



INTRODUCTION

Stash Tea Company is committed to a procurement program that accomplishes more than just planning for and securing its inventory needs. We believe in fostering fair and open competition; operating under the highest ethical standards; being protective of human rights and the environment and enjoying the trust and confidence of our business partners and customers. To achieve these important goals, Stash Tea Company shares our principles with our suppliers and business partners with the expectation that we work together to promote progressive, active and ethical standards in all aspects of the Stash Tea Company/supplier working relationship.

All of our suppliers, including suppliers outside of the United States, are expected to support our values and to assure compliance in all contracting and sub-contracting arrangements and/or in other relationships related to the business of Stash Tea Company. To assist Stash Tea Company in assuring compliance with these standards, suppliers agree to inform all key members of their team of these important ethical principles that Stash Tea Company adheres to.

LEGAL AND ETHICAL STANDARDS

Stash Tea Company promotes, in every way possible, ethical conduct in the workplace; safe working conditions throughout Stash Tea's supply chain; treatment of workers with respect and dignity and environmentally responsible manufacturing processes.

Any and all forms of illegal or unethical activity including, but not limited to, corruption, misrepresentation, extortion, embezzlement or bribery of a Stash Tea employee are strictly prohibited and may result in termination of any or all supplier agreements with Stash Tea Company, as well as possible legal action. All documentation prepared for Stash Tea Company is to be accurate, honest and timely.

Suppliers shall comply with the legal requirements and standards of their industry under the national laws of the country(ies) in which the supplier is doing business. Should the legal requirements and standards of the industry conflict, vendors must, at a minimum, comply with the legal requirements of the country in which the products are grown or processed. If, however, the industry standards exceed the country's legal requirements, Stash Tea Company will choose suppliers who meet such standards. Suppliers shall comply with all import and export regulations of the United States Customs Service and must supply consumable products that meet all Environmental Protection Agency (EPA) and Federal Food & Drug Administration (FDA) regulatory guidelines.

Stash Tea Company does not condone or permit any activities which are in violation of U.S. Customs Laws, International Treaties or Foreign Laws, including, but not limited to, false declarations of country of origin certificates or other false documentation, counterfeit visas or illegal transshipment to evade home-country or United States import-export laws. All merchandise shall be accurately marked or labeled with its country of origin, in compliance with the laws of the United States and those of the country of manufacture/creation.

All shipments of merchandise will be accompanied by the requisite documentation issued by the proper governmental authorities. The commercial invoice shall accurately describe all the merchandise contained in the shipment, identify the country of origin of each article contained in the shipment and shall list all payments, whether direct or indirect to be made for the merchandise.

DISCRIMINATION AND HUMAN RIGHTS

Stash Tea Company strives to conduct its business in a manner that reflects our global awareness of human rights issues. As we expand our sourcing base through strategic alliances, we will only, knowingly, do business with suppliers and business partners (within our supply chain and with employment agencies) whose practices in this area are compatible with our own.

Stash Tea Company does not condone or permit the use of child labor; forced, indentured, involuntary, prison or uncompensated labor; human trafficking and business; or exploitation under any circumstances. For the purposes of this standard, the following definitions have been employed:

- A. **Child labor:** Child labor shall mean the employment of individuals who are under the age permitted by applicable law in the region/state/country of origin.
- B. **Human Trafficking and Business:** Trafficking in persons shall mean the recruitment, transportation, transfer, harboring or receipt of persons, by means of threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation.*
- C. **Exploitation:** Exploitation shall include, at a minimum, the exploitation of the prostitution of others or other forms of sexual exploitation, forced labor or services, slavery or practices similar to slavery, servitude or the removal of organs.*

*United Nations Palermo Protocol, General Assembly Resolution 55/25, Annex II (2010)

Stash Tea Company seeks out suppliers who have a social and political commitment to basic principles of human rights and who do not discriminate against their employees in hiring practices or any other term or condition of worth on the basis of race, color, national origin, gender, religion, economic station, disability, sexual orientation or political opinion. We believe in fair employee compensation for work completed. This expectation is based on what fair pay is considered to be for the region/state/country the work is completed in.

ENVIRONMENTAL CONCERNS AND CORPORATE SUSTAINABILITY

Stash Tea Company maintains a progressive stance regarding employee, community and global issues through its supply chain as well as within our own business practices. As a responsible corporate citizen we will utilize only those suppliers who share our commitment to their own community and the environment and who conform to all legal requirements regarding the supplier's country or origin's and/or the product's country of origin's environmental codes and guidelines.

We aim to minimize the impact of our activities on environmental resources by adopting efficient processes, modern technologies and resource management practices. In addition, we continuously invest in our human capital in order to effectively implement these practices in our daily operations and workings with our business partners.

Our environmental policy is subject to continuous development, in accordance with industry related best practices, developing technologies and updated strategic management initiatives.

PRODUCT QUALITY

Stash Tea Company makes every effort to provide the highest quality products to our customers. To that end, we require all current and prospective suppliers to complete our *Quality Control Supplier Questionnaire*. This questionnaire is designed to assure that our suppliers are complying with good manufacturing practices (GMPs) as required by the United States Food and Drug Administration (F.D.A.). GMPs are important as they include specific guidelines as to the handling and testing of raw materials, record keeping, standards for cleanliness and safety, production and process controls, labeling practices, and warehousing and distribution.

Our *Quality Control Supplier Questionnaire* includes inquiries to assure that tea, herbs, and other products received have been harvested using sustainable methods, to the degree possible, and have been appropriately tested for identity, quantity, and contaminants. When choosing both suppliers and raw materials, we consider the time and method(s) of harvest by a supplier, their country of origin, locale, and susceptibility to contamination.

VERIFICATION AND EVALUATION

In the event that Stash Tea Company is not able to evaluate a supplier's facility/operations first-hand, we reserve the right to commission a third-party to visit the supplier's facility/operations for review. If the supplier has completed Stash Tea Company's *Quality Control Supplier Questionnaire* then we will consider the form and its contents in our annual supplier review process. Stash Tea Company evaluates its supplier relationships, agreements and contracts annually. We will send out the *Quality Control Supplier Questionnaire* periodically in order to gather the most up-to-date information as possible on suppliers.

ACKNOWLEDGMENT

Stash Tea Company submits this document to the primary supplier contact for our Purchasing Department to be signed by an authorized member of the supplier's company. If the ethical principles and goals within this document are not observed by our supplier then Stash Tea Company reserves the right to terminate the business partnership. If suppliers are willing to show that improvements, updates and changes have been made after having been removed for our preferred supplier listing, we will consider reinstatement at that time.

Thank you for your support. Your organization is an important part of Stash Tea Company's goal to grow our business in an ethical, transparent and responsible manner.

Authorized Representative Information

Company Name: _____

(Print Name): _____

(Signature): _____ Date: ____ / ____ / ____

Title: _____

Contact Information: (Phone): _____ (E-mail): _____