



ED&F Man Whistleblowing Policy

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Whistleblowing Policy

Policy Statement

At ED&F Man, we are committed to conducting our business responsibly, ethically and in compliance with all applicable laws, regulations and rules, our Code of Conduct and our policies and values. We are determined to address any potential divergence from what we believe to be the right standard of doing business, and are committed to the highest standards of openness and accountability. To support these goals, ED&F Man has established this policy to facilitate the receipt and treatment of concerns raised by employees and third parties in relation to potential violations of applicable laws, regulations, rules and other internal Policies.

This policy's main focus is disclosure of potential or actual breaches of applicable laws, regulations and rules, as well as internal Policies, which are known as "Qualifying Disclosures" and are defined below. Personal grievances will not be classed as whistleblowing and should be dealt with using ED&F Man's grievance procedure.

Scope of the Policy

This Policy applies to all Directors, Officers and Employees of ED&F Man.

This Policy should be read in conjunction with the following relevant Policies:

- Anti-Money Laundering, Counter Terrorist Financing and Anti-Tax Evasion Policy
- Anti-Bribery and Corruption Policy
- Sanctions Policy
- Conflicts of Interest Policy
- Equity, Diversity & Inclusion Policy
- Standards of Business Conduct, and
- Gifts and Entertainment Policy

Procedures

1. Making Disclosures

When practical, employees should feel comfortable discussing concerns about potential breaches of applicable laws, regulations, rules and policies with their line manager and / or the Head of Compliance, local Business Unit HR Manager/ HR Director, Group HR Business Partner or HR Director, or Group General Counsel.

However, it is recognised that there are occasions when concerns are so sensitive that an employee may not feel at ease approaching these individuals directly. In such circumstances, an individual should make their disclosure via the Speak Up Line (<https://edfman.speakup.report/en-GB/edfman/home>). Information on how to use the Speak Up Line can be found in the ED&F Man Speak Up Procedure Guide.

All such disclosures will be treated confidentially to the extent consistent with law, ED&F Man's obligation to conduct thorough investigations, and the Group's Standards of Business Conduct policy.

Any qualifying disclosure received from a third party should also be directed in writing to the Head of Compliance, Group HR Director and Group General Counsel.

2. What to Disclose / Report

We encourage you to speak up and to report any Suspected Misconduct, that is, any actual or suspected violation of applicable laws, the Standards of Business Conduct, Supplier Code of Conduct, or any of our Policies and values. Below we provide examples of Suspected Misconduct we expect you to report:

- Violation of our Health and Safety procedures;
- Harassment, including intimidation, discrimination or abuse, sexual, racial or otherwise;
- Acts or threats of physical violence;
- Actions which endanger the health or safety of colleagues or the public;
- Financial and accounting concerns;
- Suspected fraud, money laundering, bribery or other financial criminal offences;
- Actions which may adversely affect the vital interests or reputation of ED&F Man;
- Actions which violate human rights or constitute modern slavery;
- Actions which cause serious damage to the environment;
- Actions which are intended to conceal any of the above.

3. Receipt and Investigation of Disclosures

Anyone receiving a disclosure made under this Policy is required to:

- Treat any disclosure as a confidential matter and only share the disclosure with persons who need to know about it to investigate the disclosure;
- Where appropriate, escalate the disclosure to the appropriate person to investigate. Generally, the appropriate person will be the Group General Counsel who may, at his/her discretion, refer the matter to the Head of Compliance for investigation.
- Take all reasonable steps to ensure the employee making the disclosure is not dismissed or subjected to any unfair treatment (including bullying and victimisation) by ED&F Man or other ED&F Man employees because of the disclosure.

Anyone investigating a disclosure made under this policy is required to:

- Treat the disclosure and related investigation as a confidential matter and only share the disclosure with persons who need to know about it to investigate the disclosure;
- Investigate the disclosure thoroughly and fairly including allowing the employee who made the disclosure to explain their concerns;
- Where appropriate, inform the employee making the disclosure of the outcome of the investigation.

4. Protection and Rights of the Reporting Person

a. Non-Retaliation

ED&F Man will not tolerate any form of retaliation, including the threat of retaliation, against reporting persons who made their reports in good faith. Good faith means that when making the report you at least had a reasonable ground to believe that the reported Suspected Misconduct was true.

b. Who is Protected

Firstly, all reporting persons (as mentioned in Section 2) are protected against retaliation. Moreover, this Procedure does not tolerate any form of retaliation against any third person connected with the reporting person (such as colleagues and relatives) who could suffer retaliation in a work-related context. This Procedure also prohibits retaliation against anyone who assisted a reporting person in the reporting process, and against any legal entity that the reporting person owns, works for, or is otherwise connected with in a work-related context.

