



TeaPak s.r.l. SB • Imola



# CODE OF CONDUCT

Revision n°	Date	Rationale
01	07/05/2021	First emission

# Index

VISION, MISSION AND VALUES .....	3
1. Vision .....	3
2. Mission.....	3
3. Company's Values.....	4
GENERAL PRINCIPLES.....	5
1. Trust.....	5
2. Integrity and Equity .....	5
3. Responsibilities .....	5
4. Continuous improvement.....	5
LAWS AND STANDARDS .....	6
1. Legislative requirements .....	6
2. Sustainability .....	6
3. Quality.....	6
4. Ethics.....	6
5. Organic farming .....	6
6. Occupational safety .....	7
HEALING THE PLANET .....	7
EMPOWER & ENRICH.....	8
1. Empowering our suppliers.....	8
a) Forced or compulsory labor .....	8
b) Child labor.....	8
c) Discrimination and equal rights.....	8
e) Working hours .....	9
2. Supplier enrichment .....	9
a) Training and education.....	9
b) Salaries and benefits.....	9
c) Diversification and income flow .....	9
UNITE & ENLIGHTEN .....	10
1. Collaboration with sector organizations .....	10
2. Sharing the Supplier Code of Conduct .....	10
3. Complaints.....	10
4. Reporting of violations and corrective actions.....	10
5. Audits.....	10



## VISION, MISSION AND VALUES

The following principles are intended to align both parties to the founding values that will guide collaboration, in order to promote continuous improvement in all areas of the supply chain.

### 1. Vision

*Uplift Humanity by Serving Body, Mind, Spirit while Healing our Planet.*

### 2. Mission

*We live with passion. We believe that motivation is our greatest power, relying on our dedication to make a difference in the world.*

*We facilitate intellectual curiosity, knowing how important it is to be mentally open and never stop learning to maintain a global approach.*

*We hold a deep trust in people to grow together, day after day, and to be more authentic, collaborative and respectful of diversity.*

*We keep our promises, seeking consistency, honesty and good ethics. We place ourselves at the disposal of others because we know that together we can go further.*

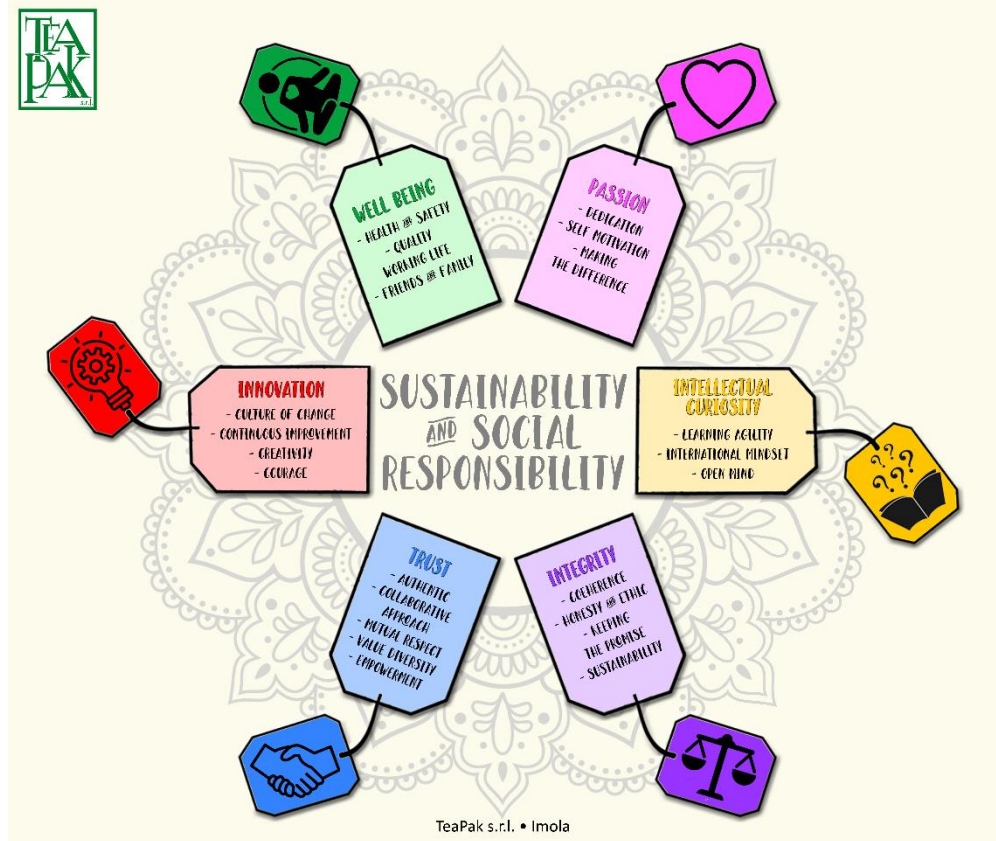
*We believe in the importance of continuous improvement and promoting a culture of change, creativity and courage because the world cannot help but change and evolve.*

