



Unilever

Before you start...

Instructions for temporary employees



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Welcome to Unilever

Dear temporary employee

First of all, we should like to welcome you to Unilever.

You have been given a booklet containing our code of business principles, the rules relating to the use of the internet, the intranet and e-mail, together with the confidentiality declaration and the patents clause. Please read these documents carefully, complete and sign the form for agreement and confirmation of receipt, and send it to your contact person at Unilever. Please give a copy of the form to your line manager.

In addition, you are required to have proof of ID with you at all times in line with the *Wet op de identificatieplicht* (Dutch national identification law).

Questions about these instructions and the terms used can be put to the service desk of Peoplelink Nederland (0800-0201072).

We hope that you will enjoy your work at Unilever.

Yours faithfully

Recruitment team
Unilever Peoplelink Nederland

Unilever in the Benelux

Unilever Nederland – with around 3600 employees at the end of 2008 – has a broad range of products including well-known brands such as AdeZ, Axe, Becel, Bertolli, Blue Band, Calvé, Cif, Dove, Hertog, Knorr, Lipton, OLA, Omo and Unox. Every year some two billion Unilever products pass through the checkout, or around five million per working day. In 2007 Unilever Nederland achieved turnover of over EUR1.1 billion.

Since January 2008 the marketing and sales organisations of Unilever Nederland and Unilever België have worked together in the Benelux. The same is true for the supporting departments, such as finance, HR, supply chain, communications and legal. The cooperation does not mean, however, that Unilever Nederland and Unilever België will be closed down. Both companies will continue to exist – Unilever Nederland with its headquarters in Rotterdam and Unilever België with its headquarters in Brussels. As a result of the internal cooperation at the Benelux level, the two companies have also been trading under the name Unilever Benelux since January 2008. The manufacturing plants in the Netherlands and Belgium, as well as Unilever Research & Development Vlaardingen and Unilever's international head office in Rotterdam, do not form part of the Unilever Benelux organisation.

Three business units are active both in the Netherlands and in Belgium. These are the business units Foods and Home and Personal Care. Our third business unit, Unilever Foodsolutions, specifically targets the professional market for foods (hotels, restaurants, and large institutions). The Netherlands is also the home of Unilever's largest international research laboratory: Unilever Research & Development Vlaardingen. Unilever's marketing and sales organisation in the Netherlands is in the deBrug office building in Rotterdam.

Unilever has three production centres in the Netherlands: Hellendoorn, Rotterdam and Oss. Amongst other things, products are made here for the brands Becel, Blue Band, Ben & Jerry's, Calvé, Hertog and Unox.

Unilever Nederland B.V., Unilever Research & Development Vlaardingen and the Progress pension fund come under the umbrella of the holding company Unilever Nederland Holdings B.V. The management of Unilever Nederland Holdings B.V. is responsible for social and fiscal policy, and for contacts with the government and with consumer and social organisations.

January 2009

Unilever Code of Business Principles

Introduction

Unilever is known for doing business with honesty and integrity, and with respect for the interests of all those our activities can affect. A good reputation is of enormous value, just as valuable as our employees and our brands.

Our first priority is to be a successful business and that means investing for growth and balancing short-term and long-term interests. It also means caring about our consumers, employees, shareholders, business partners and the world in which we live.

To succeed requires the highest standards of behaviour from all of us. The general principles contained in this Code set out those standards. More detailed guidance tailored to the needs of different countries and companies will build on the principles as appropriate, but will not include any standards less rigorous than those contained in this Code.

We want this Code of Business Principles to be more than just a collection of high-sounding statements. It must play a practical role in our daily business activities and every one of us must follow these principles according to the spirit as well as the letter.

Michael Treschow
Chairman

Paul Polman
Chief Executive Officer

January 2009
Unilever Code of Business Principles

Unilever Code of Business Principles

Standards of Conduct

We conduct our operations with honesty, integrity and openness, and with respect for the human rights and interests of our employees.

In the same way we will respect the rightful interests of those with whom we maintain relations.

Obeying the Law

Unilever companies and employees are required to comply with the laws and regulations of the countries in which we operate.

Employees

Unilever is committed to diversity among its employees, in a working environment where there is mutual trust and respect, and where everyone feels responsible for the performance and reputation of our company.

We will recruit, appoint and promote employees on the sole basis of the qualifications and abilities needed for the work to be performed.

We are committed to safe and healthy working conditions for all employees. We will not use any kind of forced labour or child labour.

We are committed to working with employees to develop and enhance each individual's skills and capabilities.

