

Supplier Code of Conduct – Due Diligence within the supply chain

Stick und lembke is a small, medium-sized company based in Hamburg. Trust and reliability are just as important to us as running our company economically, ecologically, and socially. We have been pursuing this goal since the company was founded. We expect our employees as well as our business partners to live by and observe our corporate principles (Code of Conduct) for ecologically, socially and ethically fair conduct.

The Supplier Code of Conduct (SCoC) forms the minimum standard for all our business partners and their subcontractors and is based on the following national legislation and internationally recognized standards and guidelines:

- Lieferkettensorgfaltspflichtengesetz (LkSG)
- OECD-FAO Guidance for Responsible Agriculture Supply Chains
- UN Guiding Principles on business and human rights
- ETI Base Code <https://www.ethicaltrade.org/resources/eti-base-code>
- ILO Fundamental Principles and Rights at Work
- United Nations Global Compact (UNGC)

Where local/national laws are less stringent than this Supplier Code of Conduct as generally applicable law, we expect the company and employees to apply the higher standard, provided this does not violate local laws.

Risk management

As a business partner involved in the tea, herbal and fruit tea supply chain, we are committed to identifying and assessing all actual and potential human rights and environmental risks arising from our business activities. The identified human rights and environmental risks should be prioritized according to their nature and extent, and preventive and remedial measures should be defined.

All of the company's stakeholders should be taken into account when setting up the risk management system. Based on risk, employees should be informed about the implementation of such a risk analysis, the corresponding measures should be communicated and, if necessary, training should be provided.

In order to adapt the analysis to our processes as closely as possible, it should be carried out at least once a year or as required.

We would like to encourage all business partners to also carry out a risk analysis for their business area with appropriate preventive and corrective measures.

| | | | |
|-------------------------------|--------------------------------------|------------------------------------|------------|
| Dokument | FB 64-02 Supplier Code of Conduct-EN | gültig ab | 01.04.2024 |
| ersetzt Dokument | FB 64-01 Supplier Code of Conduct-EN | | |
| erstellt/ geändert von | ASt | geprüft und freigegeben von | KLE |

Internal document. External use only permitted with the written permission of stick & lembke GmbH.

Grievance mechanism

Through our business activities, the trade and distribution of organic tea, organic herbal and organic fruit tea, we do not only have an indirect impact on people and nature in the countries of origin, but also along the entire supply chain right through to the end-consumer. In these complex and multi-layered supply chains, violations of human and environmental rights cannot always be ruled out.

We have introduced this reporting channel www.report-tvh.com so that we can be informed about grievances in our supply chain as quickly as possible and so that everyone has the opportunity to report grievances or violations. All stakeholders can use this web-based and anonymous channel to report grievances and violations within the supply chain in over 40 different languages.

We also ask you to fulfill your duty of care and introduce a complaints system in the company and your business area that is always accessible, transparent, reliable and protects the confidentiality of identity.

Our principles:

1. Forced labour

Any form of forced labour, work for which the person has not volunteered, because of debt bondage or human trafficking. Slavery, slavery-like practices, servitude, or other forms of oppression are prohibited. All work must be done freely and without the threat of violence. Workers are not required to leave a "deposit" or their identity documents with their employer and are free to leave their employer after a reasonable period of notice.

2. No child labour

The use of child labour is prohibited. Suppliers shall comply with ILO Standard 138 on the minimum age for admission to employment and 182 on the prohibition and immediate action for the elimination of the worst forms of child labour. Where young workers are employed before they reach the age of majority, it shall be ensured that national legal provisions on the employment of minors are fully complied with and that safeguards are in place for the specific protection of young workers.

If children are found at work, this should be documented and stick & lembke should be informed without being asked to jointly find the cause and take corrective measures to prevent future incidents.

3. Freedom of association and the right of collective bargaining

Workers have the right, without exception, to assemble and form a trade union/representation of their choice and to bargain collectively. The supplier shall have an open attitude towards the activities of trade unions in their organizational activities. Workers' representatives are not discriminated against and can carry out their functions in the workplace.

| | | | |
|-------------------------------|--------------------------------------|------------------------------------|------------|
| Dokument | FB 64-02 Supplier Code of Conduct-EN | gültig ab | 01.04.2024 |
| ersetzt Dokument | FB 64-01 Supplier Code of Conduct-EN | | |
| erstellt/ geändert von | ASt | geprüft und freigegeben von | KLE |

Internal document. External use only permitted with the written permission of stick & lembke GmbH.

