

TWOODIE PBC – SOURCING STANDARDS

These Sourcing Standards established by Twoodie PBC (“**Twoodie**”) set out our fundamental expectations of all our supply chain partners in relation to social and environmental conditions. All agents, suppliers, manufacturers and their manufacturing facilities, including all subcontracting and packaging facilities (our “**Suppliers**”), are expected to comply with these standards.

1. Compliance with Laws

Suppliers must fully comply with all applicable national and/or local laws and regulations, including, but not limited to, those related to labour, immigration, health and safety, and the environment.

2. Voluntary Labour

All labour must be voluntary. Slave, prison, child, underage, trafficked, forced, bonded, or indentured labour is unacceptable and will not be tolerated under any circumstances. Employees should be treated with respect and dignity and shall not be subjected to any form of harassment or abuse. Employees must be allowed to maintain control over their identity documents.

3. Labour Hours

Suppliers must provide workers with rest days and must ensure that working hours are consistent with the law and not excessive.

4. Hiring and Employment Practices

Suppliers must accurately verify workers’ age and legal right to work in the country prior to employment. All terms and conditions of employment including, but not limited to, hiring, pay, training, promotion, termination, and retirement must be based on an individual’s ability and willingness to do the job. No discrimination based on gender, race, religion, age, disability, sexual orientation, pregnancy, marital status, nationality, political opinion, trade union affiliation, social or ethnic origin will be tolerated.

5. Compensation

Suppliers must compensate all workers with wages, overtime premiums, and benefits that meet or exceed legal standards or collective agreements, whichever are higher. Workers should be paid on a timely basis. There shall be no disciplinary deductions from pay.

6. Freedom of Association and Collective Bargaining

To the extent permitted by local law, Suppliers shall respect the right of workers to choose whether to lawfully and peacefully form or join trade unions of their choosing and to bargain collectively.

7. Health and Safety

Suppliers must provide workers with a safe and healthy work environment. Suppliers must take proactive measures to prevent workplace hazards which shall include periodic employee training and workplace risk audits.

8. Environment

Suppliers should ensure that every manufacturing facility complies with environmental laws, including all laws related to water use, water quality, energy use, air emissions, chemical use, toxicity and waste disposal. Wherever possible, Suppliers should seek to reduce the environmental impact of their operations and use materials obtained from permissible harvests consistent with international treaties and protocols in addition to local laws and regulations.

9. Gifts and Entertainment

Suppliers must not offer gifts or entertainment to employees of Twoodie, or those working on behalf of Twoodie, which are of anything more than nominal value.

10. Conflicts of Interest

Suppliers must not enter into transactions with employees of Twoodie that create, or create a perception of, a conflict of interest.

11. Anti-Corruption

Suppliers must not tolerate, permit, or engage in bribery, corruption, or unethical practices whether in dealings with public officials or individuals in the private sector.

12. Record Keeping

Suppliers must keep accurate financial and other records of all matters related to their business with Twoodie.