

May 2023



Responsible  
*Business partner*  
Policy



**LIPTON**  
*Teas and Infusions*

## *Our Responsible Business Partner Policy*

**Lipton Teas and Infusions** is committed to responsible business practices and conducting business with the highest ethical standards.

LIPTON Teas and Infusions wants to maintain stable and honest business relationships with all its Business Partners, including but not limited to, customers, suppliers, advisers, agents and clients.

**This Responsible Business Partner Policy ("the Policy")** intends to support LIPTON Teas and Infusions as it strives to meet the increasing need for transparency regarding how businesses manage their broad range of operational, social and environmental responsibilities.

LIPTON Teas and Infusions expects its Business Partners to adopt the principles set out below to ensure alignment with LIPTON Teas and Infusions own commitments to social responsibility. At LIPTON Teas and Infusions, we want all our Business Partners to view us as their preferred Business Partner. As such, we strive to achieve a positive reputation in all aspects of our business. We respect the laws, cultures, dignity and rights of individuals in all countries where we operate. Compliance with national, regional and international rules, laws and conventions is compulsory and business ethics extend beyond simple compliance.

We conduct our business with integrity, which makes our Employees, and Business Partners proud to work for, and with, us.

Our Policy sets out our approach to identifying and tackling actual or potential concerns effectively. We are inviting our Business Partners to join us on this journey so that together we can accelerate the pace at which we bring about positive, sustainable change.

By becoming a LIPTON Teas and Infusions Business Partner, you will agree to comply with this Responsible Business Partner Policy.

# *The principles*

## **1. Compliance with legal requirements**

Business Partners will comply with all applicable laws and regulations in all locations where they conduct business including those relating to international trade (such as those relating to sanctions, export controls and reporting obligations), data protection, insider dealing and anticompetition laws.

## **2. Act with integrity in all business dealings**

- a. LIPTON Teas and Infusions acts with integrity at all times and we expect our Business Partners to behave in the same way.
- b. Business Partners will not engage in personal activities or public comments that are intended to damage LIPTON Teas and Infusions business interests or reputation.
- c. Business Partners must record all business transactions accurately, prudently or transparently, in compliance with applicable accounting standards and recognised best practice.
- d. Business Partners should insist and ensure their agents, suppliers and others working on their behalf act lawfully, and in accordance with the standards set out in this Policy.

## **3. Anti-bribery and corruption**

- a. Business Partners will comply with all applicable anti-bribery laws, including the U.S. Foreign Corrupt Practices Act and all applicable local laws where LIPTON Teas and Infusions and its subsidiaries operate.
- b. Business Partners will not offer, promise, give (including facilitation payments), demand or accept bribes or other improper advantage, including excessive gifts and entertainment, in order to obtain, retain or give business.

#### **4. Gifts and Hospitality**

Business entertaining and hospitality involving individuals representing LIPTON Teas and Infusions must be kept reasonable and proportionate and be done entirely for the purpose of maintaining good business relations and not to influence unfairly any future business decisions. The provision of gifts should be rare and aligned with company policy.

#### **5. Competition Law**

LIPTON Teas and Infusions believes in competing fairly in the market place. Business Partners will comply with all applicable antitrust and competition laws, which prohibit agreements, business practices or conduct that are anti-competitive or unreasonably restrain trade. Competitor information will be obtained and maintained in accordance with applicable competition laws at all times.

#### **6. Equal opportunities & human rights**

- a. All workers are treated with respect and dignity. No worker is subject to any physical, sexual, psychological verbal harassment, abuse or other form of intimidation. There is no discrimination in employment, including hiring, compensation, advancement, discipline, termination or retirement.
- b. Business Partners should recruit, select and promote their employees solely based on qualifications and skills. LIPTON Teas and Infusions will not accept any form of employment discrimination including hiring, compensation, advancement, discipline, termination or retirement because of race, colour, religion, gender, gender identity, ethnicity, sexual orientation, national origin, marital status, pregnancy, dependents, social class, union membership, political views age, or disability.
- c. LIPTON Teas and Infusions requires its Business Partners to uphold all internationally recognised human rights wherever their operations are located. LIPTON Teas and Infusions will not tolerate the use by its Business Partners or their supply chains of child or compulsory labour, human trafficking, slavery and any behaviour that does not maintain human dignity and respect.
- d. In particular, attention is paid to the rights of workers most vulnerable to discrimination.