People who gain protection against retaliation in accordance with this Procedure shall not be considered to have breached any restriction on disclosure of information, and they shall not incur any liability in this regard. This is under the condition that they had at least reasonable grounds to believe that the reporting or public disclosure of such information was necessary for revealing a Suspected Misconduct.

c. Prohibition against Retaliation

Our prohibition against retaliation covers any direct or indirect act or omission, which can harm a reporting person as a result of his / her / their reporting of a Suspected Misconduct. ED&F Man will not, for example, take any of the following actions against reporting persons due to their reporting of Suspected Misconduct:

- Suspension, dismissal or equivalent measures;
- Demotion or withholding of promotion;
- Transfer of duties, change of location of place of work, reduction in wages, change in working hours
- A negative performance assessment or employment reference
- Imposition or administering of any disciplinary measure, reprimand or other penalty, including a financial penalty;
- Coercion, intimidation, harassment or ostracism;
- Discrimination, disadvantageous or unfair treatment;
- Failure to renew, or early termination of, a temporary employment contract;
- Harm, including to the person's reputation, particularly in social media, or financial loss, including loss of business and loss of income;
- Early termination or cancellation of a contract for goods or services.

d. Our Response to Retaliation

We take claims of retaliation very seriously. Allegations of retaliation will be treated similarly to report on Suspected Misconduct. When reported, they will be investigated, actions will be taken to cease any retaliation and further actions may be taken against those responsible for the retaliation.

e. Confidentiality and Protection of Identity

Your identity (if shared when making the report) and other non-public information you shared in relation to the report will be treated confidentially.

Accordingly, our *Speak Up Line* is operated in a secure manner to ensure the confidentiality of the identity of the reporting person and other related information.

Information in relation to your report will only be shared on a need-to-know basis, with our authorised internal team who is empowered to handle the report, or with external advisors and counsel, who are also committed to handling the information confidentially.

Non-authorised staff members will not have access to this information.

In some cases, we may also need to share the information relating to the report with competent authorities. When legally allowed and also feasible in the circumstances, we will inform you about our intention to share information with competent authorities before doing so.

f. Data Protection and Privacy

ED&F Man is committed to complying with applicable data protection and privacy legislation. These standards apply to all reports made in accordance with this Procedure.

g. Data Protection

In handling reports made in accordance with this Procedure, we collect personal data and information when the report is made and throughout the handling of the report. This can include (but is not limited to) your name and contact details (unless you report anonymously) and a description of the Suspected Misconduct and the individuals involved.

We will, at all times, only process personal data that is strictly necessary for the purpose of the investigation. In addition to ensuring that your personal data are treated in accordance with applicable law, we will take all reasonably necessary steps to ensure that your personal data are treated securely at all times.

h. Record Keeping

ED&F Man will keep records of every report received. These records will be kept confidentially. The records will be stored no longer than necessary and proportionate in order to comply with any legal requirements.

5. Malicious Disclosure

If an employee makes an allegation of wrongdoing that is malicious or in bad faith, they may face disciplinary action and are unlikely to receive the protection afforded by this policy.

6. Detriment

If an employee believes that they are receiving detrimental treatment by ED&F Man or other ED&F employees, following a disclosure made in accordance with this policy, then the employee should follow the grievance procedure to report their concerns.

Escalation

All employees are responsible for understanding and ensuring compliance with this policy on an ongoing basis. Any concerns over the application of this policy should be reported promptly in the first instance to the relevant line manager or Head of the Business Unit as appropriate.

If the matter cannot be addressed by the Business Unit, or at the line manager's/Head of Business Unit's discretion, the matter may be referred to the Head of Compliance, Group HR Director and Group General Counsel.

ED&F Man recognise that in very serious circumstances, or where the employee's internal report has not been addressed, it may be appropriate for an employee to report their concerns to an external body. The government has prescribed a list of appropriate bodies for such external reporting which can be found here: <https://www.gov.uk/government/publications/blowing-the-whistle-list-of-prescribed-people-and-bodies--2>.

ED&F Man will treat disclosures to the media or a non-prescribed person as the employee acting outside of this policy. As such, disclosures via these channels may be considered as misconduct and treated as a disciplinary matter.

Consequences of Breach

Breaches of this policy must be reported to Compliance without delay.

Failure to comply with these guidelines may result in disciplinary action leading up to and including termination of employment. Wilful breaches may also lead to criminal prosecution, civil action and/or other regulatory consequences.

Questions

Any questions you may have regarding this policy should be directed to Compliance at edfmancompliance@edfman.com

Definitions

Director: A registered Director of an entity in which ED&F Man holds a combined 10% or more of the total equity.

ED&F Man (or the Company): ED&F Man Holdings Limited, its subsidiaries and its and their corporate, business and administrative functions.

Employee: any employee of ED&F Man and any contingent worker, contractor or consultant working on a regular basis for ED&F Man.

Officer: A senior manager, appointed by a Director, or Directors, or other more senior manager, to manage the day-to-day activities of the Company.

Qualifying Disclosure: a disclosure made in the reasonable belief that one of the following has been, is being or is likely to be committed (in the UK or elsewhere):

- a criminal activity or offence; or
- a failure to comply with any legal obligation; or
- a miscarriage of justice; or
- putting the health and safety of an individual in danger; or
- damage to the environment; or
- a breach of a Group Policy or Policies, or acting outside of Delegated Authority limits, or
- deliberate concealment relating to any of the above.

Third Party: any individual who is not an Employee as defined under this policy.

Whistleblowing: refers to cases where an individual exposes malpractice within an organisation. For the purposes of this policy, 'malpractice' is defined as an action that is either: illegal; contrary to policy, regulation, procedure or instructions; likely to endanger service users, members of the public and/or colleagues.