

We want to promote responsible action along our supply chains. This also means that we want to make a significant contribution to improving people's living and working conditions and to protecting the environment in tea cultivation. We are aware that this is only possible in a strong community and with reliable partners.

As our business partner, we expect you to act in accordance with our Code of Conduct for Business Partners. It forms the basis of our business relationship and includes the minimum requirements for social, ecological and ethical obligations and challenges that are non-negotiable for us. In order to fulfill our responsibility along the entire value chain of our products, we expect you to pass on the contents of our Code of Conduct for Business Partners to your upstream suppliers in an appropriate manner and to ensure that these standards are adhered to. Should you require our support in this regard, please do not hesitate to contact us.

Our Code of Conduct for Business Partners is based on the provisions of the German Supply Chain Duty of Care Act (LkSG), the EU Supply Chain Act, the UN Guiding Principles on Business and Human Rights, the United Nations Sustainable Development Goals, the principles of the UN Global Compact and the social standards of the International Labor Organization (ILO). These should not be seen as a maximum requirement, but should be exceeded where possible.

## 1. Human rights

The observance of human rights is non-negotiable. Every employee has the right to life, liberty and security.

## 2. Prohibition of child labour and protection of young workers

Child labour or any exploitation of children and young people is prohibited.

You do not employ children under the compulsory schooling age of 15 or the higher age at which schooling ends. Children under the age of 14 may only be employed in accordance with the exception in ILO Convention 138.

Young employees under the age of 18 are subject to a special duty of care and may not perform work that is detrimental to their health, safety or morals.

## 3. Prohibition of forced labour

Work must be voluntary and without threat of punishment. Therefore, any form of forced labour, slavery or other forms of involuntary labour will not be tolerated.

## 4. Exclusion of any discrimination

Any unequal treatment in employment or occupation is prohibited. This includes gender, age, skin colour, religion, caste, ethnic/national/social background, health, disability, political affiliation, sexual orientation, pregnancy or other personal characteristics. This includes discrimination based on the type of employment or pay.

## 5. Health and safety at work

You must ensure a safe, healthy and hygienic working environment in accordance with international law.

Promote occupational health and safety procedures that prevent accidents and injuries in the working space or whilst operating machinery, as well as handling hazardous chemical or biological substances. You carry out regular health and safety drills and training. You provide employees with drinking water, clean toilets, showers and washing facilities. The same requirements also apply to accommodation, if this is provided.

Security companies must not be commissioned if there is a suspicion that people are being treated inhumanely.

### **6. Safeguarding the right to organize**

You recognize the right of employees to form and join employee representative bodies, including trade unions of their choice, and the right to collective bargaining. Employee representatives must not be discriminated against. In the event that national standards restrict the right of association and the right to collective bargaining, at least the free and independent association of employees for the purpose of conducting negotiations must be enabled and permitted as an alternative.

### **7. Compliance with statutory working time regulations**

Working hours must comply with local law and industry standards, whichever is stricter, taking into account ILO 1. You ensure that the wages paid to employees for regular working hours and overtime are at least equal to the statutory minimum wage or the minimum wage customary in the industry, whichever is higher. Employees may not be required to regularly work more than 48 hours per week. Overtime must be voluntary, may not exceed 12 hours per week and must be paid separately. Employees are entitled to at least one day off after six consecutive working days.

### **8. Written employment contracts and appropriate remuneration**

You conclude employment contracts with your employees in writing. Employees receive at least one copy of the employment contract. You guarantee that the wages paid for regular working hours are at least equal to the statutory minimum wage or the minimum wage usually specified for the sector, whichever is higher. The wages should be set at a level that covers the cost of living and include a disposable income if the required minimum standards are not sufficient in this respect. You ensure that your employees receive clear, comprehensible, detailed and regular written information about the breakdown of their wages. Illegal and unauthorized wage deductions are prohibited.