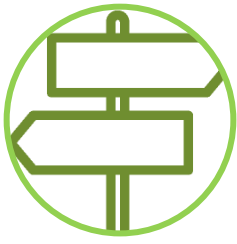
*We seek harmony between mind, body and spirit, pursuing well-being in all its forms.*

*We actively participate in solidarity actions and promote the principles of equality and social justice that form the basis of our philosophy "**Doing good is good and makes us feel good**".*

*We take care of our planet, making conscious choices and working day after day to make the world a better place.*

### 3. Company's Values





## GENERAL PRINCIPLES

The following principles are intended to align both parties to the founding values that will guide collaboration, in order to promote continuous improvement in all areas of the supply chain.

### 1. Trust

We want to be open and transparent with each other. We work in complex international supply chains where we encounter challenging and difficult situations. We sincerely believe that if we consistently find the strength to be honest and trust each other, we can find the solutions to any challenge.

### 2. Integrity and Equity

Secondly, we intend to promote equity in our supply chain. This means that we are committed to being fair towards our employees, our customers and our valued suppliers. Equally, we expect fairness from you towards us and towards your employees and suppliers. This commitment along our supply chains will result in stronger and more sustainable relationships and, ultimately, a better world.

### 3. Responsibilities

We would like our relationships to be guided by responsibility. This means taking responsibility for buying and selling high quality, ethical and safe products. We take responsibility for our environmental and social footprint, working every day to improve it. We want you to be part of this way of thinking and to extend it along our supply chain.

### 4. Continuous improvement

We prioritize suppliers who can demonstrate their compliance with this Code and those who are serious about improving their performance.



## LAWS AND STANDARDS

This section lists all the standards and laws for the guidelines applicable to business undertaken by TeaPak s.r.l. We expect our supply partners to immediately report any known irregularities to their respective company contacts as soon as they are identified.

### 1. Legislative requirements

TeaPak s.r.l. expects its suppliers to always strictly comply with all national and international laws and regulations relating to the goods and services they provide to TeaPak.

### 2. Sustainability

TeaPak is committed to the purchase of paper and cardboard made with raw materials derived from forests managed according to the principles of responsible forest management and the chain of custody certification scheme independently regulated by the Forest Stewardship Council. The company's expectations must therefore be guaranteed along the entire supply chain, in order to actively contribute to the conservation of the planet's resources and to the reduction of its environmental impact. We want all our suppliers to view sustainability, in all its forms, as one of their main business drivers.

### 3. Quality

In order to ensure that our infusions and teas always have the best possible quality, TeaPak has adopted the IFS and BRC standards. The Code of Conduct does not provide guidance on the agreed quality of the products we purchase from you. However, it is important to note that we fully expect our suppliers and subcontractors to comply with all agreed quality parameters and specifications at every stage of their supply chain.

