

# Guidelines on Sustainable Procurement

## General commitment

A respectful and sustainable approach to nature and its resources is usual practice at NORDSEE. All products and services comply with food regulations and are marked accordingly.

There are two main objectives regarding the purchasing and packaging of foodstuffs: Product safety and security of supply. To ensure supply we secure the basic supply of our products through purchasing contracts. These contracts generally extend from one harvest or fishing season to the next one. Both objectives can be achieved best by long-standing supplier relationships.

As well as the agreed purchasing contracts, product specifications establish the basis for purchasing safety. These specifications contain a description of the physical, microbiological, chemical and legal requirements for our raw ingredients. German food legislation applies to all raw ingredients regardless of origin.

NORDSEE distinctly favours raw ingredients which are certified sustainable.

NORDSEE checks compliance with requirements through supplier audits. These audits may take place unannounced. NORDSEE personnel are permitted access to all production and administrative areas. Any documentation necessary to carry out these audits is to be provided on request. In addition we control the quality of incoming goods and conduct investigations for residues / contaminants and microbiology and for the determined physical, chemical and sensory parameters.

## Fish and seafood

As a company that deals with fish, NORDSEE is in an area of conflict between consumer demand for certain types of fish and requirements for the sustainable management of fish resources. For this reason, NORDSEE continually observes and supports all developments which contribute to the sustainable and efficient usage and treatment of fish resources.

NORDSEE is aware that meanwhile several species in commercial fishing areas are threatened with extinction. Therefore, NORDSEE supports all measures which assist the recovery of endangered species.

The promotion of sustainable fishing is an integral part of our corporate activities. As a member of the Federal Association of the German fish industry and Fish Wholesale, we have supported from the outset the sustainable fishing initiative founded in 1996. These stipulations also apply to our suppliers. Through additional voluntary purchasing agreements, our seafood suppliers guarantee,

- that they support all measures which prevent illegal, unauthorized and undesirable trade in fishing (IUU regulation);
- that the delivered fish come from areas where total permitted catch or similar international or domestic fishing regulations exist;

- that the relevant statutory regulations have been complied with in the catch process;
- that they inform us of each fishing area in conformity with ICES and the fishing method.

We also support the call for effective controls at sea and in ports. We contribute by continuously striving to optimize the traceability and transparency of the entire supply chain back to the fishing grounds. Furthermore NORDSEE continues to support all efforts to minimize discards in EU legislation.

NORDSEE voluntarily forgoes the purchase and sale of shark (exception: MSC certified Schillerlocke), marlin, red tuna, tuna, ling, mahi-mahi and rays.

NORDSEE supports sustainable and environmentally friendly aquacultures. NORDSEE retail trade stores are certified for ASC (aquaculture) and MSC. Also NORDSEE promotes the sale of certified organic products and successively expands this segment.

Fish and seafood delivered to NORDSEE must be free of water-binding additives (such as enzymes, salts and acids).

Traceability in accordance with regulation (EC) No. 1224/2009 must be made effective in the multiannual plans of certain fisheries from the 01.01.2013, and from the 01.01.2015 be possible for all fisheries and aquaculture commodities. The supplier is then to provide NORDSEE with the details.

### **Side dishes and vegetables**

For the product groups of potatoes, salad and vegetables, raw goods which have a regional connection, that is to say grown or produced in Germany / Austria or in EU countries is favoured.

### **Eggs**

Eggs or egg products are not to come from battery cages but from barn or free-range farms and can be certified organic.

Raw produce must be traceable back to its agricultural base. The origins of the eggs will be agreed upon by the supplier and NORDSEE and will be defined in the specification of each individual product.

### **Pure ingredients - reduction of additives**

Regarding the use of "additives" NORDSEE is in an area of conflict between technological product requirements, consumer demand and product safety.

Our product policy is to exploit the future development of technological possibilities in order to reduce the use of additives.