## **7. Terms of Employment**

- a. Policies are adopted and adhered to that respect legal and contractual rights of workers, both permanent and casual.
- b. Workers are provided with a total compensation package that includes wages, overtime pay, benefits and paid leave which meets or exceeds the legal minimum standards or appropriate prevailing industry standards, whichever is higher, and compensation terms established by legally binding collective bargaining agreements are implemented and adhered to.
- c. Workers are not required to work more than the regular and overtime hours allowed by the law of the country where the workers are employed. All overtime work by workers is on a voluntary basis.
- d. The legal right of workers to freedom of association and collective bargaining recognised and respected. Workers are not intimidated or harassed in the exercise of their legal right to join or refrain from joining any organisation.

## **8. Conflicts of interest**

Business Partners must avoid any situation or relationship that may involve an inappropriate conflict or the appearance of a conflict with the interests of LIPTON Teas and Infusions. Business Partners must declare all and any conflict of interest in any business dealing to LIPTON Teas and Infusions to allow LIPTON Teas and Infusions to take appropriate action.

## **9. Health, safety and security**

Business Partners will provide their employees with a safe and healthy workplace in compliance with all applicable land laws and regulations. Business Partners should protect their employees, physical assets, information and reputation from potential security threats including cyber security threats.

## **10. Confidential information**

Business Partners will protect all intellectual property and other confidential information provided by LIPTON Teas and Infusions. All information provided by LIPTON Teas and Infusions, which is not in the public domain, is deemed confidential and should only be used for its intended purpose.

## **11. Environment**

Business Partners will operate in a manner that protects the environment and must comply with all applicable environmental laws, regulations and standards. Operations, sourcing, manufacture, distribution of products and the supply of services should be conducted with the aim of protecting and preserving the environment.

## **12. Land Rights and Communities**

The rights and title to property and land of the individual, indigenous people and local communities are respected. All negotiations with regard to their property or land, including the of and transfers of it, adhere to the principles of free, prior and informed consent, contract transparency and disclosure.

## **13. Financial records and Money Laundering**

All business dealings must be carried out in a transparent manner and recorded accurately in LIPTON Teas and Infusions books and records. LIPTON Teas and Infusions will not tolerate any actual or potential involvement in money laundering or market abuse.

## **14. Communication**

Business Partners will make these principles known to employees dealing with LIPTON Teas and Infusions, and promote and monitor compliance.

## **15. Maintaining accurate records**

Business Partners will maintain documentation necessary to demonstrate compliance with these principles.

## **16. Safeguarding Information and Property**

LIPTON Teas and Infusions' confidential information, know-how and intellectual property is respected and safeguarded. All information provided by LIPTON Teas and Infusions that is not in the public domain is deemed confidential and is only used for it intended and designated purpose. All and any personal information about individuals, such as LIPTON Teas and Infusions' consumers or workers are handed with full respect for the protection of their privacy and for all relevant privacy laws and regulations.

## 17. Product Quality

Products and services are stored and delivered to meet the specifications, quality and safety criteria specified in the relevant contract or product documents and are safe for their intended use.

## 18. Reporting Concerns, Handling Grievances and Non-retaliation

- a. Workers are provided with, and are made fully aware of, appropriate channels through which to raise their concerns about any of the compliance requirement outlined in this Policy and all workers who speak out about an issue are protected from retaliation. Further, workers are provided with transparent, fair and confidential procedures (and adequate training on such procedures) that result in swift, unbiased and fair resolution of difficulties which may arise as part of their working relationship.
- b. Reports can be submitted confidentially and anonymously (where permitted by law). For more information or to raise a concern go to : [LIPTON Teas and Infusions Business Integrity \(convercent.com\)](https://convercent.com)

## 19. Application and compliance

LIPTON Teas and Infusions reserves the right to conduct enquiries and investigations of Business Partners' conduct to satisfy ourselves that these principles are being met.

Note that failure to demonstrate compliance with these principles will require the implementation of corrective action by the Business Partner, and may result in contract termination.

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