



El Catuaí Supplier Code of Conduct

Introduction

El Catuaí has built its reputation on a foundation of **heritage, patrimony, and organic excellence**. We recognize that the integrity of our supply chain depends on the shared values of our partners. All suppliers are therefore required to uphold the same high standards of **sustainability, professionalism, transparency, and organic integrity** that El Catuaí applies within its own operations.

This Supplier Code of Conduct is not optional: it is a **binding framework** that governs all business relationships with El Catuaí. It reflects not only our certifications and national licensing obligations, but also internationally recognized standards and upcoming European Union sustainability regulations. Adherence to this Code assures our buyers, partners, and regulators that the entire El Catuaí supply chain meets the highest expectations for ethical conduct and professional responsibility.

1. Certifications, Licenses, and Standards Compliance

1.1 Mandatory Organic Certifications

All suppliers must hold a valid and recognized organic certification such as **OCIA, JAS, EU Organic (ECOCERT), or USDA NOP equivalence**. Certification must be current at all times, and suppliers are expected to provide updated documentation upon request.

1.2 Encouraged Certifications

In addition to the minimum requirements, El Catuaí encourages suppliers to pursue additional certifications that demonstrate leadership in sustainability and market recognition, such as **MAYACERT, Fairtrade, Rainforest Alliance/UTZ, and GLOBALG.A.P.** These certifications reinforce credibility and provide assurance to buyers regarding adherence to global best practices.

1.3 Alignment with International Standards

Suppliers must align their operations with the **IFOAM Organic Principles of Health, Ecology, Fairness, and Care**, the **Global Coffee Platform (GCP) Sustainability Reference Code (2021)**, and international food safety and traceability standards such as **ISO 22000** and **ISO 22005**. Furthermore, suppliers must implement systems that address **GLOBALG.A.P. add-ons**, including **GRASP** for worker welfare and **SPRING** for sustainable water stewardship.



1.4 Licensing Obligations

Suppliers must ensure that all required national licenses are valid and maintained. These include environmental permits from **MARN (Ministerio de Ambiente y Recursos Naturales)**, export certifications and quality oversight by **ANACAFÉ**, compliance with the **AGEXPORT Exporter Code**, and formal registration with the **VUPE (Ventanilla Única para las Exportaciones)** system. These licenses and registrations are non-negotiable prerequisites for maintaining a commercial relationship with El Catuaí.

1.5 European Union Regulatory Compliance

Given the importance of the European market, suppliers must be fully compliant with current and upcoming EU legislation, including:

- **EUDR (EU Deforestation Regulation):** All coffee must be proven to be deforestation-free, with complete geolocation mapping and Due Diligence Statements prepared for each lot.
- **CSRD (Corporate Sustainability Reporting Directive):** Suppliers must provide accurate and complete data to enable El Catuaí's corporate reporting obligations.
- **CSDDD (Corporate Sustainability Due Diligence Directive):** Suppliers must demonstrate ongoing human rights, environmental, and climate due diligence throughout their operations.

1.6 Certification Integrity

Certificates must be renewed on time and remain valid. Any suspension, withdrawal, or alteration of certification status must be reported to El Catuaí immediately. Suppliers who misrepresent their certification status will face immediate suspension of partnership.

2. Human Rights and Labor Practices

2.1 Respect for International Conventions

Suppliers must comply with the **International Labor Organization's Core Conventions**, prohibiting all forms of child labor, forced labor, bonded labor, and discriminatory practices.

2.2 Fair Compensation and Contracts

Workers must receive wages that meet or exceed local living wage standards. Employment terms must be documented in contracts that are written in a language the worker understands, clearly outlining rights, duties, and compensation.



2.3 Health, Safety, and Well-being

Suppliers must provide all employees with personal protective equipment, safe working conditions, access to clean drinking water, sanitation facilities, and where applicable, safe and hygienic housing. Employers must ensure that medical assistance and emergency response protocols are available to protect worker health.

2.4 Freedom of Association

Suppliers must respect the right of workers to freely associate, join trade unions, and engage in collective bargaining without interference or retaliation.

2.5 Diversity and Inclusion

All employment practices must be free from discrimination based on gender, ethnicity, religion, age, or social status. Suppliers are expected to promote equal opportunities, with particular focus on the inclusion of **women, youth, and marginalized groups** in farming, management, and leadership positions.

