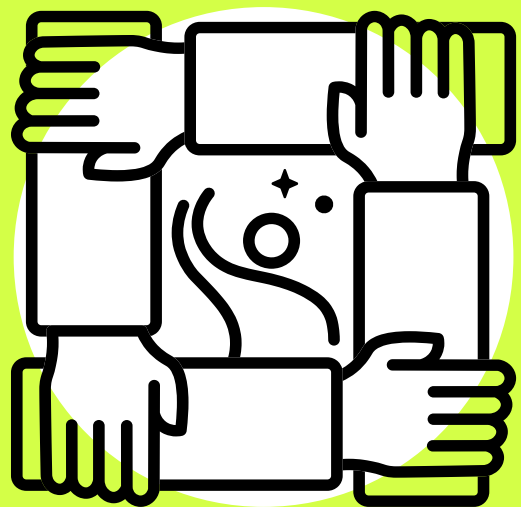


VISION

Fairtrade's vision is a world in which all producers can enjoy secure and sustainable livelihoods, fulfill their potential and decide on their future. For Swiss consumers it goes without saying that products from developing countries are sustainably produced and traded fairly.

MISSION

Our mission is to connect disadvantaged producers and consumers, promote fairer trading conditions and empower producers to combat poverty, strengthen their position and take more control over their lives.



Our Values



Accountability

- ✦ We manage our resources responsibly and ethically.
- ✦ We strive to be effective and deliver positive impact.
- ✦ We take responsibility for our actions.



Respect

- ✦ We respect, protect and champion human rights, and fight for those most disadvantaged in international trade.
- ✦ We value, respect and nurture the people who work for us.



Integrity

- ✦ We are honest, trustworthy and transparent about how we work.
- ✦ We govern our affairs in a responsible, democratic and transparent way.
- ✦ We practise what we preach in relation to fair and sustainable trade.



Partnership

- ✦ We collaborate and coordinate our efforts as one global system.
- ✦ We build partnerships and collaborate for greater global impact.



Optimism

- ✦ We are passionate about what we do.
- ✦ We look at things with a positive eye and an open mind.
- ✦ We exploit opportunities as they arise and face our future with confidence.

Our Code of Conduct

WHAT'S THE IDEA

Fairtrade Max Havelaar has adopted this Code of Conduct to provide a framework for how we implement our values, principles and policies across all of our work within Fairtrade Max Havelaar and as a member of the global Fairtrade system. We want to ensure that we operate with high standards of behavior, accountability and ethics.

KNOW YOUR RESPONSIBILITIES

We count on every employee as well as board members to follow the Code and expect the same from our consultants, contractors and appointees. Adherence to the Code cannot be delegated. Each one of us is responsible for acting in the spirit of the Code and upholding Fairtrade Max Havelaar's reputation. No matter what position you have with Fairtrade Max Havelaar make sure that your actions always reflect our values, follow the Code and policies as well as national laws and regulations. If you have a question or are not sure how to interpret a situation or have a dilemma, use common sense and good judgement in line with the spirit of the Code and our values and seek guidance from your line manager, Human Resource Manager or Legal and Compliance Manager. Be aware that a violation of the Code may lead to disciplinary action, up to and including termination of employment in severe cases.

SPEAK UP WITHOUT FEAR

Leaders and manager should inspire ethical behavior through their guidance, expectations and own example. They should foster a culture where employees are at ease when coming forward with their concerns without fear of retaliation. If you see or suspect anything illegal or unethical behavior that violates the Code or national law and regulations, share your concerns promptly without fear. Share your questions, concerns, suggestions or complaints with your internal contacts (line manager, human resources manager or compliance manager) or report to our external whistleblowing channel. Regardless of who you contact, you can be confident that your concern will be handled promptly and appropriately. Further, we will disclose information only to those who need to resolve the issue.

KEEP IT UP TO DATE

The Code has been approved by our board and will be review every three years. If you wish to propose any amendment please contact the Legal and Compliance Manager of Fairtrade Max Havelaar.



Accountability

◆ **WE MANAGE RESOURCES RESPONSIBLY AND ETHICALLY** ◆

MAINTAIN RESPONSIBLE LEVEL OF RESERVE

We manage our resources with care and make sure we can operate at all times. As part of its financial and risk management process and in order to withstand sudden financial shock or shortfalls the governance body of Fairtrade Max Havelaar has set out a Reserves Policy.

VALUE FOR MONEY

We are committed to deliver value for money and will pursue efficiency, effectiveness and economy. We will seek to adopt good practice and incorporate value for money principles in all of our activities, recognizing the need to balance between ethical and sustainable practices and financial considerations.

GLOBAL STRATEGY

In line with the Fairtrade vision mission and values, we aim at setting long term strategic plans aligned with the strategic plans of Fairtrade International. We will develop plans (3-5 years) and detailed annual budgets for delivery of our longer-term strategy taking into consideration the global strategy and the aims of Fairtrade International.

