

Completed by (name of company): East West Tea Company & Yogi Tea GmbH

Date: 6th October 2021

SUPPLY CHAIN TRANSPARENCY

Note: Tea in this section refers to tea originating from the Camellia sinensis plant*

1. **Current practice:** To what extent does your company currently publicly disclose supplier lists for tea* sourced by your company? (Please select one of the following options)

a. Fully Yes | No

If Yes, please share relevant links: **We do intend to do this in the coming year**

b. Partially Yes | No

If Yes, please specify what is disclosed (e.g. only direct suppliers, specific regions):

Please share relevant links: We do talk about the regions we source from and our direct suppliers on our websites; www.choice-organic.com. We intend to do more of this next year.

c. Not at all Yes | No

2. **Future commitment:** Are you willing to commit to annually updating your complete tea* supplier lists in the prescribed format (attached) and making them available publicly?

Yes | No

Please share a full list of suppliers in the attached format (*Tea supplier list template.xlsx*) with us by 24 September 2021.

OWN COMPANY POLICY: HUMAN RIGHTS IN YOUR SUPPLY CHAIN

1. **Freedom of Association and Collective Bargaining**

a. Does your sourcing policy/ supplier code of conduct/ supplier contract specifically guarantee the protection of the right to freedom of association *in your supply chain*?

Yes | No

If Yes, please share any relevant documents or clauses in your agreements with suppliers that you use for this purpose. **We have a comprehensive Supplier Code of Conduct which we will attach**

b. Has your company previously taken remedial action in response to allegations regarding threats to freedom of association *in your supply chain*? Yes | No

If Yes, please share the name of the supplier, year of incident and how the situation was resolved. **Not applicable – this has not ever happened**

- c. Is your company (or any of its subsidiaries) part of active collective bargaining agreements with labour unions *in your supply chain*? Yes | No

If Yes, please provide details of the countries, estates and/or factories involved.

2. Wage payments

- a. Has your company publicly made a commitment to guarantee payment of living wages throughout your tea supply chain? Yes | No

If you answered Yes, please share:

- i. The source or methodology for the living wage numbers that you use for this purpose
- ii. The year by which you expect to achieve the commitment
- iii. A link to the webpage or copy of the document where the public commitment is published

- b. Does your sourcing policy/ supplier code of conduct/ supplier contract specifically guarantee the following with respect to wages paid to workers *in your supply chain*? (Please select all that apply)

| Criteria | Y/N |
|--|---|
| Payment of legally mandated minimum wages (excluding in-kind benefits) | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| No pay discrimination/ Equal payment for equal work | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Payment of legally mandated severance (excluding in-kind benefits) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Maternity leave entitlement with full pay | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Sick leave entitlement with full pay | <input type="checkbox"/> Yes <input type="checkbox"/> No |

If you answered Yes to any of the above criteria, please share any relevant documents or clauses in your agreements with suppliers that you use for this purpose. **In Supplier Code of Conduct**

- c. Has your company previously taken remedial action in response to allegations regarding non-payment of due wages or severance *in your supply chain*? Yes | No

If Yes, please share the name of the supplier, year of incident and how the situation was resolved. **We are not aware of any issues of this kind within our supply chain**

3. Discrimination, violence and harassment

- a. Does your sourcing policy/ supplier code of conduct/ supplier contract specifically guarantee the protection of *workers in your supply chain* from workplace discrimination, violence and harassment?
 Yes | No

If Yes, please share any relevant documents or clauses in your agreements with suppliers that you use for this purpose.

- b. Has your company previously taken remedial action in response to allegations regarding violence and harassment in the workplace *in your supply chain*? Yes | No

If Yes, please share the name of the supplier, year of incident and how the situation was resolved. **We are not aware of any issues of this kind within our supply chain**

4. **Occupational Safety, Health & the Environment (OSH&E) rights**

- a. Does your sourcing policy/ supplier code of conduct/ supplier contract specifically address the following OSH&E rights in your supply chain? (Please select all that apply)

| Criteria | Yes/ No |
|--|--|
| Access to safe drinking water and sanitation for all employees | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Reducing health hazards including the use of harmful chemicals (herbicides) We only buy 100% Organic Products | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| No minimum quantity for plucking required to earn the basic wage | <input type="checkbox"/> Yes <input type="checkbox"/> No |

If Yes, please share any relevant documents or clauses in your agreement with suppliers that you use for this purpose.

