



Responsible Partner Policy – Code of Conduct

Policy and Training toolkit

As a supplier or distributor under the Unilever Responsible Partner Policy (RPP) you are asked to confirm that you can meet the requirements relating to how we do business, through your own codes and policies.

You are not expected to 'sign up' to Unilever's RPP, but instead to confirm to Unilever that you can meet or exceed the Mandatory Requirements through the application of your own code, policies and practices. Dependent on the size of your organisation and the risk represented by your operations, you are expected to have your own code, policies, training, governance and compliance programs in place. And to ensure that these are known and fully implemented within your organisations, and that employees and workers know, respect and observe your company's policies.

If you do not yet have your own policies in place you are free to make use of our RPP in creating your own policies tailored to the scope of work and activities that you perform. We do not have a copyright on our RPP for this reason.

As per Mandatory Requirement 3.7 of the RPP, we expect business we work with to have a Code of Conduct. We see this as an appropriate first step in setting the tone within an organisation of the type of conduct that is expected from their workers and the values that the organisation stands for.

"The business partner's own Code of Conduct, guidelines, policies and/or training are in place and readily available to workers to enable the business partner to meet or exceed the Mandatory Requirements of the RPP."

If you are receiving this communication, it is because you have indicated or it has been found that you do not have a Code of Conduct for your organisation. To help you start to simply put something in place we have created several materials which you can customise with your own name and logo and use as a guide or a starting point to address this gap.

To allow your workforce to be able to raise issues or concerns, it's important that you nominate a contact phone number, email or person within your organisation who can be the contact person for internal complaints, raising concerns or "whistleblowing" and that they are publicised to your employees and included on the materials.

We encourage you to review and appropriately modify and then adopt these materials. If you decide to utilise these materials to address points raised by Unilever or to satisfy future audits could you please do the following:

1. Provide Unilever with evidence of your customisation of the materials - this may be the insertion of your company name and logo or inclusion of contact details for raising a concern and should include making the Code of Conduct relevant to your business and the risks you are exposed to.
2. Provide Unilever with visual evidence of communication and adoption of policy - this may be through photographic evidence of printouts on company noticeboards, desks or websites.
3. Provide Unilever a confirmation and details that you have communicated and trained workers – this could be a record of when training occurred, but please do not include any personal data.