2.6 Training and Professional Development

Suppliers must ensure workers receive continuous training in areas such as organic agricultural practices, sustainability management, workplace safety, and ethical conduct.

2.7 Monitoring and Accountability

Human resources policies and employment records must be maintained and made available to El Catuaí during audits.

3. Sustainability in Production

3.1 Organic Production

All coffee must be cultivated using only natural inputs approved under recognized organic certification systems. The use of synthetic fertilizers, chemical pesticides, herbicides, or genetically modified organisms is strictly prohibited.

3.2 Biological Control and Natural Inputs

Suppliers must implement integrated biological control and natural farming methods to manage pests, diseases, and weeds. These methods must be certified or approved under relevant organic standards and may include plant-based extracts, biological agents, or ecological systems management. At no time may suppliers use uncertified chemical inputs that compromise organic integrity.

3.3 Soil and Water Stewardship

Annual soil analyses and fertility monitoring are required. Suppliers must also test rivers,



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springs, or other water sources for microbiological safety. Where springs are used, they must be managed responsibly to

both physicochemical and natural water wells, lagoons, or

preserve ecosystems. Suppliers are strongly encouraged to **share water resources with local communities** wherever feasible.

3.4 Agroforestry and Biodiversity

Shade-grown systems and biodiversity corridors must be maintained. Suppliers are required to register their forest cover with **INAB** or equivalent forestry authorities and to provide biodiversity data as requested.

3.5 Reforestation

Suppliers must commit to continuous reforestation programs, planting both coffee trees and shade species to maintain long-term ecological balance.

3.6 Buffer Zones

A minimum buffer zone of **50 meters** must be maintained around certified organic plots to prevent contamination. Any compromised land must undergo a **three-to-five-year re-incubation period** before regaining organic certification status.

3.7 Waste and By-Product Management

Suppliers must implement systems to compost coffee pulp, recycle waste materials, and eliminate single-use plastics from operations.

3.8 Climate Responsibility

Suppliers are required to measure greenhouse gas emissions, adopt renewable energy where possible, and demonstrate continuous improvement in climate impact reduction.

4. Processing, Export, and Traceability

4.1 Licensed and Compliant Facilities

All processing facilities must operate under valid licenses, including environmental permits from **MARN**.

4.2 Certified Wet and Dry Mills

Both wet and dry mills used by suppliers must hold organic certification to guarantee post-harvest integrity.



4.3 Water Management in Processing

Processing wastewater, such as honey waters, must be treated using natural or biological methods that comply with organic certification requirements and environmental laws.

4.4 Sustainable Packaging

Coffee must be packaged in **jute sacks with hermetic liners** to protect quality. Packaging

must be free from **MOSH/MOAH contamination** and must comply with **SGS Eco-Product** and **EFSA** food-safety guidance.

4.5 Traceability Systems

Suppliers must maintain **ISO 22005-compliant traceability systems** capable of identifying every lot from farm to export. Records must be retained for at least **five years**.

4.6 Export Documentation

Suppliers are responsible for ensuring full compliance with all export requirements, including **ANACAFÉ quality inspections**, adherence to the **AGEXPORT Exporter Code**, **VUPE exporter registration**, customs permits, embarkation approvals, and certification documentation.

4.7 European Market Compliance

Suppliers must ensure that all EU-bound shipments comply with **EUDR requirements**, providing farm-level geolocation and deforestation-free guarantees.

4.8 Low-Carbon Logistics

Suppliers are expected to prioritize low-emission carriers, optimize transport routes, and utilize recyclable, compostable, or reusable packaging materials.

5. Community Engagement and Social Responsibility

Suppliers must actively contribute to the welfare of their workers and the communities in which they operate. This includes:

- Providing safe housing, nutritious meals, transportation, and childcare where relevant.
- Supporting education through local schools, scholarships, and youth training programs.
- Facilitating access to healthcare and preventive services.
- Protecting indigenous rights, traditions, and cultural heritage.



- Investing in infrastructure such as clean water systems, wells, and recreational or community facilities.
- Ensuring that women and youth are empowered and included in leadership and training opportunities.
- Transparently reinvesting any premiums derived from certifications (e.g., Fairtrade or organic premiums) into local community development projects.