### 4. Ethics

We are committed to doing everything possible to improve and empower the lives of all those involved in our supply chain. Consequently, we expect our supply partners to respect fundamental labor rights and the United Nations Guiding Principles for Business and Human Rights, including their relative amendments. We also expect our suppliers to comply with all applicable laws, including those related to bribery, corruption or any form of fraudulent commercial practice. In other words, we expect our suppliers to be aligned with the principles established in the company Code of Ethics, visible to all on the TeaPak website.

### 5. Organic farming

The “Yogi Tea” and “Choice” brands that we produce have a long history of commitment to organic farming. As a result, we expect our suppliers and subcontractors to comply with all principles set out in EU organic regulations, when applicable.

## 6. Occupational safety

TeaPak s.r.l. expects suppliers to act in compliance with current national and international standards and regulations on health and safety in the workplace.



### HEALING THE PLANET

TeaPak s.r.l. is a company that produces and packages only organic products. For us, this is the natural order of things, and we are fully committed to continuing to expand our organic sourcing principles. This means taking action to make a real difference and addressing the problems in our supply chains that have an impact on the environment and, ultimately, the health of our planet.

Climate change is a huge threat to our businesses and products, to our way of life and, most importantly, to every living creature on this planet. We want to do our part to change our trajectory by becoming a zero-impact company. In this regard, we will map our full CO<sub>2</sub> footprint in 2021 and develop a strategy for reducing our impact. We therefore ask for your full cooperation; simultaneously seeking the opportunity to introduce carbon reduction programs, while exploring opportunities along our supply chains to compensate for our shared footprint. We also expect compliance with applicable environmental laws. This includes waste, air and water, and the acquisition of all required environmental permits necessary for the use and disposal of water and waste.



## EMPOWER & ENRICH

An important path to ensuring a sustainable future is to work closely with our suppliers to improve social and economic well-being in all sections of our supply chain. Improving livelihoods is very important to us, and real progress is only possible when all partners benefit socially and economically from our interactions.

### 1. Empowering our suppliers

Our materials come from all over the world and are subject to different regional legislation, cultures, challenges, and social and economic priorities. While fully respecting this diversity, we expect a certain minimum standard to be met across all of our supply chain. We expect our suppliers to actively monitor and evaluate supply chain practices to ensure that these standards are met and to notify us immediately following the discovery of a breach.

#### a) Forced or compulsory labor

No one should be forced to work, including in situations of human trafficking, imprisonment or compulsory labor. This means that original identity and travel documents are not withheld, and freedom of movement is not restricted. Workers are not required to pay taxes or deposits to obtain or maintain employment. Pay is not withheld and there are no conditions limiting a worker's ability to freely choose a job. Accurate information about the nature of the work, pay, working hours and allowances are provided in writing prior to hiring.

#### b) Child labor

No form of child exploitation is tolerated. All forms of illegal use or exploitation of children are prohibited. No individual is hired below the legal age of work or compulsory education, guided by whichever age is higher. Individuals under the age of 18 are not hired for positions that include hazardous jobs or that interfere with normal educational activities. This guide is subject only to the exceptions recognized by the ILO Convention n. 138.

#### c) Discrimination and equal rights

The process of selecting and hiring staff must follow the highest criteria to protect the individual and be free from discrimination during the selection process. All parties in our supply chain must be treated respectfully and fairly, with any form of abuse or harassment in the workplace being prohibited. Discrimination or harassment when hiring, paying, promoting or directly in the workplace, based on ethnicity, race, sex, nationality or social origin, religion, age, disability, marital status, sexual orientation, pregnancy, gender identity or any other protected characteristic by law is prohibited.

#### d) Freedom of association and collective bargaining

All active parties in our supply chain can freely join and organize trade unions without penalties or any other form of repercussions from their employer. All workers have the right to collective bargaining. Where workers are represented by a legally recognized trade union, the supplier seeks to establish a constructive



dialogue with the freely chosen trade union representatives and to negotiate in good faith with such representatives.

