



# Aramark Global Food and Facilities Services Supplier Code of Conduct

## Aramark Overview

The Aramark Global Food and Facilities Services Supplier Code of Conduct (“Supplier Code of Conduct”) builds upon our mission to deliver experiences that enrich and nourish lives through innovative services in food, facilities management, and procurement, wherever people work, learn, recover and play.

We provide award-winning services to hospitals, universities, schools, stadiums, hotels, businesses, municipalities and many other clients across the globe. United by a passion to serve, our more than 270,000 employees make a meaningful difference each day for millions of people around the world.

## Supplier Code of Conduct

The Supplier Code of Conduct applies to all suppliers of goods and services to Aramark- operated locations across the globe. This Supplier Code of Conduct sets forth the Aramark guidelines and expectations with respect to key areas of responsible sourcing, while ensuring consistency and excellence to all stakeholders.

Content in this code is informed by the International Bill of Human Rights and the principles covering the fundamental rights set out in the International Labour Organization’s (ILO) Declaration on Fundamental Principles and Rights at Work. It establishes the minimum standards our suppliers must meet in order to conduct business with Aramark.

Circumstances in which our suppliers operate may change, and, to ensure content and implementation remain appropriate and effective, we review this code every two years. These standards may be revised from time to time by Aramark, and notice of such modifications will be posted to Aramark’s external webpage for the informational use of Aramark’s suppliers. Aramark also develops position statements and policies on key commodities that may be presented alongside this document as a further requirement for suppliers in high risk categories (*e.g.*, [Aramark Sustainable Seafood Principles & Policy](#); [Aramark Animal Welfare Principles & Policy](#)). Additionally, Aramark expects its suppliers to adhere to these standards, and, where deficient, to conform their conduct in a timely manner without the necessity of intervention by Aramark.

In furtherance of the foregoing, and by virtue of entering into a contractual relationship with Aramark, each Aramark supplier represents and warrants that it shall comply with the following codes of conduct:

### 1. Legal Compliance

The supplier undertakes to adhere to all applicable laws of the countries in which it operates, including those pertaining to employee health and safety, terms and conditions of employment and the environment.

### 2. Employee Health and Safety

The supplier undertakes to provide a safe operating environment that meets the higher of either the applicable legal standards or industry workplace standards. Supplier will provide a safe and healthy working environment including written information and warnings that are in the language(s) spoken by



workers. Safety training will be provided to create an environment to keep employees safe. Records will be maintained and the appropriate personal protection equipment will be accessible at all times.

Workers are to be provided with ready access to clean toilet facilities, potable water and sanitary food preparation, storage, and eating facilities. Worker dormitories provided by the supplier or a labor agent are to be maintained clean and safe, and provided with appropriate emergency egress, hot water for bathing and showering, adequate heat and ventilation, reasonable personal space, and reasonable entry and exit privileges.

### **3. Employment Standards**

The supplier undertakes to comply with the following:

#### **3.1 Child Labor**

The supplier will not employ workers that are younger than 16 years of age, or the minimum age established by law, whichever is greater. The supplier will observe all legal requirements for work of employees under 18 years of age, including those pertaining to hours of work and working conditions. Supplier ensures that workers under 18 are not allowed to work in a hazardous environment, handle hazardous materials, work for more than 8 hours per day, work primarily at night, or work in a manner that interferes with educational opportunities. Where independent documents are not available, supplier employs other legitimate and reliable means for determining employee ages.

#### **3.2 Voluntary Employment**

The supplier only employs on a voluntary basis and does not recognize any forms of involuntary labor or forced labor; including prison, slave, bonded, forced or indentured labor of any kind. Engaging in forms of compulsory labor, or any other forms of slavery or human trafficking, will not be acceptable. Supplier demonstrates a commitment to human rights and sets forth practices that create a working environment supporting their commitments.

The supplier will ensure that throughout the hiring process and employment period, no deposits (monetary or otherwise) are collected, including monetary, original identification documents, travel documents, or other personal legal documents at any time from employees (including permanent, seasonal, temporary, migrant labor, and employees provided by agencies, recruiters or brokers). The supplier will use only legitimate and reputable recruitment agencies that are properly licensed to operate under applicable law.

The supplier will not confine or subject employees to restrictions on freedom of movement. The supplier will not use or source raw materials or products associated with forced labor or human trafficking.