### **9. Exclusion of bribery and corruption**

You do not engage in or condone any form of bribery, extortion, embezzlement or corruption. In certain nations, presents are a matter of custom and politeness, in which case, care should be taken that these do not lead to any binding dependencies as a result.

### **10. Climate protection and use of resources**

OTG is pursuing ambitious climate targets and would like to contribute to the 1.5 degree target of the Paris Climate Protection Agreement. We therefore expect you to use resources responsibly, particularly in connection with the use of water and energy. Measures to promote biodiversity should be strived for.

Avoidable resources are identified along your supply chain and improved or prevented in the future. Like OTG, you should also measure and minimize your CO<sub>2</sub> emissions. We very much welcome the

fact that you are also setting yourself climate protection targets and joining initiatives such as the SBTi.

### **11. Handling of waste and hazardous substances**

You have suitable environmental protection processes that define regulations for handling waste and ensure at least compliance with local legal requirements. Recycling processes should be aimed for. We expect a continuous increase in efficiency in this area, in particular regarding the handling of waste, hazardous substances, water and energy. Soil, water and air pollution should be reduced or avoided as far as possible. You are committed to avoiding or reducing waste or environmental pollution and you strive to conserve natural resources.

The use of pesticides is based on good professional practice and is documented in writing. You provide the necessary protective clothing and equipment free of charge. All work steps involving plant protection products are carried out exclusively by specially trained persons.

If hazardous waste is produced, you comply with the requirements of the Basler Convention. In connection with mercury, you comply with the Minamata Convention.

Due to their harmful effects on the human and animal organism, the POP-Convention must be observed when dealing with persistent organic pollutants.

### **12. Prohibition of forced eviction**

You do not tolerate forced eviction, including the deprivation of land, forests and water bodies on which people depend for their livelihoods, among other things.

### **13. Prohibition of deforestation**

Forests play an important role in regulating the climate. It is therefore worth protecting. Illegal deforestation is not tolerated. Where relevant, you comply with the requirements of EU Regulation 2023/1115 on deforestation-free supply chains.

### **14. Dealing with information and complaints**

You encourage your employees to express concerns or complaints - also in the sense of this Code of Conduct for Business Partners - anonymously or not anonymously. You provide suitable means for this. You can also encourage your employees to use the platform OTG has set up for reporting complaints: Whistleblower system (<https://www.report-tvh.com/>).

You treat these reports confidentially, without the threat of intimidation, harassment or sanctions for whistleblowers. You follow up on these reports and implement suitable corrective measures in the event of justified allegations.

### **Violations against OTG's Code of Conduct for Business Partners**

In the event of deviations, we will work with you to define measures for improvement. You are responsible for implementing the measures. OTG offers its support here.

In the event of serious violations of this Code of Conduct for Business Partners or repeated violations without the will to improve, we reserve the right to terminate the business relationship in whole or in part.

We consider serious violations to be, in particular Child labour, sexual violence, forced or slave labour, illegal logging and deforestation.

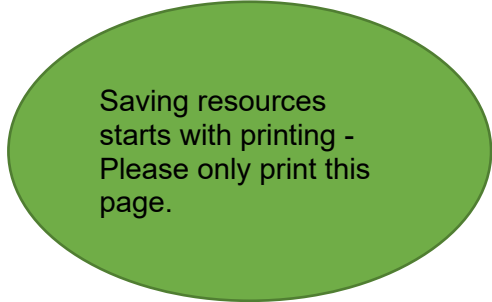


## Code of Conduct for Business Partners

Version 2, 08/08/2024

### Acknowledgement and confirmation

With your signature, you acknowledge the content and confirm full compliance with the Code of Conduct for Business Partners, sections 1-14. You are committed to responsible conduct in the supply chain and will pass on the contents of the Code of Conduct for Business Partners to your upstream suppliers in an appropriate manner.



Please return the signed document to us.

Date	Place	Company Name	Name	Signature
_____	_____	_____	_____	_____