



WILLIAMSON TEA KENYA PLC

SUSTAINABLE SOURCING POLICY

Williamson Tea Kenya Plc. is a tea company supplying tea globally and we endeavour to conduct our business in an ethical and sustainable manner by actively managing the environment and social impacts of our activities.

This sourcing policy aims to address sustainability and ethical challenges both within our operations as well as for our business partners from whom we procure raw materials and other inputs.

Through this sustainable sourcing policy, we intend to make our operations more sustainable by: -

- Upholding the laws and regulations of the respective areas we operate in.
- Endorsing highest standards of economic, social, ethical and environmental practices.
- Managing environmental impacts, responding to climate change and promoting efficient products.
- Support our suppliers in embracing and improving sustainable and ethical practices in their businesses.
- Identifying and moderating risk associated with our procurement process.
- Communicating the policy with stakeholders (internal and external) and raising awareness among our suppliers and service providers.
- Ensure employees apply sustainability principles when procuring goods and services.

We endeavor to adhere to our set guidelines covering procurement process, prequalification, ordering and tendering.

In accordance with our commitment to the highest standards, we also expect our suppliers to aspire to the same standards in their business operations including but not limited to: -

Environmental Protection

- Comply and adhere to all the applicable environmental laws in respective countries/jurisdiction.
- Undertake initiatives to promote greater environmental responsibility such as:-
 - Responsible waste management and disposal
 - Reduction of greenhouse gases and other emissions harmful to the environment.
 - Conservation of non-renewable natural resources.



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- Comply and adhere to all applicable food safety concerns.

Business Ethics

- Obey all relevant international and domestic laws regarding ethical business practices.
- Demonstrate existence of procedures to prevent:-
 - Money Laundering
 - Fraud, bribery, corruption
 - Conflict of interest
 - Data security issues

Labour and Human Rights

- Comply with all applicable laws in accordance with the principles of the international Labour Organization, the UN Global Compact, and the UN Universal Declaration of Human Rights.
- Prohibit slavery and the use of forced, bonded, or child labour across the supply chain.
- Prohibit unlawful discrimination and sexual harassment to provide a safe and inclusive work environment.
- Freedom of association and collective bargaining.
- Observing health and safety requirements in their workplaces.

Community Development

- Provide employees with a living wage at a minimum.
- Partner with local governments to improve the educational, cultural, economic and social well-being of communities in which they operate.

Supplier Assessment and Sanctioning Procedures

- Management or their appointee shall conduct assessment to check compliance with the law and the above guiding principles.
- Smallholder suppliers shall be assessed through the internal inspection procedures that are internally developed.
- Suppliers who do not meet our minimum criteria shall be required to make corrections for non-conforming elements. Non-complying suppliers may be suspended or blacklisted where there are major non-compliance concerns that breach the law and/or human rights.