

# Supplier Code of Conduct



Ten Tree International Inc.'s ("tentree") goal is to become the most environmentally progressive brand on the planet and our commitment to sustainability extends beyond planting trees, it is woven into everything we do. We recognize that there are different legal and cultural environments for suppliers who operate globally and we are committed to working with employers when agreed, to identify priorities for action and opportunities for improving environmental impacts, workers' basic needs and the well-being of communities.

## COMMIT TO BETTER HUMAN CONDITIONS

1. In line with 2030 United Nations Sustainable Development Goals, tentree advocates for the responsibility of business enterprises to respect human rights which includes the responsibility to avoid causing or contributing to adverse human rights impacts, to address such impacts when they occur, and to seek to prevent or mitigate adverse human rights impacts that are directly linked to their operations, products or services by their business relationships.

2. This supplier Code of Conduct ("Code" or "COC") is based on International Labour Organization core labour standards, UN Guiding principles for business & human rights, and other international treaties, Canadian and extraterritorial legislation (environment, anti slavery or anti corruption laws), customs, norms, and best practices. When differences or conflicts in standards arise, business enterprises are expected to comply with the highest standard that is the most in favour of the employees.

## COMPLY WITH LAW & CODE

3. Suppliers are expected to comply with and will be monitored to: (1) all relevant and applicable national laws and regulations in the country where they do business (2) Canadian, extraterritorial and international laws (3) norms and best practices (4) tentree's Code of Conduct, (5) tentree's Supplier Partnership Handbook, and (6) where applicable, Collective Bargaining Agreements.

## NO FORCED LABOUR, MODERN SLAVERY OR HUMAN TRAFFICKING

4. There shall be no use of forced, involuntary or compulsory labor, including bonded or prison labour or other forms of forced labour. No one shall be held in slavery or be the object of human trafficking. Suppliers are required to monitor any third party entity recruiting or hiring employees, particularly migrant workers, to ensure that among others, there is no withholding of wages or identity documents, nor sexual exploitation. In addition to being a serious violation of fundamental human rights, forced labour, slavery, slave-related practices constitute a criminal offense and/or a crime against humanity and liability can be traced throughout the supply chain.

## NO CHILD LABOUR

5. No person shall be employed under the age of 15 or under the age for completion of compulsory education, whichever is higher. Juvenile workers (ages 15-17) shall not perform work likely to compromise their health, safety, or morals.

## NO HARRASMENT, ABUSE, NOR DISCIPLINARY PRACTICES

6. Every employee shall be treated with respect and dignity. No employee shall be subject to any physical, sexual, psychological or verbal harassment, abuse or threats, to monetary fines, or embarrassing acts as a disciplinary measure or any kind of corporal punishment.

## NO DISCRIMINATION

7. No person shall be the object of any discrimination in employment, including recruitment, wage, training, promotion, working conditions, compensations, benefits, discipline, termination or retirement on the basis of gender, marital status, pregnancy, race, age, colour, sexual orientation, gender identity, religion, disability, political affiliation, union membership, nationality, social or ethnic origin or any other type of discrimination.

## RESPECT FREEDOM OF ASSOCIATION & RIGHT TO COLLECTIVE BARGAINING

8. The right of all workers to form and join trade unions or worker organizations of their choice and bargain collectively shall be recognized without harassment, interference or retaliation.

## PROVIDE LIVING WAGE & EQUAL PAY

9. Wages and benefits paid for a standard working week shall be paid in a timely manner, meet at least legal or industry minimum standards, be sufficient to meet basic needs of workers and their families, and provide some discretionary income. Where compensation does not meet these requirements, the supplier shall take appropriate actions that seek to progressively realize a level of compensation that does. Employers shall respect equal pay between women and men for work of equal value and equal employment opportunities to women.

## NO EXCESSIVE WORK HOURS

10. Working hours shall be defined by contract and shall not exceed 48 hours per week. Employers shall allow workers at least 24 consecutive hours of rest in every seven-day period. Overtime shall be voluntary, not exceed 12 hours per week, not be demanded on a regular basis, and always be compensated at a premium rate. Other than in exceptional circumstances, the sum of regular and overtime hours in a week shall not exceed 60 hours. In case of succession of shifts or exceptional circumstances, the 48-hour-week limits may be exceeded where allowed by national law.

## NO CORRUPTION

11. In respect of cultural differences and local customs, while gift giving is acceptable to show appreciation and gratitude with no expectation of return, a gift or a favour bestowed to influence the recipient's conduct or gain benefit will be considered as a bribe and an act of corruption. Corruption is illegal and falls under national, Canadian, and United Nations anti-corruption regimes when applicable. Tentree supports and will give preference to companies with anti-corruption policies in order to prevent incidents of corruption.

## PROVIDE A SAFE & HEALTHY ENVIRONMENT

12. A safe and hygienic working environment shall be provided, and best occupational health and safety practice shall be promoted. Effective regulations shall be implemented to detect and prevent accidents, minimize health risks, and provide security as much as possible including providing dormitory facilities if applicable.

## PROTECT THE ENVIRONMENT

13. Environmental damages directly threaten the right to life, to health, to water and to development among others. Suppliers shall comply with environmental laws and adopt credible, proactive measures to mitigate negative impacts on the environment. Tentree requires all suppliers to be transparent about environmental impacts of their activities and commits to working with suppliers to identify priorities for action and opportunities for improvement.

## SAFEGUARD WORKER RIGHTS

14. Employers shall adopt and adhere to rules and conditions of employment that respect workers and safeguard their rights under national and international labour and social security laws.

## CODE APPLIES TO ENTIRE SUPPLY CHAIN

15. Requirements in this Code apply to all factories that produce goods for Ten Tree International Inc. ("tentree") or any of its subsidiaries, divisions, affiliates or agents. This Code also applies to the whole supply chain, including (but not limited to) sub-suppliers, sub-contractors and farms. Standards equally apply to permanent, temporary, and agency workers, as well as piece-rate, salaried, hourly paid, legal young workers (minors), part time, night, and migrant workers.

## NO SUBCONTRACTING

16. Suppliers shall be transparent about their supply chains and no subcontracting will be permitted without written approval from tentree. Should subcontracting be approved, supplier shall ensure the compliance to this code and applicable laws of any subcontractors producing tentree branded or affiliate products.

## MANAGEMENT COMMITMENT

17. As a condition of doing business with tentree, the contractor shall implement and integrate this Code and applicable laws into its business and submit to verification and monitoring. If the Code is not followed, this may result in our contracts being declared void.

## COMMUNICATION OF CODE & WORKER TRAINING

18. Suppliers commit to posting this code, in the language(s) of its employees, in all major workspaces. Suppliers also commit to training employees on their rights and obligations as defined by this Code, and applicable country laws.

If you believe your rights have been violated, please bring these issues to our attention by contacting us via email at [worker.rights@tentree.com](mailto:worker.rights@tentree.com).

Please feel free to write in your local language. All communications and any personal information provided are confidential.