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## MANAGEMENT OF CHANGES

Edition	Date	Reason
1	14/11/2017	Creation
2	20/11/2022	Inclusion of the code of ethics
3	25/09/2023	Inclusion of the Information Security policy and general review

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## 1. HSQE AND FEED SAFETY POLICY

In order to achieve excellence in transport and logistics services we consider key elements:

Satisfaction of customer needs, continuous improvement of our processes, respect for the environment, health and wellbeing of all people involved in our processes, safety and risk mitigation during all operations, compliance with legal requirements, compliance with feed safety regulations and corporate social responsibility.

Our policy is based on the following aspects:

**Safety and Health:** Our safety and health policy is focused on the care for the safety and health of all our employees including subcontractors and visitors, where relevant, and to achieve an annual injury frequency (IF = zero). Every person involved in RB processes receives appropriate training in risk prevention focused on his/her specific workplace and task. All employees undergo regular health checks and we verify compliance with this requirement with regards to subcontractors and partners. Our people work only with the best personal protective equipment and receive training in the correct use of the PPE's regularly. RB invests effort and resources in a safe, healthy and ergonomic environment for our people.

**Environment:** Our environmental policy is focused on conducting our business with respect and care for the environment. We carry out transports and logistic services in the most sustainable way. We maximize the use of train, use the cleanest truck-engines available and are constantly searching for innovations in order to lower the emission of harmful gases.

**Quality and Customer Requirements:** Our quality policy is focused on meeting the requirements, needs and expectations of our internal/external relevant stakeholders resulting in very satisfied stakeholders. By means of continuous improvement we aim to achieve excellence as transport and logistics service provider. We are SQAS-2022 assessed and dispose of ISO 9001:2015 and GMP+ certifications. We are proud and active members of the Responsible Care and OCS program also encouraging everybody to join these programs.

**Security:** Our security policy is focused on guaranteeing the protection of people, safeguarding the integrity of high value and hazardous products of our customers against loss by intentional destruction or theft and confidential digital information internally as externally we manage as a transport and logistics services provider at all times.

We aim to provide security where security is needed.

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**Behaviour Based Safety:** Drivers, staff and operators involved in RB processes are trained and monitored in BBS principles. We have seen a positive influence of BBS on our employees by means of observation, training, coaching and communication of BBS principles. Partners and subcontractors are strongly encouraged to implement a BBS -program or equivalent system.

**Prohibition of Drugs and Alcohol:** During working hours and at all times whilst on work premises employees (including partners and subcontractors) must be free from the influence of drugs or alcohol, including medical prescription drugs, that might influence the ability to work. This will help to ensure the health and safety of employees and others with whom they come into contact, to maintain the efficient and effective operation of the business, and to ensure customers receive the service they require. We do not allow any use of alcohol and/or drugs on any of our premises or on the premises of our customers while carrying out our business.

**Training:** Continuous improvement is impossible without perpetual training of all people involved in RB procedures. We employ individual training programs for each employee, own or subcontracted. Every training is evaluated and tested upon effectivity.

**Non-Conformance and Near Misses:** We have developed an effective and agile treatment of Non-Conformances and Near Misses. Every register is initiated and treated by the people involved and analysed by HSEQ managers. Pro-active measures, corrective or preventive, are engineered in order to improve continuously. Perpetuals improvement is one of our main objectives.

**Feed Safety:** Our feed safety policy is focused on the needs of the animal feed chain safety. We have incorporated GMP+ standards in our procedures in order to guarantee compliance with the GMP+ Feed Safety scheme, audited regularly by an external certification issuing authority. We have established objectives to evaluate the performance of the FSMS and we maintain continuous communications with all the parties involved in order to comply with all Feed Safety regulations. In addition, we are permanently training all personnel involved and provide them with resources in order to continuously improve our FSMS. We employ HACCP analysis scheme in order to gain consciousness of the risks and to mitigate these risks where possible.

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## 2. CORPORATE SOCIAL RESPONSIBILITY

**Fundamental Human Rights:** Every human being is born with fundamental human rights. We are committed to assure that none of our employees, partners or subcontractors suffers loss or deterioration of any of these rights by means of support at labour level, economically, morally and ethically during moments of impact against these rights. Any employee can communicate his/her complaints or improvement points to management of the company without suffering any reprisal. RB appreciates highly the proactivity of these suggestions as they augment the options of achieving excellence.

**Working Conditions:** Nobody will be obligated to execute tasks or services involuntarily nor pressured by the threat of punishment. RB is committed to comply with the maximum number of working hours for every employee. Under exceptional circumstances, always with the approval of the employee, additional working hours can be required. These will be always remunerated accordingly.

**Non-Discrimination:** Our employees, including partners and subcontractors, represent a talented and diverse workforce. We consider a key element our long –standing commitment to equal opportunity. Activities such as hiring, promotion and compensation of employees, are conducted without regard to race, colour, gender, gender identity or expression, religion, sexual orientation, national origin, genetics, disability or age. We stand for equal opportunities and shall never accept any kind of discrimination.