#### **3.3 Wages and employment benefits**

The supplier will pay at least the minimum total compensation required by applicable local law, including any and all applicable mandated wages and overtime rates, allowances and benefits. Overtime will be paid legally and at the premium rates, and employees are not required to work overtime in order to earn minimum wage. Employees will be paid on time, in accordance with legal requirements; in all circumstances, wages must be paid on at least a monthly basis. Where worker pay is contingent on the

volume produced (piece rate, quotas, etc.), workers always earn at least the equivalent of the applicable minimum wage for each 8-hour day and are not compelled to work more than 8 hours per day in order to earn the minimum wage. Where there is no legally mandated minimum wage, the supplier ensures that workers earn at least the average wage in the particular industry or geographic area. The supplier will provide each employee with an itemized wage statement upon wage payment. The statement will include, at a minimum, amount of pay, pay period, rate of pay, regular and overtime hours worked, deductions, and benefits, if applicable.

The supplier will provide for all legally mandated benefits, such as public holidays, paid vacation, sick days, and maternity/paternity/family leave time.

The supplier, where reasonably possible, must provide all workers (permanent, temporary, seasonal, domestic and migrant) with a written contract in the appropriate language that includes a description of job duties, benefits, disciplinary procedures, and notice periods. Where the provision of a written contract is not reasonably possible or practical, the supplier shall post key workers' rights and entitlements/terms of employment in the workplace in clear, understandable language and in the language(s) spoken by workers.

### **3.4 Working hours**

The supplier will maintain reasonable employee work hours and provide breaks in compliance with applicable law.

### **3.5 Fair Treatment /Non-Discrimination**

The supplier will ensure that all personnel actions -- including hiring, remuneration, benefits, advancement, and termination -- are taken without regard to race, color, religion, national origin, age, gender, disability, sexual orientation, membership, affiliation, or other classification of the individual unrelated to the ability to perform the job.

Supplier does not conduct medical tests on employees that can be used to discriminate. The results of any tests that are required by local legislation shall not be used in a discriminatory way.

### **3.6 Freedom of Association/Collective Bargaining**

The supplier recognizes and respects the right of its workers to exercise lawful rights of free association, including joining or not joining any association. Interference by management will not be allowed if workers choose to organize, and discrimination on the basis of affiliation or non-affiliation will not be tolerated. The supplier will not intimidate, harass or retaliate if efforts are made to freely associate or bargain collectively. Supplier provides confidential and anonymous means for employees to raise grievances and records this process.

### **3.7 Migrant Labor**

The supplier ensures working conditions for migrant workers adhere to all laws and are comparable to other workers performing substantially similar tasks. Legal status of migrant workers must be verified via a valid work permit issued by the appropriate governmental agency. The supplier will not hold official identity documents, including passports, work permits, and birth certificates, even upon the request of a

migrant worker. The supplier will pay all fees related to service provided by third-party labor contractors or labor agencies.

#### **4. Environment**

The supplier will adhere to all applicable environmental laws of the country, region and city of operation. The supplier is encouraged to surpass such requirements so as to reduce the environmental impact of their operations. The supplier will maintain documents and records which are in compliance with all laws and have all necessary permits required to operate. The supplier will have a plan and procedures in place for handling hazardous waste in a safe manner. The supplier ensures that relevant staff have been adequately informed about the supplier's environmental impact and will train on the supplier's environmental management system. The supplier will continue to minimize and monitor its impact on the environment where possible through reduction in greenhouse gas emissions, energy efficiency initiatives, reduction and recycling of natural resources, including water, paper and packaging materials.

#### **5. Expectation**

The supplier will review the requirements set forth in this Supplier Code of Conduct. The supplier is responsible for prompt reporting of actual or suspected violations of law or this Code of Conduct. This includes violations by any employee or agent acting on behalf of either the supplier or Aramark. All violations should be reported to supplier's direct Aramark contact.

#### **6. Implementation**

The supplier is encouraged to ensure that the above standards, or standards comparable to those above, are applied to its own suppliers with equal rigor, with an overall goal of positively affecting business practices across a wide array of corporations in multiple industry sectors. Aramark reserves the right to carry out the controls that it deems necessary to ensure that the supplier implements the standards set forth in this Code of Conduct. This may include self-assessments by the supplier, an Aramark audit, and third-party audits of the supplier.