

## TCC Supplier Code of Conduct

TCC endeavors to act responsibly and to deliver excellence both in product and service to their customers, ensuring human rights are respected and all workers are treated in a fair and even manner at all times. This Supplier Code of Conduct outlines the minimum social compliance requirement relating to social and environmental aspects. All suppliers and factories producing for TCC are expected to continuously improve its practice to comply with this Code of Conduct, and strongly encouraged to go beyond these requirements.

### Compliance with the Law

All suppliers shall comply with all applicable national and local legal requirements and published industry standards pertaining to employment and manufacturing. If the industry standards conflict, suppliers must be in compliance with the one which, by law, takes precedence.

### Prison or Forced Labour

Suppliers are prohibited from using any form of forced, bonded or prison labour. Workers must be free to leave the workplace after their shift. Workers must be free to terminate their employment after reasonable notice.

### Child Labour

Suppliers are prohibited from using workers at the age younger than 16 (or 14 where national law permits in accordance with ILO convention 138), or minimum age of employment / completing compulsory education in the country, whichever is higher. If children are found to be working, suppliers shall provide adequate financial and other support to enable such children to attend and remain in school until no longer a child.

### Abuse and Harassment

Workers shall be treated with respect and dignity. Physical abuse, sexual or other harassment, verbal abuse and any other forms of intimidation are strictly prohibited.

### Compensation

Suppliers must fairly compensate their workers by providing wages and benefits that comply with the local and national laws, including compensation for overtime work. Suppliers are encouraged to provide their workers with additional compensation in the event which the legal minimum wage and/or industry standard wage does not cover living expenses and provide some additional disposable income. Suppliers shall provide an understandable wage statement to every worker. Suppliers shall not impose deductions from wages as a disciplinary measure. Suppliers shall sign a contract of employment with the workers.

### Working Hours

The supplier shall set working hours in compliance with the local law. Workers shall not on a regular basis work in excess of 48 hours per week and shall be provided on average with at least one day off for every 7 day period. Overtime must be strictly voluntary and shall not exceed 12 hours per week. Workers must have the right to refuse overtime without any threat of punishment in any manner.

### Health & Safety

A safe and hygienic work environment shall be provided for all workers according to the national and local legal requirement and industry standard. Regular health and safety training shall be arranged for all workers. Suppliers shall establish systems to prevent, detect, avoid or respond to potential health and safety threats. Suppliers must provide adequate medical facilities, fire exits, and safety equipment. Clean, segregated toilets / bathrooms with running water and clean drinking water must be available. Sanitary food storage facilities must be provided. Accommodation if provided must be safe and clean and meet basic needs of the workers. Procedures regarding waste management, handling and disposal of chemicals and other dangerous materials shall be established and followed.

### Freedom of Association

Workers shall have the right to lawfully join trade unions or associations and bargain collectively. Suppliers shall adopt an open attitude towards trade unions and their activities. Where the right to freedom of association and collective bargaining are restricted under law, workers shall be allowed to elect their representatives.

### Discrimination

Suppliers shall not engage in discrimination in hiring, compensation, access to training, promotion, termination or retirement on the basis of race, national origin, caste, gender, age, marital status, sexual orientation, religion, disability, union membership, political affiliation or any other condition that may conflict with the basis of equal opportunities.

### Environment

Suppliers should comply with all applicable environmental laws and regulations. Suppliers shall commit to reducing environmental impact from its operation.

### Subcontractor

Suppliers must disclose the information of all factories and sub-contract factories. Use of homeworkers is strictly prohibited except with the prior written approval of TCC.

### Monitoring and Evaluation

TCC staff or representatives must be allowed full access to production facilities, worker records and workers for confidential interviews in connection with announced or unannounced audits arranged by TCC. Suppliers must maintain all complete, genuine and accurate documentation on site to demonstrate compliance with the Code of Conduct.

## Supplier Acknowledgement

As the authorized signatory of the undersigned company I hereby acknowledge that:

- I have read and fully understand the terms of TCC Supplier Code of Conduct
- the undersigned company is committed to creating a good, safe working environment for all its employees
- the undersigned company is committed to continuously improve its practice to comply with the terms of TCC Supplier Code of Conduct
- I understand that TCC reserves the rights to terminate business relationship with suppliers and subcontractors who are unwilling to comply with TCC Supplier Code of Conduct

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Authorized Signature

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Name and Title of Authorized Signatory

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Date

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Company Name / Factory Name

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Company Stamp / Seal

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Company Address / Factory Address