- b. Has your company previously taken remedial action in response to allegations of OSH&E issues in your supply chain? Yes | No

If Yes, please share the name of the supplier, year of incident and how the situation was resolved. **We are not aware of any issues of this kind within our supply chain**

5. **Grievance redressal mechanism:** Does your company have a grievance redressal mechanism *that can be directly accessed by any worker in your supply chain*?

Yes | No

If Yes, please provide the following information regarding the mechanism in place – **Part of our Supplier Code of Conduct (attached)**

- Name, designation, phone number and email address of the person employed by your company responsible for handling the complaints
- Maximum duration before a response must be given on the complaint (in days)
- Link to or recent copy of publicly available data on the practical operation of the mechanism, such as the number and type of grievances filed, addressed, and resolved

PURCHASING PRACTICES

6. Sourcing

Note: For this section, please only include tea (Camellia sinensis) sourced by your company for sale under its own name/ brand.*

- a. Please share the total volume of tea* sourced by your company in 2020 (in metric tonnes).

- b. Please share the top five countries by sourcing volume, for tea* sourced by your company in 2020 (in metric tonnes).

| Source | Metric Tonnes |
|--------|---------------|
| India | |
| China | |
| Rwanda | |
| Japan | |
| | |

- c. How much of the total tea* sourced by your company in 2020 came from the following entities? (in metric tonnes).

| Source | Metric Tonnes |
|---|---------------|
| Independent packers/ blenders | |
| Auction houses | |
| Directly from estates | 98% |
| Directly from bought-leaf factories | |
| Intermediary traders (excluding those packing and/or blending for your company) | 2% |
| Others (please specify): | |

7. **Certification:** Did your company in 2020 source tea* certified by an independent, internationally recognised certification body (e.g., Fairtrade, Rainforest Alliance/ UTZ etc.)? Yes | No

If Yes, please complete the following table to indicate type of certification by volume. **All teas sourced in 2020 were certified by either RA or Fairtrade except the small volume of Japanese teas**

| Certification | Includes wage premium | Metric Tonnes |
|--------------------------|---|---------------|
| FLOCERT/ Fairtrade | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| Rainforest Alliance/ UTZ | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| Other (please specify): | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Other (please specify): | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Other (please specify): | <input type="checkbox"/> Yes <input type="checkbox"/> No | |

Please also share the following information about your company's operations in the tea sector:

ABOUT THE COMPANY

8. **Type of company:** Which of the following categories, if any, describes the activities of your company, its subsidiaries or holding company)? (Please select all that apply.)

| Category | Yes/No |
|---------------------|---|
| Tea producer | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Tea packer/ blender | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Tea retailer | <input type="checkbox"/> Yes <input type="checkbox"/> No |

9. **Brand names:** Does your company, its subsidiaries or its holding company own any tea brands?
 Yes | No

If Yes, please provide a list of any tea brands that are owned by your company, its subsidiaries or holding company. **Yogi Tea & Choice Organics**

10. **Revenue and market capitalisation:**

- a. Please share the total revenue from tea earned by your company in 2020. (in USD)
- b. Please share the latest market capitalisation or estimation of your company's market value (in USD)

11. Any other comments (optional): Please share any other information that you consider pertinent to your company's tea operations, its purchasing practices, human rights challenges or commitments in your supply chain. Please provide relevant documentation, where available.

We are fully committed to buying 100% organic, certified and directly sourced teas for our whole business and fully meeting our supplier code of conduct and the social and environmental criteria of the certifying bodies. We are also committed to supporting our growers through impactful programs within the tea growing communities. In 2021 we donated \$50,000 to the ETP Covid Relief efforts in Assam and are embarking on an impactful diversification program in Rwanda to increase the incomes of smallholder farmers in our tea supply chain. These farmers will grow lemongrass alongside the tea and we will purchase this lemongrass also which will provide an important supplementary income to the tea farmers.