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If you should require any further information then please do not hesitate to contact us. We will be please to help you.

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The monitoring procedure for the Code of Conduct based on amfori BEPI consists of the offer and contract phase, the monitoring preparation, performance of the monitoring and entry into the amfori Sustainability platform. No certificate or comparable official document is issued. Based on the result of the monitoring either a follow up monitoring shall be conducted within 1 year or a full monitoring after two years.

The monitoring person are selected by the TÜV NORD CERT GmbH depending on authorisation and qualification.

1. MONITORING PROCEDURE

1.1. Monitoring Preparation

The monitoring/audit is requested by the RSP holder on the amfori Sustainability platform. The scheduler shall either confirm or reject RSP's request within five days.

Following signature of the contract and request of RSP holder accepted on amfori sustainable platform, the monitoring is prepared using the internal questionnaire and the monitoring effort calculation. The scheduler is assigning a date for the monitoring, appoints a lead monitoring person and optionally, appoints other monitoring team members; informs the main monitoring team members of the exact monitoring date.

1.2. Onsite monitoring

Before the monitoring, the business partner receives an monitoring plan which is prepared by a leader monitoring person. The monitoring begins with an opening meeting. During the opening meeting, the lead monitoring person introduces the monitoring team, the purpose and scope of the monitoring. Presents the monitoring plan and requests the documents that must be verified. The monitoring procedure is explained. At least the management representative and worker representative of the business partner shall attend. After the opening meeting, a quick site tour must be conducted.

During onsite monitoring, the monitoring team collects evidence on the environmental performance through documentation, site observation and interviews. These three types of evidence collected will be reported accordingly in the monitoring report. amfori BEPI monitoring are designed to assess a business partner against the values and principles of the amfori BEPI Code of Conduct, which are translated into eight Performance Areas (PAs). Based on professional judgement, the monitoring person will complete the relevant environment performance questionnaires basing on the status of satisfactory evidence and sufficient evidence. The findings report will be generated on the amfori Sustainability platform.

The closing meeting will occur at the end of the onsite monitoring. At least management representative and worker representative of the business partner shall attend the meeting. The lead monitoring person reports on the individual elements and explains positive and negative findings. A findings report is created on the amfori sustainability platform and signed by the business partner representative and the lead monitoring person. The management and workers' representative sign the findings report. A

signature does not represent acceptance of the content, but just acknowledges that the monitoring has been conducted without irregularities.

1.3. Report submission on amfori Sustainability platform

The completed amfori BEPI monitoring report which addresses all areas for improvement and relevant supporting documents (e.g. the signed findings report, photos) shall be uploaded to the amfori sustainability platform database within 10 business days of the last monitoring day.

The business partner may access to the amfori sustainability platform to get the report and the overall rating as final result of the monitoring activity. Both the overall score for the full scope environmental monitoring and the partial score for each EPA in the focused scope environmental monitoring are automatically calculated by an online, computerised system of amfori and is out of the monitoring person's control.

If the full monitoring of the business partner was rated C, D or E then the monitoring validity is 12 months after the full monitoring, and a follow-up can be conducted between 2 and 12 months later. The conduct of the follow-up monitoring will extend the monitoring validity until the end of the monitoring cycle. In case a follow up monitoring is not conducted within 12 month a new full monitoring is needed.

1.4. Continuous Improvement

The environmental monitoring report always provides a business partner with a Corrective Action Plan (CAP), It is mandatory for the site to acknowledge the CAP suggested by the monitoring person (this is done by signing the closing meeting report) but the way particular risk is eventually tackled should be selected by the site based on the root cause analysis performed in the continuous improvement tab on the amfori sustainability platform.

The continuous improvement functionality on the amfori sustainability platform allows business partners to demonstrate and document their improvement activities. It also enables amfori members to closely monitor any risk mitigation actions. This functionality can also be used for business partners to show proactive improvement activities beyond those identified by monitoring findings.

In case the overall rating is A or B, the business partner to maintain its continuous improvement process without a professional follow-up monitoring. If the overall rating is C, D, E, that requires business partner to develop a related continuous improvement plan with impacts and measures accordingly within 60 days of the monitoring date. A professional follow-up monitoring is envisaged to assess continuous improvement.

2. FOLLOW UP MONITORING

amfori BEPI follow up monitoring usually occurs from 2 to 12 months from previous amfori BEPI monitoring. At the same time, there may be circumstance where amfori BEPI members may see the need to schedule a follow up monitoring in an early stage. This can take the form of an amfori BEPI follow up monitoring or a different agreed mean.

Within the framework of the preparation for the follow-up monitoring, the business partner shall inform about the previous findings report and significant changes to verify the eligibility of a follow up and also the monitoring effort. Business partner are obliged to inform TÜV NORD CERT GmbH of major changes such as legal entity, management, ownership or physical address in order to decide that follow-up monitoring may or may not apply.

The follow-up monitoring only covers performance areas if there was a finding in the previous monitoring. Contrary to the full monitoring, where all PAs are looked at, the monitoring person will only investigate performance areas with findings in the follow-up monitoring.