6. Business Integrity

Suppliers must operate with honesty, transparency, and accountability in all dealings. This includes:

- Providing only truthful, accurate, and auditable records and certifications.
- Maintaining strict traceability of all products and ensuring certified coffee is never mixed with non-certified lots.
- Upholding a **zero-tolerance policy** toward bribery, facilitation payments, collusion, or corruption, and complying with all applicable anti-corruption legislation (e.g., **FCPA**, **UK Bribery Act**).
- Protecting El Catuaí's proprietary and confidential information and complying with all data protection regulations, including **GDPR** where applicable.
- Ensuring that certification marks and sustainability claims are only used with valid authorization and valid certificates, avoiding misleading marketing or greenwashing.
- Establishing whistleblowing mechanisms to allow employees to report misconduct confidentially and without fear of retaliation.
- Providing regular training on business ethics, anti-corruption, and traceability requirements, and aligning business practices with recognized frameworks such as the **OECD Guidelines for Multinational Enterprises**, the **UN Global Compact Principles**, and the **Rainforest Alliance Assurance Requirements**.

7. Continuous Improvement

Suppliers are expected to adopt a philosophy of continuous learning and improvement by:

- Setting measurable goals for reducing carbon emissions, water consumption, energy use, and waste generation.



- Submitting annual reports to El Catuaí detailing progress against sustainability objectives and certifications.
- Developing and adopting innovative, natural, and certification-compliant production and processing methods.
- Benchmarking their practices against global leaders in sustainable coffee production.
- Partnering with universities, NGOs, and certification bodies to advance knowledge and share best practices.
- Maintaining transparency by disclosing challenges, corrective actions, and ongoing progress.

8. Enforcement and Accountability

El Catuaí reserves the right to verify supplier compliance with this Code through both scheduled and unannounced audits. Suppliers must provide immediate access to documentation, certifications, geolocation data, and traceability records.

Where non-compliance is identified, suppliers will be required to implement corrective action plans within agreed timeframes. Severe violations — including but not limited to child labor, fraud, corruption, or deforestation — will result in immediate termination of the partnership.

All suppliers must formally sign and return this Code as a condition of maintaining their partnership with El Catuaí.

9. Commercial Terms, Quality, and Payment

Suppliers must conduct commercial dealings with El Catuaí in accordance with recognized international trade frameworks. This includes:

- Adhering to **standard coffee trade contracts** such as the **European Standard Contract for Coffee (ESCC)** or the **GCA Contract** in the U.S., which provide uniform rules on quality, claims, and arbitration.
- Meeting **Specialty Coffee Association (SCA) standards** for quality control, sampling, and cupping protocols, unless otherwise agreed in the purchase order.
- Clearly specifying **Incoterms® 2020** in all contracts to define responsibility for costs, risks, and documentation.



- Providing complete and accurate documentation, including **commercial invoices, packing lists, weight certificates, phytosanitary and organic certificates, bills of lading**, and any Due Diligence Statements required for EU shipments.
- Agreeing on clear payment terms, which may include **Cash Against Documents, bank transfer, or irrevocable Letter of Credit under UCP 600 rules**. Suppliers are reminded that the **EU Late Payment Directive (2011/7/EU)** establishes that payments in B2B transactions should typically be made within **30 days** unless otherwise contractually agreed and not unfair.
- Cooperating in the resolution of disputes regarding quality, weight, or condition of goods through independent inspections, sampling procedures, and arbitration as required.

10. Trade Compliance, Sanctions, and AML

Suppliers must also ensure compliance with broader international trade regulations:

- They must comply with **UN, EU, UK, and U.S. (OFAC)** sanctions and export control laws, and avoid transactions with restricted parties.
- Suppliers must have **anti-money laundering (AML) and know-your-customer (KYC) processes** in place, ensuring that ownership, banking, and transaction details are transparent and verifiable.
- They must not participate in unlawful boycott requests and must comply with competition and antitrust laws.
- In the event of disputes, arbitration may be carried out under the ESCC, GCA, or other agreed legal forums, as specified in the governing contract.



Acknowledgment

By signing this document, suppliers affirm their commitment to uphold El Catuaí's values of **heritage, patrimony, organic integrity, licensing compliance, sustainability in production and export, worker dignity, business integrity, and complete commercial transparency.**

Supplier Name: _____

Authorized Representative: _____

Signature: _____

Date: _____