



# Code of Conduct

Version 1/August 2020

[www.indesso.com](http://www.indesso.com)





## CEO's Statement

The greatest asset Indesso has is the people who dedicated their passion, energy, and time for the company. Customers, suppliers, and other stakeholders know Indesso by interacting with its people. This code of conduct is designed as a guideline for the people at Indesso to make decisions and actions in daily work. Indesso is defined on how its people implementing this code of conduct.

This code of conduct is based on our core values: esprit de corps, professionalism, and integrity. Indesso put character as the first key success factor. People at Indesso shall show characters representing those core values, such as honesty, sincerity, and trustworthiness. The code of conduct covers behaviors that are acceptable and unacceptable. If there is any misbehavior of people at Indesso found, I encourage anyone who discovers it to report to his/her supervisors. However, I realize that not all of the ethical issues arose can be covered with these codes. So, a good judgment based on the law and common wisdom may apply for any misbehavior found out of these codes.

Hope all of you at Indesso be familiar with the code of conduct.

Jakarta,  
August 1, 2020

A handwritten signature in black ink that reads "R. Gunawan".

**Robby Gunawan**  
CEO

## Introduction



Indesso is one of the Indonesia's key manufacturers of natural ingredients for life, by involving quality assurance from the very beginning, Indesso ensures that all customers receive high quality products, which comply with international standards and regulations. Indesso is devoted to provide value-added natural ingredient of life i.e food, flavor, fragrance, pharmaceutical, pests control, marine industry through innovation solution, efficiency, and sustainable business practice.

**This Code of Ethics establishes integrity in the Indesso group and promotes the use of all Indesso employees and partners, from the absolute necessity to prevent corruption and unlawful business practices.** This code consists of a number of guidelines to help adopt the right approach for business, therefore reflects part of our commitment.

*Corporate mission:  
To create innovative  
solution with sustainable  
natural based ingredients  
for life.*

## Scope

This code applies to all Indesso's employees and all third parties which deal with Indesso must acknowledge the Code of Conduct and agree to abide by its principles

## Indesso Values

### Esprit de corps

Attentiveness, Availability, Caring

### Professionalism

Creativity, Enthusiasm, Resourcefulness

### Integrity

Honesty, Sincerity, Trustworthy

## Business Principles



### Human rights and working conditions

- We are committed that workers are to be in a safe environment, protected from hazards of the job. Where necessary, workers will be provided safety equipment as appropriate to the working being performed. Pregnant workers may not be employed in workplaces that would have a negative effect on their health.
- We prohibit or tolerate discrimination against employees in terms of recruitment, salary and benefits, training, promotion, discipline, complaints, termination or retirement benefits based on race, color, age, gender, sexual orientation, gender identity and expression, ethnicity, religion, disability, health status, family or marital status, political view, union affiliation or membership of an association.
- We do not use forced and child labor or tolerate the use of such. Child labor is young people under the age of 18 (based on Indonesian Regulation concerning Manpower). All work should be carried out voluntarily and employees must be able to leave the workplace subject to an appropriate period of notice or terminate the employment contract.
- We may not demand the employees to pay

a deposit or pledge during the recruitment process, or to deposit their personal documents.

- We treat each employee with dignity and respect and ensure harassment-free working environment. We will not tolerate any type of harassment, whether direct or indirect; physical or psychological.
- We do not require workers to work more than the regular and overtime hours allowed by the law. The regular work week shall not exceed 40 hours. Employers shall allow workers at least 1 day of rest in every seven-day period. All overtime work shall be consensual. Employers shall not request overtime hours on a regular basis.



### Environmental sustainability

- We are committed to comply with all applicable environmental laws and regulations in our operations and to develop and implement plans and programs to continuous improvement of our environmental performance.
- We are committed to continuously monitor our energy and natural resource usage, emissions, discharges, carbon footprint and disposal of wastes and take a progressive

approach to minimize negative impacts on the environment.

- We are dedicated to committed to the sourcing of raw materials, goods and services with the same fundamental support of human rights, labor, health and safety, environment, and ethics.



## Integrity

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- We are committed to conduct business with honesty and integrity and demonstrate the highest standards of business ethics. We will not engage in bribery corruption, or other unethical or illegal practices whether in dealings with government officials, political parties or others, including individuals in the private sector.
- We prohibited any offering, either directly or indirectly, any personal or improper advantages, with the prospect of receiving or securing commercial/financial or other advantages from third parties. We shall neither accept nor pay bribes of money and shall neither hold out the prospect of or even accept kickbacks. We also prohibited from carrying out any activity which would lead to the violation of any applicable anti-corruption laws and regulations.
- We are committed to conduct our business in line with fair competition and in accordance with all applicable laws and regulations.



## Communication

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- We are committed to communicate this code of conduct to our workers and external stakeholder (supplier/contractor/distributors).
- Any violations within our supply chain of these code of conduct can be reported to [gcg@indesso.com](mailto:gcg@indesso.com). All information will be kept in strict confidential and protected