COMPLAINTS

We want to uphold our credibility and attach great importance to identifying and remedying misconduct and malpractice. We encourage employees to speak up and promptly raise good faith concerns of possible quality issues, incidences, misconduct or malpractice. We will make sure to deal with complaints professionally and swiftly and do not tolerate retaliation.



◆ **WE STRIVE TO BE EFFECTIVE AND DELIVER POSITIVE IMPACT** ◆

RISK MANAGEMENT

We are committed to maintain an organizational culture that enables us to achieve our objectives by taking advantage of opportunities whilst also mitigating and monitoring threats and risks. We do therefore operate a system of risk oversight and management to identify, assess, monitor and manage risks related to our activities.

◆ **WE TAKE RESPONSIBILITY FOR OUR ACTIONS** ◆

Violations of the Code of Conduct or suspicions of misconduct can be reported internally to the direct superior or the compliance manager or through the external whistleblowing channel.

External Whistleblowing Channel:
Proitera is an external service provider to which complaints can be addressed in full confidence.

*Proitera GmbH, Dornacherstrasse 210,
4053 Basel, Tel. +41 61 366 10 26*

Respect

WE RESPECT, PROTECT AND CHAMPION HUMAN RIGHTS, AND FIGHT FOR THOSE DISADVANTAGED IN INTERNATIONAL TRADE

HUMAN RIGHTS

We are committed to the UN Guiding Principles on Business and Human Rights (UNGPs). We believe that every individual has the right to lead a life with dignity and respect the international human rights standards established in the Universal Declaration of Human Rights; the International Covenant on Civil and Political Rights; the International Covenant on Economic, Social and Cultural Rights; and the International Labour Organization (ILO) core conventions. We are committed to incorporating these UNGPs in our activities, strategies and relationships and encourage our business partner to do the same. To strengthen our human rights commitment, we implement human rights due diligence as an ongoing development process and are committed to continuous improvement.

PROTECTION OF CHILDREN AND VULNERABLE ADULTS

We uphold children's rights to survival, development, protection, and participation as set out in the United Nations Convention on the Rights of the Child. We believe that child protection is both a corporate and an individual responsibility, and every person who shares in the work of Fairtrade also shares in the responsibility to take every precaution to protect the children we serve. We have implemented a Child Protection Policy which lays out guidelines for safeguarding children's wellbeing when acting or travelling on Fairtrade business and expect our business partners to share our commitment to the same standard.

GENDER EQUALITY

We believe that gender inequality may be a major barrier to human development and are dedicated to promoting equality and enabling women and men to access the benefits of Fairtrade equally. We are committed to promote and support gender equality in producer organizations and/or other organizations in the Fairtrade supply chain through our work by raising awareness, supporting programs and other activities.

WORKERS' RIGHTS

We are part of the Fairtrade movement dedicated to ensuring that every person can, through their work, maintain a decent standard of living. We are committed to promoting and protecting workers's rights, as enshrined in the Convention of the International Labour Organization and support the right of freedom of association and collective bargaining. We will seek opportunities to continuously address the improvement of workers' rights and working conditions.

WE RESPECT, VALUE AND NURTURE THOSE WHO WORK FOR US

SEXUAL EXPLOITATION AND ABUSE

We recognize the right of all people to live their lives free from sexual violence and condemn sexual exploitation and abuse. We are committed to the prevention and protection of all individuals from all forms of sexual exploitation and abuse and have a policy in place which lays out the responsibility of our staff and Board to contribute to the prevention of sexual exploitation and abuse when acting or travelling on Fairtrade business and expect our business partners to share our commitment to the same standard.



HARASSMENT AND ANTI-BULLYING

We believe that we achieve the best results in a safe and suitable working environment, in which there is mutual trust, respect and confidence. We do not tolerate harassment and bullying and expect that all employees prevent and address harassment and bullying that creates an intimidating working environment.

HUMAN RESOURCES

We value all those who work in our organization and drive the achievement of it. We have put in place a core set of human resource policies that enhance workforce competencies through effective professional development and training, drive effective leadership and performance management and ensure compliance with relevant employment, health and safety legislation.

WORK FORCE SECURITY

The security of our employees particularly when working in conflict countries or regions or in places where their physical integrity and life can be put in danger is important to us. We will take appropriate measures to protect our employees according to the needs in the respective places where they are working.

DIVERSITY AND EQUAL OPPORTUNITIES

Working in a diverse and inclusive environment enhances team spirit and increases productivity. We are committed to fair and equal treatment and equal opportunities free from discrimination of any kind. We provide equal opportunity for all individuals to develop professionally. We do this regardless of age, race, ethnicity, nationality, gender including gender identity and expression, religion, sexual orientation and disability.

WORKERS' REPRESENTATION

We seek to ensure fair working conditions and constructive relationships between management and employers based on mutual trust, respect and regular dialogue. With the Workers' representation and its policy, we operate a transparent system and process for negotiating changes to working conditions and policies/procedures affecting employees. We cultivate the regular exchange between employees and management.

