	<h2>Document général</h2>	Date de création: 8/05/2017 Date de mise à jour: 25/05/2020 Versie 15 Status Goedgekeurd - Approuvé
Référence : AD.KS.01	Policy Statement for the company Clarebout	Raison modification: Modification partie sécurité et santé

**SATISFIED STAFF, SATISFIED CUSTOMERS AND SATISFIED CONSUMERS MAKE THE KEY TO OUR INTERNATIONAL SUCCESS.**

**CLAREBOUT IS FOR BELGIAN CRAFTSMANSHIP, FROM POTATOES TO FROZEN FRIES AND POTATO FLAKES**


Clarebout is a flexible, innovative and customer-oriented company. From the purchase of potatoes and raw materials to our finished frozen French fries and potato flakes, we guarantee quality and craftsmanship.

Sustainability is central when taking decisions. This means that we take into account the people and society, the local economy and the environment. We therefore strive for long-term relationships with all stakeholders, including employees.

The continuous improvement and realization of ambitious plans is in the genes of the company. We therefore strive for the best results in terms of quality, product safety, occupational safety and the environment. We go for satisfied employees, satisfied customers and satisfied consumers. After all, they are the key to our success.

### QUALITY

- The delivery of high and consistent quality in all our products and services is of primary importance and is an essential element in the achievement of customer satisfaction.
- Quality means
  - that we deliver products that fully meet the needs, the wishes and the expectations of our current and future customers.
  - that we deliver products that fully meets national and European law concerning the safety of the product. We also engage us to ameliorate continuously the autocontrol system.
- We guarantee quality at every step of the process, from the treatment of the raw materials to the timely and correct delivery of our products and services to our customers.
- The implementation of daily inspections of the raw materials and the finished products in accordance with the strict quality standards set out in our quality handbook, which are in line with HACCP principles, is one of the corner stones of our continuous quality policy.
- The product is protected against malicious modifications by third parties. Possible risk of this is analysed. Depending on the risks detected, sufficient security is provided for the company sites and critical points are provided in the production process.
- When an non-conformity concerning food safety (danger for the customers health) or a non-conformity concerning the technological quality (GMO, labelling, ...) or legality is mentioned and the product is already delivered at the client, a recall will be necessary.

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- All employees are responsible at all times for the good and correct implementation of the quality control systems and procedures.
- Each employee, within his or her own responsibility and competence, must constantly strive to provide an active contribution to the optimisation of the quality of our products.
- In order to disseminate the continuous efforts for improvement to all levels throughout the company, particular attention is paid to:
  - Internal communication concerning quality requirements, control and procedures
  - The organisation of the production process and the various working methods
  - The training of all employees
  - The materials that are available
- All employees are responsible at all times for the good and correct implementation of control systems and procedures.
- We create a working atmosphere in which loyalty, motivation, comradeship and co-operation in the quest for solutions are central.
- Reliable quality can only be achieved in a working environment where order, tidiness and safety are present.


### HEALTH AND SAFETY

Clarebout gives priority to the well-being of people on its sites in all its activities. Out of respect for its employees, the company is committed to ensuring the safety, physical and mental health of its employees. Attention is also paid to ergonomics, to occupational hygiene and to the working environment. Any damage resulting from a lack of security must be avoided.

With our management system, we strive for an excellent safety policy. This is applied at all levels of the organization and for all relevant activities. We undertake, with the support of the prevention services, to establish a welfare policy and to pass this on to the entire company.

- This policy is based on risk analyses that are reviewed on a regular basis and that are systematically updated when technical, organizational or other changes are implemented. On the other hand, it is based on control and analysis of undesirable situations.
- Risk management is carried out. Health and safety risks are detected on time and eliminated or minimized. Opportunities to increase safety are also detected and seized.
- The policy complies with the legal requirements relating to well-being at work and provides a framework to continue to comply with this.
- *Employees and/or their representatives participate and are consulted in establishing the safety policy and in matters that concern them for its implementation.*

We pay particular attention to the following themes:

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- Providing the necessary collective and personal protective equipment.
- Develop a reintegration and absenteeism policy for employees. We want to pre-serve the valuable experience of people who might leave the company for health reasons. The policy is based on preventative measures to limit absences due to illness and to actively support long-term sick employees to return to work. Clear communication is of great importance here.
- Reception, information and training of employees so that they are aware of the risks and preventive measures that apply to them. Information and training are particularly important when the worker has to perform a new or modified task.
- The registration of arrival and departure of persons on the site, so that persons who are insufficiently familiar with the risks of the site are informed and can be guided if necessary.

We realize this policy by setting specific, measurable, acceptable, realistic and time-bound targets. Some of these objectives relate to reducing the frequency rate and severity rate of accidents at work. They are defined in the overall action plan and the annual action plan. In addition, we determine who is responsible for implementing a specific part of the health and safety policy. We also provide the time and resources needed to implement the security policy.

Finally, we ensure that employees who are required to implement the policy have the necessary skills. We regularly monitor and evaluate the policy and its implementation.


We communicate about health and safety policy and we are committed to creating a safety culture. Failure to respect safety rules is not acceptable. It is expected that the hierarchical line fulfills an example function. This safety culture aims to involve employees in the optimization of working conditions and to motivate them to commit themselves to achieving the objectives set so that they can be achieved in a sustainable and acceptable manner.

### SUSTAINABLE BUSINESS

The management gives high priority to the protection of the environment in its business activities and gives shape to its social responsibility and involvement by specifically pursuing the concept of 'sustainable enterprise' and applying it according to its energy management system in accordance with Appendix 9.

Clarebout Potatoes has developed an energy policy that constantly strives for:

- Measuring, registering and checking the various energy consumption figures;
- Investigate the causes of energy efficiency gaps.
- Compliance with the relevant laws and regulations;
- Continuous improvement of energy efficiency;
- Actively involving all employees in the implementation of the energy policy
- Careful assessment of energy-efficient alternatives

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In order to shape its energy policy Clarebout Potatoes has set up an energy management system according to Appendix 9, in which:

- The energy consumption is systematically evaluated
- The (significant) energy flows have been mapped and are being updated;
- Energy reduction measures have been formulated, planned and implemented;
- The result of these measures to reduce energy consumption is evaluated periodically;
- Formulated objectives are updated and communicated every six months;
- The management is periodically informed about the progress.

We make efforts to ensure that the exploitation of our company activities has a minimal effect upon the environment and on the neighbourhood. When taking policy decisions, consideration is given to the preservation and stimulation of the environment, and the effect on the environment of water, noise, air, etc., is taken into consideration.

- All employees are informed of the principles of environmentally friendly company practices and are acquainted with the necessity for strong environmental awareness.
- There is a transparent communication policy that operates between the personnel, management and the surrounding area, so that everyone can be convinced of the efforts that are made for the protection of the environment.
- We pursue an environmental policy that is in concordance with all applicable laws and regulations.

Drawn up at Nieuwkerke, May 2020.

Jan Clarebout  
 Director