

# RESPONSIBLE PURCHASING POLICY



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## 1. Introduction

The present document called “ Responsible Purchasing Policy” articulates certain minimum standards that any member of the supply chain of products of the brands owned by TENDAM (hereinafter referred to, in general and for the purposes of this document, as "supplier") must comply with. It develops the principles established in the External Code of Conduct of TENDAM.

Based on this, the direct supplier will be responsible for ensuring that every factory, workshop and in general that anyone who produces, performs finishing, packaging, labeling operations or who under any circumstances operates on any product intended to be sold by TENDAM. , under any of its own brands, comply with the principles established in this document, transmitting the policies during the process of assigning an order.

TENDAM, through its business model, seeks to find excellence in the product it places on the market, working with suppliers committed to achieving continuous improvement.

This concept of excellence requires that every company that is part of TENDAM's product supply chain ensure that the operations it carries out comply with the company's social and environmental standards, as well as the established health and safety conditions for both the product and its workers, achieving a high degree of sustainability.

In the same way, all suppliers to the group shall ensure compliance with the United Nations Declaration of Human Rights as a basic and essential criterion.

All suppliers must also comply with the provisions of the TENDAM Standards (including Sustainable Product, Environmental Responsible Manufacturing and Worker Responsible Manufacturing), documents that complete and detail the provisions of this document.

## 1. Human rights

The human's rights established by United States have to being safeguard of all workers with independence of the gender, race, nationality, social being, condition, politics or religion believes or sexual orientation.

In the same way, it is the responsibility of every employer to ensure that their employees are aware of their rights and that their entire supply chain, partner or subcontractor complies with these requirements.

## 2. Legal compliment

All TENDAM supplier has to ensure full compliance with local, regional, national and international legislation in the field of application by his company as well as by his partners and subcontractors.

Any clause of the present document that conflicts with any regulation or legislation of obligatory compliance that applies to the production or work centre where the activities are carried out for TENDAM will be considered as not in force and therefore the established legal compliance will prevail.

However, in the opposite case, if any of the requirements established by the group are more restrictive than the legislation, it will be automatically considered mandatory and therefore indispensable to continue being a collaborating member of TENDAM.

In addition, all suppliers are encouraged to adhere to a standard of ethical business practices or, alternatively, to sign a public commitment in this regard, ensuring compliance with applicable anti-corruption and anti-bribery laws.

Finally, all suppliers are encouraged to establish a public ethic code in line with the obligations set out in this document or similar ethics codes of a more restrictive nature.

## 3. Intellectual property and responsible use of personal dates

All supplier, subcontractor or business partner belonging to TENDAM's supply chain must ensure the respect and preservation of the intellectual and/or industrial property rights applicable to the products manufactured in its facilities.

The copying or reproduction of any product subject to the rights mentioned in the previous paragraph and carried out without the consent of TENDAM will be automatically recognised as a serious breach of the confidentiality clauses established by the group.

In addition, all suppliers must do responsible use of the personal data to which they have access, always in accordance with applicable law. Any personal, banking or business data must be used only for the purpose for which it was originally provided and must be preserved in a way that guarantees privacy and safeguards the personal and business rights of the affected party.

## 4. Supply chain

Having established that this document is mandatory not only for the direct supplier of the TENDAM product, but for all its partners and commercial collaborators, as well as for any subcontractor or member at any point in the supply chain of any product made for the group, they are encouraged to set up systems that ensure the imposition of legal, social and environmental requirements in their field of action, including all the clauses established in this Responsible Purchasing Policy.

In the same line, the direct supplier will be responsible for having implemented a full traceability system over its supply chain and on this basis, TENDAM reserves the right to request the names and data deemed necessary of all factories involved in any production already carried out, being carried out at the time of the consultation or to be carried out in the future, being considered a work of transparency on the part of the supplier and part of its obligation.

It is also stipulated that direct supplier may not derive production orders to third companies without the prior written consent of TENDAM, this clause being extended to all subcontractors that are part of the supply chain. In the case that the group gives its consent to the execution of such a derivation of the production order, the direct supplier shall be ultimately responsible for ensuring compliance with all the rules and clauses set out in this document and other indispensable requirements.

## 5. Labor conditions

The following are the minimum requirements established in the different areas of the worker's working conditions, all of which are mandatory and can be extended through the TENDAM Social Standard:

### 6.1. Forced work

Any form of forced or compulsory labour directly or indirectly by suppliers is strictly prohibited. Likewise, human trafficking, illegal employment or any forced employment through the use of force, deception, intimidation, coercion, duress or as a legal

punishment as set out by the International Labour Organisation (ILO) in Conventions 29, 105 and 182 will not be tolerated.

Each supplier shall recognise the right of its employees to free choice of employment and therefore they shall be free to leave their employment after giving the notice required by law or, if there is no notice, reasonable notice.

At the same mode, all employer shall refrain from taking as security any identification or property document of the employee during the period of validity of the contract between them.

