

## Sub-Contracting (SC) Agreement for Donau Soja & Europe Soja operations

### Sub-Contracting Authority:

Name and surname / company:
Street, postal code, town or city:

### Contractor:

Name and surname / company:
Street, postal code, town or city:

The Sub-Contracting Authority shall commission the Contractor to process/treat/store/transport the Donau Soja or Europe Soja produce, or products delivered in accordance with the Sub-Contracting Authority's instructions. The Sub-Contracting Authority shall, where applicable, provide to the Contractor all raw, additive and auxiliary materials required for processing; only these materials provided may be processed.

### Subcontracting steps carried out:

(e.g. storage of Donau Soja soya bean oil; processing of toasted Europe Soja soya beans)
(additional comments)

### Subcontracting requirements:

The Sub-Contractor shall undertake to comply with the requirements set out in the current version of the Donau Soja Guidelines and Europe Soja Guidelines, respectively, when processing, treating, storing or transporting the certified raw materials or products delivered. The Sub-Contracting Authority shall inform the Contractor about these requirements.

The Contractor shall carry out the contracted work steps for the entire lot of certified Donau Soja or Europe Soja produce or products and segregate these steps in either space or time from similar work steps carried out with conventional produce or products. This segregation shall be clearly discernible at any time for external third parties. If any measures are taken, they shall be described or documented and shall be available in written form on the premises of both contracting parties.

### Fully up-to-date records shall be available on the premises of both contracting parties:

- acceptance of incoming produce or products: supplier, type, quantity and delivery date of Donau Soja or Europe Soja produce or products, as well as of any additive and auxiliary materials, delivered to the undertaking (delivery note);
- formulations (if applicable);
- processing and storage: type, quantity and date of processing and storage of processed, treated and stored Donau Soja or Europe Soja produce or products (production records if applicable);
- delivery of outgoing produce or products: type, quantity and delivery date of Donau Soja or Europe Soja produce or products, as well as of any additive and auxiliary materials, delivered from the undertaking (correct declaration on the delivery note; any labels used must be in line with the Donau Soja and Europe Soja Agreement for Logo Use).

The certification body commissioned by the Sub-Contracting Authority shall be entitled to inspect the operation hired by the Sub-Contracting Authority for performing the wage labour as well as this operation's sites and areas within the scope of inspection of the Sub-Contracting Authority; likewise, the Donau Soja Organisation shall be entitled to arrange for a supervisory inspection on the Sub-Contracting Authority's sites. The Sub-Contractor shall undertake to retain the records and provide them to the Sub-Contracting Authority when an inspection is to take place on the Sub-Contracting Authority's sites. The Sub-Contracting Authority shall be liable for any irregularities or deficiencies. In such a case, the Catalogue of Remedial Measures set out in the current version of the Donau Soja Guidelines and Europe Soja Guidelines, respectively, shall be applied. The Sub-Contracting Authority shall bear the costs of any inspection as well as of any additional inspections carried out following the discovery of irregularities. The Donau Soja Organisation shall bear the costs of any Donau Soja supervisory inspection. The contractual partners process the data in accordance with the DSGVO or the applicable national regulations.

This Agreement shall enter into force on the date of signature and shall remain in force for an indefinite period. The certification body shall be notified in writing when this Agreement terminates.

\_\_\_\_\_  
Sub-Contracting Authority

\_\_\_\_\_  
place / date

\_\_\_\_\_  
Contractor

*A copy of the signed Agreement must be available on the premises of both contracting parties and on the premises of the Donau Soja Organisation.*