



Ahmad Tea Social Responsibility Standards

Each of our business partners, suppliers and associates has an individual responsibility to uphold each of Ahmad Tea's Social Responsibility Standards ('The Standards') as part of their terms of business with Ahmad Tea ('The Company').

The Company's Standards are as follows and reference made to 'employee' includes company personnel, workers and non-contractual workers:

- 1. Modern Slavery and Human Trafficking.** The Company is committed to anti-slavery and continuously improving its practices to identify and eliminate any slavery and human trafficking in its business and supply chains, and to acting ethically and with integrity in all its business relationships.

We expect all partners and suppliers to operate a slavery free supply chain and we uphold this standard for all indirect suppliers in our supply chain; which includes, but not limited to, auction sale, small holder farming, third party contracts and temporary worker or management contracts in the tea gardens and throughout our supply chain.

- 2. Forced and Compulsory Labour.** Forced or compulsory labour shall not be used. All employees are issued a contract, even if it is a temporary contract and are given a copy of their contract signed by their employer.

All employees are paid for time worked and no payment is withheld. This payment is a fair payment for the work done; which means enough money is given to support a reasonable standard of living for themselves and their family. In the case of family farms, all working members of the family are remunerated from their crop sales.

- 3. Child labour.** Child labour shall not be used and the minimum age and conditions as set out in International Labour Conventions are to be strictly adhered to. The Company considers the minimum age to be 16 years old and in the case of night time work or hazardous work, the Company considers the minimum age to be 18 years old.

Where children under the age of 16 years are being employed, we ask our supplier to help transition that child back into education and inform the Company of this plan.

- 4. Prohibition on withholding money and identity documents.** No money owed to an employee or identity documents belonging to them can be withheld by an employer. No money can be deducted from an employee's salary without the written consent of that employee given without duress.



- 5. Working hours, over-time and removing arduous conditions to pay.** At least one day off per week is to be provided. Employees shall not be expected to work more than 10 hours per day and not more than a maximum of 60 hours a week; unless allowed by national law, collectively and freely negotiated and agreed by the worker's representative organisation.

In the case of overtime, appropriate safeguards are taken to protect the workers health and safety. All overtime shall be voluntary. Overtime shall be used responsibly; taking into account the extent of the work, frequency and hours worked by the individual worker and the workforce as a whole. It shall not be used to replace regular employment.

Overtime must be approved by the employee and financially compensated at a rate not less than 125% of their regular salary.

Our Company is working collaboratively with other stakeholders and partners to find a fairer way to calculate earnings away from the practice of being paid on a piece-rate basis for workers plucking tea leaves; and we request all our tea suppliers to collaborate on finding a more just alternative.

- 6. Living Wage:** Our Company offers the living wage as a minimum standard of remuneration for all our employees.

Our Company defines the living wage as the payment received for a standard working week which is enough to afford a decent standard of living for the worker and her or his family. Elements of a decent standard of living include being able to afford enough food, water, housing, education, health care, transportation, clothing, and other essential needs including provision for unexpected events.

We recommend all our partners working with and supplying into our supply chain offer the living wage as the minimum standard of remuneration for their contracted and non-contracted workers.

Providing food and accommodation to workers can not be used as the sole form of payment and providing in-kind benefits must be part of a remuneration package which includes monetary wages. Such wages shall not be withheld for more than one month after the work is performed.

- 7. Working Conditions are safe and hygienic:** A safe and hygienic working environment must be provided. Protective measures must be in place to provide a healthy and safe work environment and to prevent potential accidents and hazardous risks. Adequate steps shall be taken to prevent accidents and injury to health arising



out of, associated with, or occurring in the course of work, by minimising the cause of hazards in the working environment.

All workers, including newly assigned workers, shall receive regular and recorded health and safety training.

Accommodation, where provided, shall be clean, safe and meet the basic needs and safety of the workers.

Local laws shall be complied with and a health and safety officer nominated to report compliance to the Company on an annual basis.

- 8. Rights to regular employment, paid leave and severance:** All employees and workers have the right to regular employment. Work performed must be on the basis of a legally recognised contractual employment relationship which includes training to improve their skills.

In the exceptional circumstance that a contract for employment is not guaranteed, the employee must be able to access the social security rights available to them under national law. The Company does not support regular employment relationships being avoided through use of labour-only contracting, sub-contracting, third-party contracting, home-working arrangements or through apprenticeship schemes where the work is considered temporary and therefore outside the protection of social security benefits and standard labour rights normally protected under contracted regular employment and national law.

Paid sickness leave, maternity leave and parental leave is provided in accordance with national law.

A clear and understandable severance process is followed prior to a worker being made redundant and we encourage all employers to provide compensation for the unavoidable loss of earnings.

- 9. Right to Water and Sanitation.** Clean and safe to drink water must be provided to all employees and easily accessed within 15 minutes or less of the working area. Access to safe and hygienic toilet facilities must be provided for all employees and these facilities are safely divided between those for women and those for men.

- 10. Freedom of Association.** Employees are given the space to collaborate and address their welfare and employment issues and concerns.

Where exercising the right to collective bargaining in accordance with national law, employers do not discriminate them for doing so.



Where the right to freedom of association and collective bargaining is restricted under national law, the employer facilitates the development of a means to independent bargaining and bring employees together freely.

11. Discrimination. Company exercises a non-discrimination policy which means strictly no discrimination based on race, national origin, caste, religion or belief, gender, age, disability, sexual orientation, gender reassignment, marital status, civil partnership, political affiliation or union membership, in the workplace and this includes hiring, remuneration, compensation, access to training, promotion, termination, retirement or management.

12. Disciplinary Practices and Harassment. All personnel shall be treated with dignity and respect. No corporal punishment, mental or physical coercion or verbal abuse shall be tolerated. No form of harassment, especially sexual harassment, shall be tolerated. Gender based violence is a criminal offence and must be reported to the police; even if the incident has occurred outside of the worker's employment.

13. Anti-Bribery and Corruption. The Company has a zero-tolerance policy towards bribery and corruption and is committed to acting fairly and with integrity in all of its business dealings and safeguarding effective systems to counter bribery.

14. Environment. The Company encourages environmentally friendly operating and follows a sustainable procurement policy. The Company requests that all recyclable materials are recycled and steps taken towards zero waste manufacturing outcomes.

We encourage our partners to actively engage in programs to reduce reliance on fossil fuels and develop a road map towards an environmentally sustainable business.

15. Grievance Mechanisms and Whistleblowing. Where a worker is concerned about their labour or human rights, they are given an effective channel by which to report this to a level of management able to impartially and fairly address the issue and provide the appropriate redress. The Company expects this channel to be treated confidentially and separate from the usual channels of reporting to a worker's line manager.

Such grievance mechanism is freely available to all without discrimination and in a language and manner accessible to those who may not be fully literate.



16. Safeguarding the rights, duties and obligations contained in these Standards:

We ask those signatory to this Agreement to support a Whistleblowing procedure within their own organisational structure capable of fully protecting and supporting these Standards.

The Company wants to be informed if these Standards are not being complied with. The Company urges persons to report on genuine suspicions they may have and are legally protected if they do come forward.

If you believe there is an issue about dishonesty or malpractice which needs investigating but feel uncomfortable using the normal channels to report your concern, please email raisingconcerns@ahmadtea.com

The Company expects a copy of these Standards to be made visible for all workers.

Signed by Ahmad Tea Chairman, Mr Rahim Afshar

Signature.....

Date.....

5/02/2023

Place of signature.....

Hampshire, UK