Where legislation restricts the right to organize and bargain collectively, the employer shall allow and not impede the development of equitable means for the establishment of independent and free representation for workers.

4. Anti-Discrimination

In all areas of the company and in all decisions, any form of direct or indirect discrimination is prohibited. For example, no one may be discriminated against on the grounds of age, gender, sexual orientation, pregnancy, disability, nationality, ethnic origin, skin colour, religion or belief, political opinion, social background, or marital status, unless this is justified by the requirements of the employment.

Unequal treatment also includes employment, training, social benefits, and the payment of unequal remuneration for work of equal value. The personal dignity, privacy and personal rights of everyone shall be respected.

5. Wages, working hours and employment contracts

The Supplier shall pay its employees the national statutory minimum wage or the industry minimum standard wage, whichever is higher. Employees shall also be provided with all benefits required by law. The supplier shall ensure that workers receive full, easily understandable, and regular written information on the composition of their remuneration and that remuneration is paid in a legal tender. Deductions from wages as a punitive measure are not permitted. Every worker must be provided with a written contract of employment in accordance with ILO Convention 64.

The statutory working time regulations, including overtime, break, rest, and holiday periods, as well as paid sick days and parental leave, must be observed. Overtime must be voluntary or regulated by a contract or collective agreement and remunerated at a higher rate than regular working hours.

6. Health and safety

The business partner provides a safe and healthy working environment. Appropriate occupational safety measures and necessary precautionary systems against potential accidents, injuries and illnesses of employees are taken. The minimum requirements include the provision of drinking water, adequate sanitary facilities, personal protective equipment, adequate organization of working hours and appropriate lighting, temperature control and ventilation. In addition, employees are regularly informed and trained on the applicable health and safety standards.

If staff accommodation is provided, it must be clean, safe, and meet the basic needs of the people.

7. Environment

All business partners observe the applicable norms and standards for environmental protection and are constantly striving to improve environmental protection measures. The company complies with all regulations and requirements relating to waste legislation,

| | | | |
|-------------------------------|--------------------------------------|------------------------------------|------------|
| Dokument | FB 64-02 Supplier Code of Conduct-EN | gültig ab | 01.04.2024 |
| ersetzt Dokument | FB 64-01 Supplier Code of Conduct-EN | | |
| erstellt/ geändert von | ASt | geprüft und freigegeben von | KLE |

Internal document. External use only permitted with the written permission of stick & lembke GmbH.

pollution control, water protection and hazardous substances. Responsible and efficient use of resources is practiced at all stages of the value chain. Environmental and climate protection are ongoing issues, and the promotion of biodiversity must also make an important contribution.

In order to make our contribution to the Paris Climate Agreement and the Green Deal, all business partners are required to implement measures to protect resources in their sphere of influence.

8. Land use

Suppliers are prohibited from violating applicable law to acquire or cultivate land, forests or waters, the use of which secures the livelihood of persons. Other harmful impacts on soil, water, air or noise or excessive water consumption that significantly affect the basis for food preservation and production, prevent access to clean drinking water and sanitation or harm the health of any person are prohibited.

9. Product safety

To ensure product safety at every stage, our products must be fully traceable and labeled, stored, processed and transported according to their certification status (e.g. organic, Rainforest Alliance, Naturland, etc.).

10. Business with integrity

All business partners comply with applicable antitrust and competition laws and respect existing intellectual property rights (patents, trademarks, designs, copyrights, etc.). Furthermore, all have installed a process for dealing with corruption, bribery, gifts and other possible conflicts of interest.

11. External auditing

Employees of or companies commissioned by stick and lembke are entitled to check whether the business partner complies with the requirements set. For this purpose, these representatives are entitled to inspect the company premises and the company facilities within business hours and to question employees of the company on compliance with the Code of Conduct.

The requirements can also be checked by requesting suitable certificates, audit reports or via web-based query systems.

12. Contract compliance

We endeavor to maintain our long-term partnerships. Termination of the business relationship is only considered as a last resort.

| | | | |
|-------------------------------|--------------------------------------|------------------------------------|------------|
| Dokument | FB 64-02 Supplier Code of Conduct-EN | gültig ab | 01.04.2024 |
| ersetzt Dokument | FB 64-01 Supplier Code of Conduct-EN | | |
| erstellt/ geändert von | ASt | geprüft und freigegeben von | KLE |