**Freedom of association:** Our employees, without any distinction or authorization, have the right to constitute organizations or interest groups, independent of supervision by the management.

**Child Labor:** We endeavour to provide a conducive working environment that is characterized by equality and mutual respect. We will not tolerate the use of child or forced labour, nor exploitation of children in any of our global operations and facilities.

**Anti-Corruption and Bribery:** RB was founded in order to pursue an economic benefit and to potentiate the process of creating jobs for our current and future employees, partners and subcontractors. In no way the economic benefit will be related to money laundry or fraud of any type. We encourage everybody inside our organization and specially the management team to report any suspicion of fraudulent behaviour of any kind with the appropriate authorities. We show zero tolerance towards corruption and bribery in any way, form or shape.

**Ethics and Fair Business:** Fair business stimulates innovation and efficiency, reduces cost of products and services and assures that all organizations have the same opportunities. Therefore, we are committed to a cordial and non-aggressive relationship with our competitors.

**Harassment:** Our anti-harassment policy expresses our commitment to maintain a workplace that's free of harassment, so our employees can feel safe and happy. We will not tolerate anyone intimidating, humiliating or sabotaging others in our workplace. We also prohibit wilful discrimination based on age, sexual orientation, ethnicity, race, religion or disability.

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**Conflict of interests:** We are committed to conducting business in a manner that ensures business judgement and decision making is not influenced by undue personal interests. This applies for all employees, partners and subcontractors involved in RB processes.

**Gifts and hospitality:** The giving of gifts, entertainment and hospitality can be part of building normal business relationships. However, the test to be applied is whether in all circumstances the hospitality, gift or entertainment is reasonable and justifiable. In some instances, the giving and /or receiving of these can be interpreted as a bribe, which is unlawful, damages the reputation of RB and may lead to criminal prosecution for those individuals involved as well as the company. The aim of this policy is to ensure that the highest standards of integrity are maintained and that it cannot be suggested that there was an improper motive behind the offer or acceptance of the gift or hospitality.

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### 3. INFORMATION SECURITY POLICY

This policy establishes the requirements for safeguarding the confidentiality, integrity, and availability of our organization's information assets. These assets include all data and information in any format or medium, whether stored electronically or on paper, and all equipment and systems used to process, store, and transmit this information.

#### Scope

This policy applies to all employees, subcontractors, providers, and any other personnel who access, use, or maintain our organization's information assets.

#### Roles and Responsibilities

- a. Management is responsible for:
  - Establishing and maintaining an information security program that aligns with business objectives and compliance requirements.
  - Ensuring that all employees, subcontractors, and providers are aware of and comply with this policy and related procedures.
  - Providing the necessary resources to implement and maintain the information security program.
- b. Employees, subcontractors, and providers are responsible for:
  - Safeguarding our organization's information assets in accordance with this policy and related procedures.
  - Reporting any security incidents, violations, or concerns to their supervisor or the information security officer.
  - Participating in security awareness and training programs.

#### Information Security Controls

- **Access Controls:** Access to our organization's information assets is granted based on the principle of least privilege, which means that employees, subcontractors, and providers are granted the minimum access necessary to perform their job duties. Access to confidential or sensitive information is restricted to authorized personnel only.
- **Data Classification and Handling:** Our organization's information assets are classified based on their sensitivity and criticality. Confidential or sensitive information is identified, labelled, and protected in accordance with applicable laws, regulations, and contractual obligations.
- **Physical Security:** Our organization's facilities, equipment, and assets are secured to prevent unauthorized access, theft, or damage. Physical access controls, such as access control, id cards, locks, and security cameras, are used to control access to sensitive areas.

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- Network Security: Our organization's network is secured using a combination of firewalls, intrusion prevention and detection systems, and other technical controls. All network traffic is monitored and logged to detect and prevent unauthorized access, malware, or other security threats.
- Information Security Incident Management: Our organization has established procedures for responding to security incidents, including reporting, investigation, and resolution. These procedures are designed to minimize the impact of security incidents and prevent their recurrence.

### Compliance

Our organization is committed to complying with all applicable laws, regulations, and contractual obligations related to information security. This policy and related procedures are designed to ensure compliance with these requirements.

### Training and Awareness

Our organization provides regular security awareness and training programs to all employees, subcontractors, providers, and any other personnel who access, use, or maintain our organization's information assets. These programs are designed to raise awareness of security risks and best practices and to ensure compliance with this policy and related procedures.

### Enforcement

Violations of this policy and related procedures may result in disciplinary action, up to and including termination of employment or contract, as well as civil or criminal legal action.

### Policy Review

This policy and related procedures will be reviewed and updated as necessary to ensure their effectiveness and compliance with applicable laws, regulations, and contractual obligations.

Compliance with our policies and applicable laws is the responsibility of all employees, partners and subcontractors acting on our behalf under the condition of employment or contract. This policy, as well as norm/standard specific policies, is available on request in hard copy for relevant stakeholders.

Elsloo, 25th of September 2023

On behalf of the Board of Directors



Mr. Onno Sturme