

Ottens Flavors Supplier Code of Conduct

Ottens Flavors not only delivers high quality products but we do so in a way that reflects the company's commitment to conduct our business activities in full compliance with applicable laws and to do business with the highest of integrity, ethics and honesty. We are dedicated to producing the highest quality flavors, superior customer service and a reliable and enjoyable product line for our customers. We expect our business partners to have confidence in our products that bear our name. To ensure this level of quality, our products must be manufactured in accordance with a code of conduct that meets ethical trade initiatives and the international labor organization. ***As Acknowledgement of our Purchase Orders, you are agreeing to these terms and conditions listed. These conditions are posted on Ottens website (www.ottensflavors.com) for your review and may be subject to change.***

Ottens asks its vendors, distributors, and subcontractors to hold themselves to the same ethical trade standards and to respect and to adhere to when conducting business nationally or internationally. It is the supplier's responsibility to educate its employees, agents and subcontractors accordingly.

By acceptance of the code of conduct, the supplier/distributor commits to and accepts that all existing and future agreements and business relationships with Ottens Flavors are governed by and subject to the provisions contained herein.

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- **Sustainability:**
 - Ottens expects the supplier to Ottens to continuously strive towards improving efficiency and sustainability of it operations. Ottens encourages operating practices and agricultural production systems that are sustainable.
- **Business Integrity**
 - The supplier must comply with all applicable laws and regulations and conduct themselves ethically.
- **Prohibition of Child Labor**
 - Supplier does not employ individuals below the age of 16, except if allowed by local law and such exception is consistent with International Labor Organization guidelines and does not subject the child to harsh or unsafe conditions. Supplier maintains documentation of each individual's date of birth or has legitimate means of confirming each individual's age.
 - Supplier complies with the laws and regulations related to minimum working age. No employee of any age, including apprentices or vocational students, may be employed in breach of local regulations governing the minimum age for work or the compulsory age for schooling, consistent with ILO Minimum Age Convention No. 138.
 - Where independent documents are not available, Supplier employs other legitimate and reliable means for determining employees' ages.

- **Prohibition of Forced, Enslaved, Compulsory Labor, and Human Trafficking**
 - Ottens Flavors supports the California Transparency in Supply Chains Act of 2010 and prohibits the use of child labor, forced labor and abhors human trafficking.
 - The Company must demonstrate advocacy of Human Rights, demonstrate compliance and meet the terms of all U.S. laws, Ethical Trade Initiatives along with the International Labor Organization that governs child labor, forced and enslaved labor, and human trafficking.
 - Ottens Flavors exercises these beliefs in all countries in which we operate, regardless if local national laws protects the human rights and labor practices of their citizens.
 - Ottens Flavors expects our suppliers to be in full compliance, respect human rights and ensure that no child is enslaved or forced into labor; and that no supplier is engaged in any violation of child labor, forced labor or human trafficking.

- **Working Hours Compensation**
 - Supplier complies with all applicable laws regarding regular working hours, rest periods and overtime hours.
 - Under normal circumstances, Supplier grants all employees a minimum of one day off within each seven-day period.
 - Supplier does not require a work week over 60 hours, including overtime or weekends, unless operational circumstances requires a temporary increase in working hours. Supplier does not force employees to work overtime.
 - Supplier maintains up to date written records of normal and overtime working hours including break and meal times for each employee.

- **Health & Safety**
 - Supplier complies with all applicable laws pertaining to health and safety in the workplace.
 - Supplier provides a safe, clean, healthy, and productive work environment even when local laws do not govern the health and safety of an employee or contingent workers.
 - Supplier or third party agency that provides worker dormitories shall provide workers with regular and adequate lighting, temperature, ventilation, showers, toilet facilities and regular access to portable water. Dormitories shall be clean and safe and provide emergency exits, reasonable personal space, and reasonable entry and exit privileges.
 - Supplier shall ensure that the hazards of all chemicals produced or handled are evaluated, and that information concerning their hazards is transmitted to employers and employees in the primary language of its workers. Supplier shall provide all appropriate personal protection equipment.
 - Supplier adequately trains employees on local workplace safety practices, including emergency evacuation procedures. Supplier provides systems and training designed to help prevent accidents and injuries.
 - Supplier maintains records of health and safety trainings and accidents and injuries at the workplace.
 - Supplier provides adequate access to medical facilities, fire exits and firefighting and safety equipment.

- **Abuse and Discrimination**
 - Supplier does not engage in physical, mental, verbal or any other abuse, inhumane or degrading treatment, or any form of harassment. Supplier treats all employees and contingent workers with respect and dignity and complies with local legislation on disciplinary practices.
 - Supplier conducts security procedures in a gender-appropriate and non-intrusive manner, if applicable.

- **Auditing and Monitoring**
 - Ottens reserves the right to verify the supplier's/distributor's compliance with Ottens' Code of Conduct. If Ottens becomes aware of any actions or conditions not in compliance with the code of conduct, Ottens reserves the right to demand corrective measures. Ottens reserves the right to terminate an agreement with any supplier/ distributor who does not comply with the contained code of conduct.