

Document Title: Code of Conduct			
Document#: OP-PO-005	Version#: 2	Revision date: 08/01/2022	Page 1 of 3
Approved By: SQF Practitioner	Reason for Change:	Annual review, specify sustainability commitment, work hours	

HAMMOND'S CODE OF CONDUCT

Mission

Generations of smiles crafted one taste at a time.

Core Values

- Energy** *Have fun, celebrate success, and achieve big results*
- Creativity** *Continuously innovate and evolve in a way that is unmatched*
- Quality** *Deliver your best every day*
- Safety** *Foster an environment that breathes security*
- Consideration** *For our vendors, our customers, our team, and ourselves*
- Growth** *Personal growth, corporate growth, universal growth*
- Integrity** *Be honest with yourself*
- Fiscal Responsibility** *Make monetary decision in the best interest of our stakeholders*
- Excellence** *Pride, going above and beyond*

OUR MARKET:

Children of all ages

1. ETHICAL VALUES

- a) Transparency:** Openness, communication, and accountability. We expect our suppliers to provide transparency into their operations, policies, processes, and relevant records. Suppliers must disclose the identity, physical location and ownership of all factories that will produce goods for us, including the use of sub-contractors.
 - **Bribery:** Monetary gifts are not offered to Hammond's Candies.
 - **Subcontracting:** Suppliers disclose the identity, physical location and ownership of any subcontractors that will produce goods for Hammond's Candies.
- b) Commitment to Continuous Improvement:** Hammond's is committed to continuous improvement in all aspects of our operations and similarly expects suppliers to demonstrate a commitment to continuous improvement and engage in the improvement process.
- c) Child Labor:** The supplier does not employ workers under the age of the legal working age. Documentation is maintained to verify the age of all workers.
- d) Human Trafficking:** The supplier does not employ workers of human trafficking. All workers provide voluntary work or service under no threat of penalty.
- e) Forced Labor and Slavery:** Forced Labor or slavery is work exacted under the menace of any penalty and for which the worker has not offered himself voluntarily.
 - **Voluntary work:** All workers provide voluntary work or service under no threat of penalty.
 - **Bond, debt, prison labor:** Workers are not hired under bond, debt or other obligation, nor does the facility hire or subcontract work to prison labor.

Document Title: Code of Conduct			
Document#: OP-PO-005	Version#: 2	Revision date: 08/01/2022	Page 2 of 3
Approved By: SQF Practitioner	Reason for Change:	Annual review, specify sustainability commitment, work hours	

- **Document control:** There is no holding original employee documents, such as passports, without a system for employees to access those documents at will.
- **Physical restraint:** There are no physical restraints to workers leaving the facility during work hours (e.g. locked exits, armed guards, etc.)
- **More subtle forms:** There is no Prison Labor, Indentured Labor, Slave labor, Contract labor: wherein upfront fees are so high that workers are forced to borrow money and cannot afford to quit until loan is repaid.
- f) **Freedom of Association:** Hammond's respects the right of all workers to freely associate, organize and bargain collectively, as outlined by local, state, and federal laws.
- g) **Sustainability:** Hammond's is committed to a proactive approach towards Sustainability to lower our carbon footprint. Environmental impact is a factor when making decisions in regard to waste disposal, recycling opportunities, purchasing raw materials and packaging, and transit of goods. We are an Organic certified facility, offering a line of products for consumer made with USDA Organic certified ingredients.

1. Equal Employment Opportunities and Child Labor

Our company is committed to the principals of Equal Employment Opportunity and is committed to making employment decisions based on merit and value.

We are committed to complying with all Federal, State, and local laws providing Equal Employment Opportunities, as well as all laws related to terms and conditions of employment.

We desire to keep a work environment which is free of harassment or discrimination because of sex, race, religion, color, national origin, sexual orientation, physical or mental disability, marital status, age or any other status protected by Federal, State or local laws.

Hammond's Candies has zero tolerance for child labor within our own establishment, as well as globally in our supply chain partners. The minimum working age for Hammond's Candies is 15 years of age. A strict minor employee policy is in place to ensure that all local, state, and federal legislation is closely followed regarding child employment laws. In the event that a child under the age of 15 is discovered to be employed by Hammond's, we will work closely with local resources to ensure that the child is safe and enrolled in school, and will provide reasonable accommodations to assist in any transition needed.

2. Hours of work and Compensation

Hammond's is committed to providing employment that is ethically and morally sound, supporting our employees with fair wages and hours for a healthy work-life balance.

Hammond's Candies starting pay is competitive and exceeds the minimum wage for the state of Colorado.

Document Title: Code of Conduct			
Document#: OP-PO-005	Version#: 2	Revision date: 08/01/2022	Page 3 of 3
Approved By: SQF Practitioner	Reason for Change:	Annual review, specify sustainability commitment, work hours	

We are compliant with all local, state and federal laws regarding hours employees are committed to work. Employees may not work more than 6 consecutive days without at least 1 full day off, and may not work more than 60 hours per week.

3. Diversity, Anti-discrimination and Harassment

We value diversity and are willing to employ people of all ethnic and racial groups, ranging in age from the teens to the sixties and older, and representing a broad spectrum of religions and national origins.

The company will make every reasonable effort to accommodate those physical or mental limitations of an otherwise qualified employee, unless undue hardship would result for the company.

Our company does not tolerate any form of discrimination or harassment. Any employee who feels that he or she has witnessed, or been subject to, any form of discrimination or harassment must immediately notify their supervisor, personnel administrator or other manager at the company.

We will promptly investigate any claim and take appropriate action. We will seek to impose appropriate sanctions against any person found to be in violation of this policy.

Such sanctions may include, but are not limited to, reprimand, suspension, demotion, transfer and discharge.

4. Grievances

Our company prohibits retaliation against any employee who brings forth any complaint or assists in the investigation of any complaint. Employees have the right to communicate openly with management regarding working conditions without fear of any form of penalty or harassment.

Employees are encouraged to leave anonymous feedback, comments, and concerns through the suggestion box which is reviewed monthly by management.

5. Suppliers Code

All raw ingredient suppliers, packaging suppliers, and co-packers are required to uphold the same level of ethical values and treatment of their employees. Suppliers are required to provide current labor policies, letters of guarantee, and third-party audits on an annual basis to ensure their good standing legislatively and ethically.