We respect the dignity of the individual and the right of employees to freedom of association.

We will ensure good communications with our employees through company-based information and consultation procedures.

Consumers

Unilever is committed to providing branded products and services which consistently offer value in terms of price and quality, and which are safe for their intended use. Products and services will be accurately and properly labelled, advertised and communicated.

Shareholders

Unilever will conduct its operations in accordance with internationally accepted principles of good corporate governance. We will provide all our shareholders with timely, regular and reliable information about our activities, structure, financial situation and performance.

Business Partners

Unilever is committed to establishing mutually beneficial relations with our suppliers, customers and business partners.

In our business dealings we expect our partners to adhere to business principles consistent with our own.

Community Involvement

Unilever strives to be a trusted corporate citizen and, as an integral part of society, to fulfil its responsibilities towards the societies and communities in which it operates.

Public Activities

Unilever companies are encouraged to promote and defend their legitimate business interests.

Unilever will cooperate with governments and other authorities, both directly and through bodies such as trade associations, in developing proposed legislation and other regulations relating to issues which may affect legitimate business interests.

Unilever neither supports political parties nor contributes to the funds of groups whose activities are calculated to promote party interests.

The Environment

Unilever is committed to making continuous improvements in the management of our environmental impact and to the longer-term goal of developing a sustainable business.

Unilever will work in partnership with others to promote care of the environment, increase understanding of environmental issues and disseminate good practice.

Innovation

In our scientific innovation geared to meet consumer needs, we will respect the concerns of the consumer and of society. We will work on the basis of sound science, applying rigorous standards of product safety.

Competition

Unilever believes in vigorous yet fair competition and supports the development of appropriate competition laws.

Unilever companies and employees will conduct their operations in accordance with the principles of fair competition and all applicable regulations.

Business Integrity

Unilever neither gives nor receives, whether directly or indirectly, bribes or other improper advantages for business or financial gain. No employee may offer, give or receive any gift or payment which is, or may be construed as being, a bribe. Any demand for, or offer of, a bribe must be immediately rejected and reported to management.

Unilever's accounting records and supporting documents must accurately describe and reflect the nature of the underlying transactions. No undisclosed or unrecorded account, fund or asset will be established or maintained.

Conflicts of Interest

All Unilever employees are expected to avoid personal activities and financial interests which could conflict with their responsibilities to the company.

Unilever employees must not seek gain for themselves or others through misuse of their positions.

Compliance – Monitoring - Reporting

Compliance with the Code is an essential element of our success as a company. The Board of Unilever is responsible for ensuring that the Code is complied with throughout Unilever.

The Group Chief Executive has the responsibility of enforcing the Code. The Group Chief Executive is assisted by the Corporate Code Committee, which consists of the head of legal affairs, both of the Unilever secretaries, the head of the internal accountants service, the senior vice-president of human resources, the senior vice-president of communication and the Corporate Code Officer, which reports quarterly to the Unilever Executive.

Day-to-day responsibility is delegated to the senior management of the regions, the categories, the functional groups and the operating companies. They are responsible for ensuring the Code is complied with, if necessary by introducing detailed guidelines that are tailored to local needs. They are assisted in their endeavours by the regional code committees that consist of the regional head of legal affairs and representatives of all of the relevant functional groups and categories.

Confirmation that the Code is complied with is provided and monitored each year. Compliance with the Code is evaluated by the Board of Directors, assisted by the Corporate Responsibility & Reputation Committee, and for financial and accounting-related issues, by the Audit Committee.

Every violation of the Code must be reported according to the procedures laid down by the head of legal affairs. The Board of Unilever will not criticise management for any loss of business resulting from adherence to these principles and other mandatory policies and instructions.

The Board of Unilever expects employees to alert the Board or senior management to any breach or suspected breach of these principles.

Provision has been made for employees to be able to report in confidence and no employee will suffer as a consequence of doing so.

In this Code the expressions 'Unilever' and 'Unilever companies' are used for convenience and mean the Unilever Group of companies comprising Unilever N.V., Unilever PLC and their respective subsidiary companies. The Board of Unilever means the Directors of Unilever N.V. and Unilever PLC.

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Copies of the official Dutch version of the 'Code of Business Principles', as well as this English translation can be obtained from Unilever N.V., Postbus 760, 3000 DK Rotterdam.

info.nl@unilever.com

Appendix to the Code of Business Principles

If you see that the code is being infringed

In most cases (possible) infringements can be reported through the normal channels and you can ask your line manager for advice. However, everyone must also have the possibility of asking the advice of the HR director in strict confidence.

