

**Requirements****Revision:5-Jul-2022**

These requirements apply to all suppliers of The Coca-Cola Company (TCCC) and The Coca-Cola System (TCCS). TCCC associates use these requirements, along with other specific requirement documents and specifications, to support the supplier authorization process (including facility audits).

Suppliers of TCCC/TCCS include, but are not limited to, the following:

- Ingredients (including prepackaged ingredients)
- Packaging (all forms)
- Immediate Consumption Equipment
- Auxiliary materials/processing aids
- Laboratory services
- Storage, transfer and filling stations
- Destruction services
- Manufacturing services (Co-Packers)

**Requirements**

- 1 Comply with Company and business units (OU) requirements, unless local legal requirements are stricter.
- 2 Comply with Human Rights and Supplier Guiding Principles (SGP-RQ-150).
  - An electronic version of the Supplier Guiding Principles is available online: <http://www.coca-colacompany.com/our-company/suppliers/supplier-guiding-principles>
- 3 Establish, implement, and maintain a procedure to determine, assess, and address risks that have or have the potential to make a significant impact on operations.

***Code of Business Conduct***

- 4 Understand and comply with The Coca-Cola Company Code of Business Conduct for Suppliers (see reference section).
  - An electronic version of the Code of Business Conduct for Suppliers is available online: <https://www.coca-colacompany.com/our-company/suppliers/supplier-code-of-business-conduct>

***Confidentiality***

- 5 Maintain confidentiality of TCCC information as outlined in the Code of Business Conduct for Suppliers (see reference section).
- 6 Sign a nondisclosure agreement or other contract containing confidentiality obligations as requested by TCCC to protect the Company's information.
- 7 Safeguard the Company's confidential information by
  - Restricting the disclosure of confidential information only to employees who have a need to know.

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- Safeguarding confidential information to prevent disclosure to any third party.
- Returning of confidential information (including copies) and erasing of electronic information within 30 days of the receipt of the written request by TCCC.
- Refraining from publishing or using (without prior written consent) any advertising, sales promotion, mailing or publicity matter that mentions or implies The Coca-Cola Company, its subsidiaries, its parents, its affiliates or its authorized bottling partners.

***Customs – Trade Partnership Against Terrorism (C-TPAT)***

- 8 Serve as member of the United States Customs and Border Protection’s C-TPAT or an equivalent local system if supplying materials and products to the Coca-Cola system locations in the United States (including Puerto Rico).

***Auditor Access***

- 9 Provide access to TCCC representatives to enter and audit/inspect any facility manufacturing and/or storing materials for the Coca-Cola system.
- 9.1 This includes access for Supplier Guiding Principles assessments.

***Compliance with Laws***

- 10 Ensure the supply of goods and services to the Coca-Cola system complies with applicable regulations.
- 11 Notify the TCCC OU immediately, in writing, in the event of noncompliance to applicable regulations.
- 12 Notify the TCCC BU and receiving location(s) in writing when product or component produced for TCCC is directly or indirectly the subject of:
- Regulatory action
  - Product recall or
  - Event that could create adverse publicity for TCCC system.
- 12.1 This includes, but is not limited to, product that does not comply with the following:
- Standards of quality
  - Specifications
  - Applicable regulations
  - Agreements between the supplier and The Coca-Cola Company or other entities within the Coca-Cola system.

***Legal Contracts***

- 13 Unless otherwise approved by the purchasing entity, submit a purchase contract to manage the acquisition of goods and services made by the Coca-Cola system. Examples of purchase contracts include, but are not limited to,
- master supply agreements

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- supply agreements and purchase orders.

**13.1** In some circumstances, the contract may require additional terms and conditions to govern a business relationship with a supplier (for example, primary packaging suppliers and Immediate Consumption Equipment suppliers must sign a Supplier's Authorization Agreement as part of the Coca-Cola supplier authorization process).

**References**

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|---|---|
| Code of Business Conduct for Suppliers      | <a href="https://www.coca-colacompany.com/our-company/suppliers/supplier-code-of-business-conduct">https://www.coca-colacompany.com/our-company/suppliers/supplier-code-of-business-conduct</a> |
| C-TPAT                                      | <a href="https://www.cbp.gov/border-security/ports-entry/cargo-security/ctpat">https://www.cbp.gov/border-security/ports-entry/cargo-security/ctpat</a>   |
| Human Rights and Supplier Guided Principles | SGP-RQ-150  |
| Specially Designated Nationals List         | <a href="http://www.treas.gov/offices/enforcement/ofac/sdn">www.treas.gov/offices/enforcement/ofac/sdn</a>  |
| Supplier Guiding Principles                 | <a href="https://www.coca-colacompany.com/our-company/suppliers/supplier-guiding-principles">https://www.coca-colacompany.com/our-company/suppliers/supplier-guiding-principles</a>             |
| Supplier Requirements                       | <a href="https://www.coca-colacompany.com/our-company/suppliers/supplier-requirements">https://www.coca-colacompany.com/our-company/suppliers/supplier-requirements</a>                         |

**Supporting Documents**

|   |           |
|---|-----------|
| Supplier Requirements – Immediate Consumption Equipment | SU-RQ-030 |
| Supplier Requirements – Ingredients                     | SU-RQ-010 |
| Supplier Requirements – Packaging                       | SU-RQ-020 |

**Definitions**

**Applicable regulations:** The laws governing the location in which products are produced or to where products may be delivered. It also includes the laws of the United States pertaining to embargo, economic and trade sanctions, as well as specially designated nationals (SDNs) or blocked persons. A list of SDNs and blocked persons is available on the United States Department of Treasury website: [www.treas.gov/offices/enforcement/ofac/sdn](http://www.treas.gov/offices/enforcement/ofac/sdn).

**Authorized Supplier:** A company authorized by The Coca-Cola Company or its designee to supply a product or service to the Company. Also known as “Approved Supplier.”

**C-TPAT:** Customs Trade Partnership Against Terrorism.

**Regulatory Action:** The seizure, holding or recall of any product by any duly authorized government agent or employee of any government agency empowered to enforce laws. Also includes any findings resulting in prosecution, injunction, or regulatory letter.

## Revision History

| Revision Date | Summary of Change   |
|---------------|---|
| 5-Jul-2022    | Update BU from OU terminology   |
| 31-Jan-2019   | Published as a result of the 2017 Technical Governance review and optimization of the Coca-Cola operational requirements. Evaluated and reformatted the content against the lean governance model. Ensured language is more concise and eliminated redundancies against global consensus standards. |