NORDSEE forgoes the use of glutamic acid / glutamate (E620 - E625), phosphates (E339 - E341), guanylic acid / guanylate (E 626 - E629), inosinic acid / inosinate (E630 - E633) and salicylates. Products without yeast extracts and nitrates (E251-E252), potassium and sodium nitrate (E249-E250) are expressly favoured.

We ensure that all raw produce and ingredients from our suppliers do not come from GMO sources (GMO - genetically modified organisms) and are therefore not subject to labelling. Treatment with ionising radiation is also prohibited. In accordance with legal requirements NORDSEE products are free of antibiotics or their residues.

All products manufactured for NORDSEE should be made without partially hydrogenated vegetable oils otherwise it results in a trans - fatty acids content. The standard is set by the Austrian limit values (for foodstuffs with a fat content of more than 20 per cent a limit of two grams of trans fatty acid / 100 g total fat is set. For foodstuffs with a fat content of less than 20 percent the limit can be four per cent of total fat and food with less than 3 percent fat the amount of total fat must not exceed 10 percent). Should the product contain palm fat or palm oils, they should be from sustainable farming whenever possible.

## **Packaging**

Without compromising the protective function of the packaging, the quality of the product or the acceptance of the consumer, the environmental effect of the packaging used is successively being minimised.

For this purpose, we are pursuing the consistent process of packaging optimization, with the aim of,

- reducing the weight and volume of the packaging used to the absolute minimum necessary;
- implementing new packaging materials based on renewable raw materials in order to continuously improve the ecological balance.

All NORDSEE packaging materials conform to the relevant food regulations. Suppliers are required to provide clearance certificates or declarations of conformity for all packaging materials and these are subsequently documented.

# **Goods, products and service providers**

## **General commitment**

When purchasing we favour goods and products which are produced or yielded sustainably, with the process being continually optimized throughout their entire life cycle.

As stipulated in the code of conduct our suppliers and service providers are obliged to comply with minimum social standards at each integral part of the supply and order relationship. We expect all suppliers or service providers to command adequate management of social, environmental, and quality-related aspects in accordance with international standards (ISO 9001, ISO 14001, EMAS, OSHA), to support the compliance with applicable laws and to promote continuous improvement. Verification of this must be submitted by suppliers and service providers.

We favour suppliers and service providers who,

- demonstrate resource-conserving work processes, account for ascertainable energy and water consumption and set measurable objectives to conserve resources.
- have established a certified environmental management system (EMAS, ISO 14001).
- use low emission and low consumption vehicles when performing necessary transportation and design transport and logistics routes to ensure that there are no empty runs. Verification of this will be required.

### **Cleaning of buildings, restaurants and kitchens**

NORDSEE determines the cleaning agents used or at least grants permission for their use. These cleaning agents must be approved for use in the food industry. The cleaning processes and cleaning equipment used must be agreed and approved by the purchaser in terms of sustainability and appropriateness. NORDSEE expects the service provider to offer a consultation concerning a reduction of resources (in accordance with the service provider's self-concept as a cleaning specialist) and to optimize these procedures.

Awareness of sustainability requires the building to be cleaned under a comprehensive cleaning concept which firstly examines how to avoid dirt in order to reduce the use of cleaning material. The service provider is expected to present a comprehensive cleaning concept.

### **Equipment, service and maintenance**

Concerning the purchase, repair and maintenance of equipment NORDSEE emphasises the use of biologically degradable and recyclable materials produced in an environmentally compatible manner. Regarding the preparation of maintenance and service concepts on the part of suppliers and service providers, it is expected that appropriate inspections and maintenance intervals are co-ordinated in order to create optimal operating stability, reduce CO2 emissions and optimise value retention.

### **Waste management**

The disposal of boxes and packaging from installed or new parts is to be conducted from the standpoint of sustainability and, when a service is provided, to be cleared on-site. Packaging must be returned to the raw material cycle and no remnants are to remain on the premises of the purchaser.

### **Attachments:**

Supplier self assessment form  
Form Product specification  
NORDSEE Negative