

Blends For Friends Ltd | Human Rights Policy

Introduction

Blends For Friends Ltd works with clients and suppliers around the world, working to achieve our purpose: to provide high quality tea and herbal infusions in loose leaf and tea bag format. We seek to act in accordance with internationally-recognised human rights and standards, including the Ethical Trade Initiative. We're working to guard against being complicit in human rights violations and to uphold the human rights of our people and any other individuals that we're in contact with, either directly or indirectly.

Scope

Our Human Rights Policy applies to all Blends For Friends staff and partners. We also expect our suppliers to respect and adhere to this policy, which is addressed in our Supplier Audit Questionnaire.

Principles

We will:

- seek to avoid causing or contributing to adverse human rights impacts through our own activities and address such impacts, if they do occur, in a timely and appropriate manner;
- seek to prevent or mitigate adverse human rights impacts that are directly related to our operations, products and services through our business relationships;
- provide for, or cooperate in their remediation through legitimate processes, if we identify that we have caused or contributed to adverse human rights impacts;
- continue to look for ways to support the promotion of human rights within our operations and our sphere of influence.

Policy

This sets out our position with respect to human rights and modern slavery and sits alongside our Employee Handbook, Health and Safety Policy, and Modern Slavery Statement.

- i. Child Labour: Blends For Friends Ltd will not use child labour and will comply with all relevant laws in this regard. We do, however, support legitimate workplace apprenticeships, internships and other similar programmes that comply with the applicable laws and regulations.
- ii. Modern slavery: Blends For Friends Ltd will not use forced, bonded or involuntary labour, and workers are not required to lodge 'deposits' or identity papers with the firm and can leave after giving reasonable notice, with all wages owed to be paid. We have a zero-tolerance approach towards human trafficking.
- iii. Health, Safety and Hygiene: All Blends For Friends Ltd employees will work in an environment that is both safe and healthy, in line with our Health and Safety Policy.
- iv. Discipline: Blends For Friends Ltd prohibits physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation. Disciplinary and grievance procedures are clearly documented and communicated to all

employees in our Employee Handbook. All disciplinary measures of a serious nature are recorded and actioned.

- v. Freedom of Association and Employee Representation: Blends For Friends Ltd recognises that all its employees have the right to form and join organisations of their own choosing. The firm takes active measures to seek employees' views about the firm, respects employees' rights to belong to trade unions and fully complies with our legal obligations to inform and consult employees.
- vi. Working Hours: Blends For Friends Ltd will ensure that working hours are reasonable and comply with the law and industry standards.
- vii. Equality of Treatment: Blends For Friends Ltd is fully committed to eliminating discrimination in recruitment, training and working conditions, on grounds of race, colour, sex, age, religion, political opinion, national extraction, sexual orientation, disability or social origin and to promoting equality of opportunity and treatment as outlined in the Employment Manual.
- viii. Employment terms: Blends For Friends Ltd will provide written and clear contracts which detail the terms and conditions of its staff employment. We will ensure that work performed by employees is on the basis of recognised employment law and practice.
- ix. Remuneration: Blends For Friends Ltd will, at a minimum, provide wages and benefits that meet national standards. We will provide employees with clear written information on their pay and conditions. The firm prohibits deductions on employees' wages as a disciplinary measure. Blends For Friends Ltd is committed to equal pay and benefits for men and women for work of equal value.

Implementation

Alex Probyn, Director, is responsible for the Human Rights Policy at Blends For Friends Ltd. The management team will review the policy on an annual basis with respect to its relevance and effectiveness and will make improvements as necessary.