## 6.2. Children work

TENDAM does not tolerate child labour at any point in its supply chain.

The minimum age established in law will be considered and always respecting the school minimum law.

In relation with the established in the United Nations Convention, about the Children Rights, all workers under the age of 18 are to be considered as youth workers. In addition, according to the International Labour Organisation Convention (ILO) and because they are at a time of transition from school to working life, they shall also be protected from any economic exploitation, night shift work or work involving any risk or danger to their health or physical, mental, moral or social development.

## 6.3. Discrimination, abuse and inhuman treatment

Every employee shall be treated with respect and dignity. No physical, psychological, verbal, verbal or sexual abuse or discrimination, or any form of disciplinary, shameful or economic punishment shall be carried out or permitted.

Likewise, no person shall be subject to any kind of discrimination in all matters relating to employment (recruitment, employment, work assignment, etc.) because of their sex, race, nationality, social origin, status, political or religious beliefs or sexual orientation, and providing at all times equal opportunities for all employees.

## 6.4. Association freedom and collective negotiation

Suppliers shall recognise the legal rights and freedom of their employees to join or collaborate professionally with the association of their choice for collective bargaining purposes, and undertake not to infer, penalise or limit the legitimate initiatives of their workers.

## 6.5. Salary

According to the established in the Universal Declaration of the Humans Rights article 23:3, all worker has the right of has appropriate and favorable remuneration that can secure for him and his family a dignity existence.

The salary should be at least equal to the minimum wage set by law or, where applicable, collective agreements, based on the employee's experience, qualifications and responsibilities, and should be paid regularly, in a timely manner.

At the same mode, all compensations and prestation will be paid and, in any case, any deduction not in law will be done.

## 6.6. Working hours

Employees shall in no case exceed the working hours established by law and shall not be obliged to work overtime without their prior agreement and without receiving financial compensation in the form of compensation.

Weekly working hours shall not exceed the maximum established by law. In addition, suppliers shall ensure a minimum number of hours of continuous rest, at least once a week, under the terms established by the applicable legislation.

## 6.7. Health and employer security

The supplier should secure the worker security in all moment following like minimum the next points in obligation form:

- The installations have to be revised regularly, and be in good conditions for not allow accidents.
- Handling of dangerous machinery without a qualification shall be prohibited.
- The emergency exits and the corridors have to be well signaling and free of obstacles.
- Employees shall be aware of emergency plans in case of fire or other circumstances requiring evacuation.
- The first auxiliary packs should be accessible quickly by any worker in emergency case.
- In case that the installations have housing, cantina, and WC, these should be under good health conditions.

## 7. Health and product security

The supplier shall undertake to follow all applicable legislation in relation to health and product safety by carrying out at all times the necessary analyses and following the limitations on the use of chemical products established both by law and by the TENDAM Restricted Substances List, the most restrictive model being the most restrictive.

In addition, the supplier shall keep a record of the analyses performed for two years for presentation to the group upon request and shall ensure that the product complies with the requirements for import and international sale

## 8. Animal welfare

All supplier should respect the animal welfare, securing that all raw materials of animal origin been obtained like subproduct of the alimentary sector and that in all moment the animals have a good and humanitarian treatment.

## 9. Environment

All supplier should act and proceed in a respectful form with the environment following the legislations of the country where they are located. On this basis, the supplier is obliged to:

- Maintain environmental permits in order and in force.
- Avoid the use of chemicals knows like the restricted use.
- Maintain appropriate storage conditions for the chemicals used in order to avoid unwanted contamination.
- Use water and energy responsibly and ensure maximum efficiency of its processes. Ensure the correct management of all waste generated in its facilities.

## 10. Implementation of the Responsible Purchasing Policy

The supplier shall ensure the implementation of the necessary measures to comply with the clauses set out in this Responsible Purchasing Policy. It shall ensure that its employees are aware of the measures implemented for their compliance and shall make available to them a copy located in easily accessible common areas, as well as the following contact details to facilitate them in making any enquiries provided for in this document.

E-mail directory contact

Telephone number contact



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The supplier will put in know of his employers that the Law Accusation Canal of TENDAM (<https://tendam.i2ethics.com/>) is available for the accusation of any break of these Politic contents.

## ANNEX: Compromise of Compliment of our Responsible Purchasing Policy

By the present I confirm that:

\_\_\_\_\_  
(Name of the firm person), in representation of the company\_\_\_\_ (Company name) and occupying the position of (Position name of the firm person) I have read and understand the Responsible Purchasing Policy of TENDAM and I'm compromise to transmit and divulge to all the workers of my company and secure their compliment in all moment.

With the same mode, I'm compromise to inform the present document to all the subcontract companies for the realization of any production order, and to the members of the subminister chain.

So then, I confirm understand that any detected break can be transformed to a professional collaboration cession, so then to a compensation accusation by the damages caused.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Position name: \_\_\_\_\_

Company name: \_\_\_\_\_

Firm and company stamp: