



TEEKANNE Code of Conduct

TEEKANNE GmbH & Co. KG (TEEKANNE) has decided to work exclusively 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 with regard to people's working and living conditions. This Code of Conduct outlines key points that TEEKANNE requires a company to observe in its personnel practices and policies. It is based on the fundamental principles and rights at work and the 1998 ILO Declaration. We want to ensure that the fundamental principles of this Code of Conduct are adhered to by all parties involved in the supply chain.

HEALTH & SAFETY

- The supplier must ensure a safe and healthy work environment for all its employees.
- This includes fire safety, the use of appropriate firefighting equipment, and emergency evacuation plans.
- Employees must be effectively protected from hazardous working conditions (e.g., dust, noise, prolonged exposure to the sun).
- Other areas to be addressed include basic first aid, access to drinking water, and adequate sanitary facilities.

ENVIRONMENT AND SUSTAINABILITY

- TEEKANNE is committed to environmental protection and requires its suppliers to comply with regulatory standards.
- National and international regulations regarding the conservation of biodiversity must be complied with, particularly with regard to the use of raw materials from wild collection and the protection of forested areas.
- Land use must be sustainable and comply with established guidelines on good agricultural and hygiene practices. It must prevent soil degradation, such as soil erosion or unacceptable pesticide contamination of groundwater.
- Waste must be collected, stored, and disposed of appropriately in an effort to minimize environmental pollution.
- Suppliers must handle hazardous chemicals and substances with care and in accordance with best practices. All applicable laws, including the Minamata Convention, regarding the storage, disposal, and movement of hazardous substances must be complied with.
- Furthermore, hazardous waste must be treated, collected, stored, and disposed of in an environmentally sound manner in accordance with the Stockholm Convention. Similarly, the production and use of chemicals are prohibited under the aforementioned convention.
- The import and export of hazardous and other wastes as defined by the Basel Convention, as amended from time to time, are also prohibited.



- TEEKANNE pursues a climate strategy aligned with the requirements of the Science Based Targets initiative. The goal is to contribute to achieving the 1.5-degree target agreed upon at the UN Climate Change Conference in Paris by reducing emissions generated during production and throughout the supply chain. The supplier is required to assist in the accounting of CO₂ emissions and to implement appropriate measures that lead to increased energy efficiency and the reduction and/or avoidance of greenhouse gases.
- TEEKANNE is committed to complying with the EU Deforestation Regulation (EUDR) and expects its suppliers to fully meet all legal requirements. For all relevant raw materials, suppliers must ensure that, as of December 31, 2025, no deforestation or damage to natural ecosystems occurs in connection with production. Suppliers are required to provide traceability data that enables an EUDR-compliant due diligence assessment and to actively support measures that contribute to the implementation of TEEKANNE's climate goals—including the SBTi goal of a deforestation-free supply chain.

EMPLOYMENT CONTRACTS, WORKING HOURS, WAGES, OCCUPATIONAL SAFETY AND HEALTH, AND FREEDOM OF ASSOCIATION

- The supplier's compensation of employees, including overtime pay, as well as working hours, must comply with legal requirements, in particular with minimum wage regulations. Information regarding working hours, overtime pay, social benefits, and notice periods must be specified in employment contracts or described in an employee handbook or similar document. The relevant employment contract or the corresponding excerpt from the employee handbook must be provided to employees. Furthermore, the supplier is expected to be informed about local living wages and is encouraged to pay wages that meet or exceed living wage standards. A living wage is an income that enables a person to meet the basic needs of half of an average family in terms of education, food, and transportation. The employer must be able to demonstrate that the wages paid to all workers for normal working hours (including existing social benefits, benefits in kind, and bonuses) are equal to or exceed living wages.
- It is prohibited to disregard the applicable occupational safety and health obligations under the law of the place of employment if this could result in the risk of workplace accidents or work-related health hazards.
- It is prohibited to violate the right to freedom of association (i.e., among other things, the right to form and join labor unions, as well as to ensure the free operation of labor unions).

DISCRIMINATION AND DIVERSITY / ESTABLISHING A COMPLAINT CHANNEL

- Rooted in the tradition of a family-owned business, TEEKANNE stands for a culture of openness, respect, and appreciation. We are convinced that all people must be treated equally. For this reason, no one may be discriminated



against or disadvantaged on the basis of age, nationality, religion or belief, gender, sexual orientation, disability, social or ethnic origin, or any other visible or invisible characteristics.

- The supplier must not harass or abuse its employees in any way, either in the workplace or in their private lives. The use of corporal punishment, threats of violence, any other form of mental or physical coercion, as well as sexual harassment, must not be practiced, supported, or tolerated.
- We expect the supplier to not tolerate discrimination and to ensure that abuses are identified and resolved.
- To ensure this, the supplier must establish an appropriate and easily accessible complaint channel for all its employees. Complaints received through this channel—particularly those regarding human rights and environmental issues—must be taken seriously and followed up on at all times. The supplier must take appropriate corrective measures commensurate with the severity of the complaint received.
- Should any complaints or incidents come to light, the supplier is obligated to provide TEEKANNE with information regarding the measures taken.
- If the supplier has not established its own complaint channel, it may use the complaint channel of the German Tea Association (for raw material suppliers) or TEEKANNE's internal complaint channel (for all other suppliers). This channel should be made easily accessible and barrier-free to all of the supplier's employees. Both of the aforementioned complaint channels are listed on the TEEKANNE website under the heading "Whistleblowing."

Beschwerdekanal des deutschen Teeverband: www.report-tvh.com

TEEKANNE internen Beschwerdekanal: <https://teekanne.reporting.channel.com>

CHILD LABOR

- Child labor is defined as work performed by children that impairs a child's right to healthy growth and development and denies them the right to an education of appropriate quality. The use of children in TEEKANNE's supply chain for goods and services is therefore prohibited. No person may be employed below the national minimum age limit. Proof of age must be verified and documented prior to hiring.
All measures to prevent child labor must be implemented with the best interests of the child in mind.
- The supplier must comply with the relevant ILO conventions (specifically Conventions No. 138 and No. 182) as well as all applicable national and international laws, regulations, and provisions in force in the country of production



FORCED LABOR

- The supplier may not use forced, prison, or involuntary labor; any form of deception, intimidation, or coercion of workers, as well as all forms of slavery and slave-like practices, are prohibited.
- The supplier must allow its employees to leave the factory premises without hindrance at the end of their shift.
- The supplier may not withhold employee ID cards or passports or require security deposits (e.g., for work clothes or uniforms).
- If housing is provided to workers, it must fully comply with legal requirements.
- Employees must have the option at all times to terminate their employment in accordance with legal provisions. If employment contracts are terminated in accordance with the agreed-upon notice periods, the supplier may not reduce the salaries of departing employees.
- If housing is provided to workers, it must fully comply with legal requirements.
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BUSINESS PROCESSES

- Employees must be employed in accordance with applicable laws and regulations.
- The supplier must provide its employees with all legally required benefits to which they are entitled, particularly with regard to health and social insurance.
- The supplier must not prevent workers or employees from exercising their right to collective bargaining and freedom of association.
- The supplier must maintain personnel records for each employee or temporary worker, including documentation of age, wage payments, and working hours.

USE OF SUBCONTRACTORS

- The supplier is responsible for ensuring that subcontractors also comply with the requirements of this Code of Conduct. They agree to Code of Conduct to their subcontractors at every level and to obtain their confirmation of compliance, or to implement other appropriate measures (such as procurement guidelines) to ensure responsible sourcing within the food supply chain.

CORRUPTION

- TEEKANNE does not work with suppliers who operate in an unethical or illegal manner. This includes bribes and kickbacks, as well as gifts and favors, as it is our business principle to combat corruption in all its forms, including extortion and bribery.



COMPLIANCE

- The supplier is obligated to provide TEEKANNE with appropriate support in complying with legal and other applicable requirements. This includes, in particular, providing relevant information and documentation, as well as ensuring transparency regarding subcontractors and working conditions. The supplier shall cooperate, to the best of its ability, in identifying potential risks, in particular by providing relevant information and documentation, and shall support the implementation of appropriate measures
- TEEKANNE supports its suppliers in the continuous improvement of their operations and practices. We value long-term relationships and therefore, in the event of non-compliance, will continue the business relationship only as long as there is a willingness to move in the right direction based on an agreed-upon action plan. Repeated critical non-compliance will result in the termination of the business relationship with the supplier in question. To ensure compliance with regulations and to support or monitor progress, TEEKANNE conducts regular inspections and further reserves the right to have compliance with the requirements of this Code of Conduct verified by independent third-party auditors.

I have read and understood the Code of Conduct above and hereby confirm that I will act in accordance with its requirements.

Company Name Company Stamp/Seal

City Date Signature

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