Integrity

◆ **WE ARE HONEST,
TRUSTWORTHY AND
TRANSPARENT HOW WE WORK** ◆

CORRUPTION AND BRIBERY

We conduct business fairly without accepting or offering benefits intended to improperly influence decisionmaking. In support, we implemented an Anti-Bribery and Corruption Policy. The giving and receiving of gifts, hospitality, charity or sponsorship shall never improperly influence, or appear to improperly influence, our decision or the decision of our business partners.

DATA GOVERNANCE

We respect and protect confidential information obtained from, or relating to, our clients or third parties, as well as personal information about our people, in accordance with local law.

CONFLICTS OF INTEREST

Conflicts of interest may improperly influence our judgement, objectivity or loyalty and can expose us to reputational risks. We are committed to conduct business that ensures that we act in the best interest of Fairtrade Max Havelaar without influence by our personal interests and relationships. When conflict of interest arises, we are transparent in disclosing them and removing ourselves from the decision-making process.

LEGAL COMPLIANCE

We are a legally registered entity and meet legal obligations and requirements with regard to all relevant authorities. We respect all applicable laws and make sure that we align our processes in all our organizational activities.

ETHICAL AND FAIRTRADE SOURCING

We seek to source goods and services from companies able to demonstrate their commitment and actions to drive positive social, environmental and economic sustainability alongside other considerations on value for money, as part of any contracting or evaluation of supplier options. We source Fairtrade and sustainably certified goods for our office, events or other activities where available in the local market and promote payment of fair wages in relation to our service providers.

◆ **WE PRACTICE WHAT WE PREACH
IN RELATION TO FAIR
AND SUSTAINABLE TRADE** ◆

ENVIRONMENTAL MANAGEMENT AND IMPACT

In recognition of the global environmental and climate emergency, we commit to environmental sustainability and climate change prevention. We seek to minimize negative environmental impacts wherever possible. This includes travel, office and property management, procurement of goods and services, events, meetings, or use of vehicles and equipment.



Partnership

MEMBERSHIP AND GLOBAL COLLABORATION

We are a global system, reliant on collaboration and partnership among members to work together towards maximum impact and efficiency. We fulfill our own stated responsibilities as laid out in the Fairtrade International Constitution, we respect the roles and rights of other parts of the Fairtrade system and provide sufficient financial or in-kind resources to deliver the core functions and programs agreed as part of the global strategy.

◆ **WE COLLABORATE AND COORDINATE OUR EFFORTS AS ONE GLOBAL ORGANIZATION** ◆

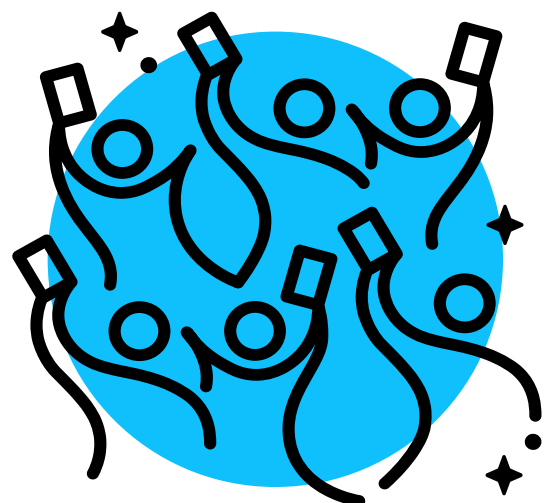
MOVEMENT FOR FAIR AND SUSTAINABLE TRADE

The organizations that make up Fairtrade International are part of a bigger Global Fair Trade Movement, united by a common vision, purpose and set of shared principles as laid out in the International Fair Trade Charter. We are committed to collaborating across our movement to campaign for trade justice for farmers and workers, and secure more opportunities for disadvantaged producers to secure a fairer deal for their products.

◆ **WE BUILD PARTNERSHIPS AND COLLABORATE FOR GREATER GLOBAL IMPACT** ◆

STAKEHOLDER ENGAGEMENT AND PARTICIPATION

Fairtrade has a partnership approach to trade, and the contribution of many stakeholders to its development ensures that we remain rooted in the real experiences of producers, businesses, civil society organizations, government policy makers, researchers and members of the public. We commit to ensuring effective and timely communication with stakeholders in relation to new information or developments in the global Fairtrade system.



Optimism

◆ **WE ARE PASSIONATE ABOUT WHAT WE DO** ◆

PURPOSE AND DRIVE

We are a global system with an engaged workforce. The commitment to Fairtrade connects us to a strong and successful team.

◆ **WE EXPLOIT OPPORTUNITIES AS THEY ARISE AND FACE OUR FUTURE WITH CONFIDENCE** ◆

FUTURE-ORIENTED AND CONFIDENCE

We believe in our mission and trust in the creative power of our employees and partners.

◆ **WE LOOK AT THINGS WITH A POSITIVE EYE AND AN OPEN MIND** ◆

DEVELOPMENT AND INNOVATION

We are looking for innovative ways and dare to be pioneers on our way to achieve our mission.





**the
future
is fair**