If for any reason you do not want to use the normal channels, you can also report a possible infringement via a special ethics hotline, so that your anonymity is guaranteed. The line is open 7 days a week, 24 hours a day.

Telephone: ++31 800 0221048
Fax: ++44 20 7970 2234
e-mail: cr24@control-risks.com

You can consult the portal for more information.

Use of the Internet, Intranet and E-mail

Unilever expects you to use the internet, the intranet and e-mail only:

- for business purposes;
- in accordance with the relevant laws and regulations, and with the rules and rights of Unilever companies and third parties;
- in accordance with the security procedures or other procedures and codes of conduct laid down by a Unilever company;
- in a manner that will not bring a Unilever company into disrepute and that will not cause embarrassment to employees, suppliers or customers.

Instructions for implementing group policy

Unilever provides access to the information available on the internet, intranet and in internal and external e-mail in order to facilitate your work. These facilities take up a considerable part of Unilever's resources for telecommunications, the use of the network, software and storage.

These instructions give an overview of the requirements set by Unilever for the use of these resources. They have been drawn up with the aim of ensuring that neither you nor Unilever is held responsible for unauthorised use of these facilities.

We take a very serious view of actions that conflict with the policy and with these instructions, and such actions can lead to disciplinary measures being taken against you. We draw your attention to the fact that in certain cases we would consider non-compliance with the policy or with these instructions to be serious misconduct, which could lead to termination of the contract. Such conduct includes, for example, viewing and saving obscene material.

In your use of the internet, intranet and e-mail you must meet the same standards that apply in all aspects of your business activities, whether in written communication, on the telephone or in personal contacts.

Access

- Unilever expects you to use the access to the internet, intranet and e-mail that is granted to you exclusively for business purposes or other uses that have been permitted.
- Limited private use is permitted as long as it does not affect your work obligations and as long as it cannot lead to material or indirect damage to Unilever. Examples are the use of your Unilever e-mail account in the context of a private dispute with another person or institution, or for the purchase of products or services on the internet, whereby the supplier could assume, in a legal sense, that you are making the purchase with the approval of Unilever.

- Passwords and identifiers for Unilever internet, intranet, and e-mail facilities are linked to the individual person and may not be passed on to others. Moreover, you must treat this information in confidence.

Legal requirements

It is forbidden to use Unilever internet, intranet and e-mail facilities (deliberately) in violation of the laws and regulations of any country.

Downloading

- Downloading, possessing, distributing and copying works protected by copyright (for example a computer program, document, photograph, piece of music or video) constitutes an infringement of copyright, unless you have been granted permission by the copyright holder. You may not download or save any works unless and until you are certain that such permission has been obtained. Files and software that you download in accordance with the rules (i.e. with the permission of the copyright holder and/or because you hold a licence) become the property of Unilever.
- It is forbidden to use Unilever's facilities deliberately to save, download or distribute illegal software or data and it is forbidden deliberately to pass on a virus, worm, Trojan Horse, trapdoor program or other alien element. You are obliged to check every file that you download for viruses before it is played or read.
- Pictures and audio and video recordings may not be downloaded from the internet using Unilever facilities except for explicitly business-related purposes.

Uploading

- It is forbidden to upload or in any other way to send software or data, or data concerning natural persons (personal details), which are licensed to or the property of Unilever, unless your line manager gives you explicit permission to do so.
- The internet is not considered to be secure enough to be used to send sensitive information about Unilever or personal information. If you in any way send files containing this type of information over the internet, you should encrypt this data using the encryption software approved by the Unilever Global Infrastructure Organisation.

Deleting e-mail messages

You must delete all e-mail messages (while taking into account any Unilever rules or laws relating to data retention) once they are no longer needed for business purposes. You should be aware that e-mail messages, even when they have apparently been deleted, may still be present on hard discs and back-up tapes, and that all e-mail messages can be traced. This data can be used against you or against Unilever in a legal case against you or against Unilever. You may not hand over any hard disc or back-up tapes to third parties without the permission of your line manager.

Chatrooms, etc. and e-mail

- Unilever holds the copyright to any material that you send – with permission – during your period of service by e-mail or by any other electronic means to any person or organisation, newsgroup, chat page or page on the World Wide Web. It is not permitted to make public in this way any confidential data, sensitive information about Unilever or personal information.
- You should be aware that all outgoing electronic messages, including e-mail messages and access to the internet, appear to come from Unilever. You may, for business and other authorised purposes, take part in newsgroups, chatrooms and other forms of e-mail communication, on condition that you behave honestly and conscientiously.