### **e) Working hours**

The weekly working hours are outlined in the employment contracts, correctly accounted for and applied according to the rules contained in the relevant CCNL, and corresponding to ILO conventions n. 1 and 30.

## **2. Supplier enrichment**

In addition to ensuring that working conditions are adequate, we envision a supply chain where the lives of our partners are continually enriched.

### **a) Training and education**

The training and education of our employees is of the utmost importance to us and we would like this to also extend to you. Ideally these measures will go far beyond legal training requirements. Each employee should have the opportunity to refine and expand their individual skills.

### **b) Salaries and benefits**

All salaries must, as a minimum, comply with local legal and industry requirements. Our long-term vision is to be confident that everyone in our supply chain earns a living wage, and we want you to be part of the journey towards achieving this goal. We also expect our partners to provide other employee benefits (e.g., health benefits, food and drink, childcare) that go beyond their respective laws. All legally mandatory wages and allowances are provided, and payment is made on time and at least on a monthly basis. Pregnancy and maternity rights are guaranteed by law.

### **c) Diversification and income flow**

We strongly believe in helping our partners become more economically resilient by developing financial literacy and creating additional income streams. Wherever and whenever possible, we want to be part of a discussion leading to sustainable changes along our supply chain, so that we can jointly increase the financial strength of our partners at the origin.



## UNITE & ENLIGHTEN

We believe in a world where we can all connect and learn from each other, every day. There is power in understanding and connection, and we would like for everybody to be able to experience this.

### 1. Collaboration with sector organizations

We believe in the strength of collaboration, particularly when addressing challenges that go far beyond our supply chain and include the UN Agenda 2030 Goals (climate change, environmental degradation, social and economic equality, access to quality education, gender equality, etc.). As a result, we are committed to partnering with industry organizations to address these issues at a macro level. Without obligation, we would like to encourage you to do the same and to engage in developing relevant partnerships.

### 2. Sharing the Supplier Code of Conduct

We expect the content of this Code of Conduct to be present in our supply chain. Should there be any gaps, we expect them to be communicated to us immediately, and amendment plans developed and shared with us.

It is the responsibility of our company's suppliers to ensure that this is implemented throughout the supply chain of all our products and services. We want everyone who works with us to be aware of our expectations and look forward to meeting regularly to discuss how we can improve the environmental, social and economic footprint of our supply chain. By signing this document, distribution as described above is accepted throughout our supply chain.

### 3. Complaints

We expect all of our suppliers to have complaint procedures for their employees and supply chain partners, and that workers and partners are made aware of their existence. Procedures must be anonymous, confidential, transparent, impartial and responsive to their concerns and needs. Anyone who expresses concern is not considered punishable in any way. If complaints that violate this Code of Conduct are reported, we expect to be notified immediately by our partners.

### 4. Reporting of violations and corrective actions

We expect violations of this Code of Conduct to be reported to us within 48 hours of becoming aware of the problem. Following this, we expect a clear action plan to resolve the issue within 10 business days in order to swiftly and collaboratively improve the situation.

### 5. Audits

Where no certification is in place, we reserve the right to perform audits using a third-party auditor under this Code of Conduct, applying a risk management approach. We will give 30 days' notice. In exceptional circumstances, in which we have cause for concern, these audits may be unannounced. We look forward to your full cooperation in such an event.

Date

Signature for acknowledgement and acceptance



**TeaPak s.r.l. SB • Imola**

TeaPak s.r.l. SB • Via Bicocca, 15/L • 40026 - Imola (BO) • Italy  
P.IVA e cod. fiscale 02171691203  
Tel: 0542 484300

Mail: [teapak@yogiproducts.com](mailto:teapak@yogiproducts.com) • P.E.C.: [teapak@pec.teapak.com](mailto:teapak@pec.teapak.com)

Website: [www.teapak.com](http://www.teapak.com)

Capitale Sociale: € 5.090.000 i.v. • R.E.A. di Bologna n. 418480 • Directing Company is Kit Holding B.V