

# CODE OF CONDUCT

TEEKANNE GmbH & Co. KG (TEEKANNE) has decided to only work with suppliers who strive to conduct their business in a highly professional and ethically responsible manner. We believe that our business activities have an impact on human rights issues, particularly in relation to people's working and living conditions. This Code of Conduct outlines key points that TEEKANNE requires a company to observe in its human resources practices and policies. It is based on the Fundamental Principles and Rights at Work and the 1998 ILO Declaration.

The guidelines cover direct and indirect negative impacts on human rights and the environment.

We expect from our business partners to comply with this Code of Conduct, the UN Guiding Principles for Business and Human Rights and all applicable national and international laws, rules and regulations applicable in the country of production.

## HEALTH & SAFETY

- The supplier must provide a safe and healthy working environment for all its workers and employees.
- This includes fire prevention, use of adequate fire fighting equipment and emergency evacuation plans.
- Workers have to be protected efficiently from hazardous working conditions (e.g. dust, noise, extended exposure to sunlight).
- Other areas to be covered are basic first aid, access to potable water and appropriate sanitary facilities.

## ENVIRONMENT AND SUSTAINABILITY

- TEEKANNE is committed to the protection of the environment and requires its suppliers to conform to regulatory standards.
- National and international regulations on biodiversity conservation have to be observed, especially with regard to the use of wild crafted raw material and the protection of forest land.
- Land use shall be sustainable and in line with established guidelines for *Good Agricultural and Hygiene Practices* and prevent degradation, such as soil erosion or unacceptable pesticide contamination of ground waters.
- Waste material should be collected, stored and disposed off in an appropriate manner, trying to minimize environmental pollution.
- Suppliers must handle chemicals with care and according to good practices. Furthermore, hazardous waste has to be handled, stored and disposed off in an environmentally safe manner.

## WORKING HOURS & COMPENSATION

- The supplier shall pay wages to its employees, including compensation for overtime, and working hours in accordance to legal requirements, especially in compliance with minimum wage requirements. Additionally, it is expected that the employees receive living wages. A living wage is an income enabling a person to cover the basic needs of half an average sized family such as education, food and transport. The employer can

demonstrate that the wages (including existing social benefits, in-kind benefits and bonuses) paid to all workers for normal working hours are equal or above living wages. Information about working hours, overtime compensation, benefits and notice time are indicated in work contracts or described in an employee handbook or similar.

### **CHILD LABOUR**

- Child labour is defined as work performed by children, which interferes with a child's right to healthy growth and development and denies him or her the right to quality education. The use of children in the supply chain of goods and services for TEE-KANNE therefore is prohibited. No one must be employed under the national legal minimum age limit. All measures to avoid child labour shall be implemented taking into account the best interests of the child.
- The supplier must abide by the respective ILO Convention (namely Conventions No. 138 & No.182), and comply with all relevant national and international laws, regulations and provisions applicable in the country of production.

### **FORCED LABOUR**

- The supplier shall not make use of forced, prison, bonded, or involuntary labour.
- The supplier shall allow its employees to freely leave the factory premises when their work shift ends.
- The supplier shall not withhold ID cards, passports or require deposits (e.g. for working clothes or uniforms).
- If employment contracts are terminated according to agreed notice time, the supplier shall not make any salary deductions for workers who leave.

### **DISCIPLINE AND HARASSMENT**

- All employees must be treated with dignity and respect.
- Suppliers shall not discriminate with regards to employees based on race, creed, sex, marital or maternal status, age, political affiliation, national origin, sexual orientation or any other basis prohibited by law.
- The supplier must not abuse its workers in any way and shall not engage in or support the use of corporate punishments, threats of violence, and other forms of mental or physical coercion or engage in sexual harassment.

### **COMPANY PROCEDURES**

- Employees shall be employed according to applicable laws and regulations.
- The supplier shall provide its employees with all legally mandated benefits to which they are entitled, especially for medical and social insurance.
- The supplier shall not prevent employees or workers from exercising collective bargaining and associating freely.
- The supplier shall maintain personnel records including documentation of age, payment of wages and working hours for each employee, and temporary workers.

## SUB-CONTRACTING

- It is the responsibility of the supplier to make sure that sub-contractors also abide to the requirements of this *Code of Conduct*. They oblige themselves to forward this code of conduct to all levels of their suppliers and have them acknowledge it, or establish other appropriate measures (such as procurement policies) to ensure responsible sourcing in the food chain.

## CORRUPTION

- TEEKANNE will not work with suppliers who work in a non-ethical or an improper manner. This also includes such things as bribes, kickbacks or gifts & favors since it is our business principle to work against corruption in all its forms including extortion and bribery.

## COMPLIANCE

- TEEKANNE supports its suppliers to continuously improve their operations and practices. Believing in long-term relationships, we do continue business in case of non-compliances as long as there is a willingness to improve in the right direction with an agreed plan of action. Repeated critical non-compliances will result in the termination of business with the supplier concerned. To ensure compliance and to support or follow up developments, TEEKANNE will conduct regular inspections and furthermore reserves the right to assign independent third party auditors to check the requirements of this Code of Conduct.
- TEEKANNE has implemented a grievance mechanism to improve its own corporate procedures and employee conduct. This has created the possibility of reporting all inadmissible, illegal, punishable but also legally questionable or generally problematic conditions or behaviour on the part of TEEKANNE that is not considered to be "compliant", either anonymously or with consent in another form. The report can be made via a link on the website ([www.teekanne.de](http://www.teekanne.de)) as well as with the e-mail address [whistleblowing@teekanne.de](mailto:whistleblowing@teekanne.de). The information can be submitted in the respective national language and will be treated confidentially.

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I have read and understood the above *Code of Conduct* and hereby confirm to act in line with its requirements.

Name of company.....

Company Stamp/Seal

Place.....

Date .....

Signature .....

This document must be signed by a duly authorised representative of the company and returned to TEEKANNE.