Obscene and defamatory statements

- It is forbidden to use Unilever systems to hold, look up, portray, file, save, process, record, use (including sending to others) or test any sexually explicit, offensive or obscene pictures in any form whatsoever. If you accidentally come upon a website that contains such material you should immediately break the connection, and if you receive unsolicited material of this nature you should immediately inform your line manager.
- In your use of the internet, intranet and e-mail, you must always remain polite and show respect for the feelings and convictions of others. You must not deliberately make statements that bring individuals, entities or their goods or services into disrepute, or which could bring them into disrepute. You must not make libellous statements, statements which could be libellous, or which damage or could damage the good reputation of said individuals or entities.

Security

- Unilever has installed a number of firewalls, proxies and programs to monitor internet addresses, together with other security systems, to ensure the safety and security of the Unilever network and to limit access to certain sites. It is forbidden to try to block, incapacitate or bypass these systems.

General

- All existing Unilever policy regulations and codes of conduct apply to your conduct on the internet, intranet and e-mail, namely those relating to the protection of intellectual property, privacy, misuse of company resources, sexual harassment, impersonating somebody else, levels of confidentiality of information, information and data protection, and confidentiality.
- For every use of the internet, intranet and e-mail of any kind, via Unilever's network, as well as of files that are saved in or created with the help of facilities that are the property of Unilever or are managed by Unilever, the company reserves the right to record, check and inspect such material, in order to ensure that the policy, these instructions and other policy regulations are being complied with.
- Unilever may be legally obliged to submit to judicial, legally-empowered and regulatory bodies any logbooks, diaries and archives arising from your internet, intranet and e-mail activities, and Unilever has the right to comply with such reasonable requests for disclosure.

Confidentiality declaration

You are required to maintain strict confidentiality in respect of all Unilever information including that from its operating companies, divisions, group services and foundations. This covers all information obtained as a consequence of your employment, the confidential character of which you could reasonably be expected to be aware of or which has been indicated to you. This duty of confidentiality remains in force even after you cease to work for Unilever.

Patents Clause

Without prejudice to the provisions of the Rijksoctrooiwet (Dutch Patents Act), any inventions will be subject to the following provisions:

You are obliged to inform Unilever Nederland B.V. immediately about all your achievements during or within one year after termination of your employment, which may lead to the creation of intellectual property rights in or outside the Netherlands. This includes in any case:

- inventions;
- achievements of the human mind other than inventions;
- computer programs;
- achievements in the field of industrial design.

The rights to these achievements accrue to Unilever. You are obliged to transfer the rights that ensue from these achievements to the employer if they do not already accrue to the employer by law.

If, in the opinion of Unilever, the achievement is not demonstrably connected with the activities of Unilever, the employer will inform you about this within six months (after you have informed the employer in writing about the achievement). From that moment you may freely exercise the rights relating to said achievement.

After termination of your employment, you are also obliged to provide every cooperation that the employer may request from you with a view to the vesting, disposal and upholding of the rights accruing to or transferred to the employer. All costs that ensue from this cooperation are for the account of the employer.

If the achievement results in a patent application, the employer will ensure that you are mentioned as the inventor in the patent document. You are obliged to observe strict secrecy about the achievements made by the employer, also after termination of your employment.

Place,.....

Name of temporary employee

Date,.....

.....

Confirmation of receipt

I have received a copy of 'Before you start'..., instructions for temporary employees, containing:

Unilever code of business principles

I have read the code of business principles and affirm that I will comply with it.

Use of the internet, intranet and e-mail

I affirm that I have understood the content of these instructions and that I shall follow them. I am conscious of the fact that Unilever's security software records all the websites that I access and all my network activity in sending and receiving files or messages. I am aware that all emails that I send or receive will be archived. I am further aware that measures will be taken if I behave in contravention of company policy. These measures include reprimanding, suspension, or termination of the contract.

Confidentiality declaration

I have read the confidentiality declaration and will adhere strictly to it.

Patents clause

I accept the stipulations in the patents clause and in recognition of this fact have returned a signed copy of the clause.

Agreement and confirmation of receipt

I have received the following documents and will take account of and comply with them:

- Unilever Code of Business Principles
- Use of internet, intranet and e-mail
- Confidentiality declaration
- Patents clause; a copy of this clause, signed by me, is enclosed in recognition of my acceptance of it.

Name of temporary employee: _____

Name of organisation: _____

Signature: _____

Date: _____