

# **TCHAI SUSTAINABILITY POLICIES**

Growing our organisation in a sustainable manner is something we are fully committed to. Our sustainability framework has three distinct pillars – people, planet, profit – and finding balance within them supports our growth. While economic success is needed to fulfil and further our company’s mission, we believe it exists neither in isolation from — nor is it directly opposed to — the sustainability of people or our planet. True sustainability awaits where the benefits to the environment, society and economics meet.

To support our commitment to sustainability as a whole and more specifically to the matter of people, the environment and our way of making a profit, Tchai International B.V. and Tchai USA LLC have written the following policies:

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## **GENERAL SUSTAINABILITY POLICY**

To support our commitment to sustainability Tchai International B.V. and Tchai USA LLC adhere to the following principals:

- We commit to be in compliance with all applicable EHS (environment, health and safety) and labor regulations. We implement programs and procedures to assure ongoing compliance.
- We are committed to nurturing a positive work environment in which our employees can find job satisfaction, a healthy work-life balance, offering both freedom in their work as well as the opportunity to improve themselves on a personal and professional level. To prevent occupational injuries and illnesses employee health and safety is given a top priority.
- We have established and will continue to implement our accident prevention programme. This is specifically designed to prevent activities that pose a threat to human health, safety and the environment.
- We continuously seek opportunities, beyond regulatory compliance, to incorporate pollution prevention and other activities to enhance our sustainability development.
- We will minimize the amount and toxicity of waste generated, and ensure the safe treatment and disposal of waste.
- We will manage scarce resources, such as water, raw materials and energy, in an environmentally sensitive manner.
- We avoid unnecessary travel by making use of instant messaging, video and audio conferencing, telephone and email.
- We donate a part of our profit to a good cause that is aligned with our sustainability principals.
- We will measure our progress on all above specified principles, and review in our annual progress report.
- We communicate our commitment to sustainability, as well as our sustainability performance to our employees, vendors/suppliers, customers and community. We will solicit their input in meeting our goals and will offer support to meet theirs.

### **Tchai International B.V. & Tchai USA LLC**



Kim Tchai - CEO Tchai International B.V.



Frank Paulus – President Tchai USA LLC

## **PEOPLE POLICY**

To support our commitment to sustainability and specifically to the pillar: 'people', we at Tchai International B.V. and Tchai USA LLC give the utmost importance to the health and safety of our employees. Therefore, we adhere to the following:

- We ensure that healthy and safe working conditions are provided for all our employees and on-site contractors in accordance with applicable law and other relevant industry standards. We have effective procedures in place to make sure changes in applicable law are immediately implemented in our company.
- We are committed to nurturing a positive work environment in which our employees can find job satisfaction, a healthy work-life balance, offering both freedom in their work as well as the opportunity to improve themselves on a personal and professional level.
- We continuously assess the risks of our specific workplace hazards and implement controls to minimise the risks of accidents, illnesses and injury to employees and on-site contractors.
- We provide training and information about health and safety to employees and on-site contractors in an understandable form and in an appropriate language. This includes:
  - Specific job-related health and safety hazards and controls, among others the safe use of operating applicable machines and working with chemicals.
  - Appropriate action to take in the event of an accident or emergency.
  - Appropriate training in fire safety and emergency procedures.
  - First-aid training to designated employee representatives.
  - Employee and contractor awareness that they have the right and responsibility to stop work or refuse to work in situations that have uncontrolled hazards, and to immediately bring these situations to the attention of those at imminent risk and to the PIC.
- We provide appropriate and current Personal Protective Equipment (PPE) free of charge and verify that it is worn and used correctly.
- We ensure that equipment is set up with all necessary safety measures, routinely inspected and properly maintained.
- We provide access to clearly marked first-aid provisions and trained first-aid personnel, and have appropriate procedures in place for transportation to local medical facilities in the case of a medical emergency.
- We have established emergency procedures and evacuation plans for all reasonably foreseeable emergencies, which are clearly displayed, regularly tested (including evacuation drills), and periodically updated.
- We provide and maintain workplaces, that have:
  - Enough clean and hygienic toilet, kitchen and working facilities.
  - Fire and other emergency safety equipment and alarms.
  - Clearly marked, unlocked and unblocked emergency exits and escape routes.
  - Access to adequate power supply and (emergency) lighting
- We investigate health and safety incidents and feed the results into reviews of the controls of related hazards to identify opportunities for improvement.

- We shall provide employees and on-site contractors with a mechanism, by which they can raise and discuss health and safety issues with management.
- We maintain an inventory of hazardous substances at our facilities. Safety data sheets are accessible where all hazardous substances are in use and their associated risks. The proper way of handling, storing and disposing shall be clearly communicated to all employees and contractors who work with them.

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## **PLANET POLICY**

To support our commitment to sustainability and specifically to the next pillar: 'planet', we at Tchai International B.V. and Tchai USA LLC adhere to the following principals:

- We have a mechanism in place to regularly review and implement applicable environmental legislation, regulations, and codes of practices which apply to our facilities.
- Annually, we identify and rank all environmental aspects (both direct and indirect) of our core activities and our auxiliary services that support the core activities and our products.
- For this we formed a cross-functional team from key areas of our operation, since all parts of our organisation have to be considered.
- From all aspects identified, we determine their significant environmental impact. In assessing the significance we consider:
  - Potential to cause environmental harm.
  - Size and frequency of the aspect.
  - Importance to the stakeholders of the organization.
  - Requirements of relevant environmental legislation.
- For the significant environmental aspects selected to be improved, we conduct baseline measurements and define performance objectives and targets. We work towards best environmental practices, for at least:
  - Efficient use and responsible sourcing of raw materials, where:
    - We ensure that the loss of raw material during the production process is reduced to our best extent.
    - We conduct due diligence on the source of our raw materials, ensuring that is it responsible.
  - Carbon footprint reduction, where:
    - We conduct due diligence on the source of our raw materials, ensuring that is it responsible.
    - We conduct comprehensive audits on our current emissions and set ambitious goals for continuous carbon reduction.
  - (Hazardous) Waste minimization, where:
    - We responsibly manage the identified wastes by applying the principles of reduce, recover, re-use and recycle to reduce environmental impact where applicable.
    - We do not use chemicals and hazardous substances subject to international bans due to their high toxicity to living organisms, environmental persistence, or potential for bioaccumulation, irreversible ecological impacts, or depletion of the ozone layer. We employ alternatives to other hazardous substances used in business processes wherever technically and economically viable.
  - Water efficiency, where:
    - We ensure the efficiency of our production process as well as our facility's general operations in regards to the use of water.
  - Packaging reduction, where:
    - We ensure that, the minimal amount of packaging material with the least environmental burden is used for packing individual products and the total product shipments.

- We provide general environmental awareness training for all employees and task specific environmental training where needed.
- We have an internal communication mechanism to sustain awareness and responsibility for environmental system maintenance.

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**PROFIT POLICY**

To support our commitment to sustainability and specifically to the last pillar: 'profit', we at Tchai International B.V. and Tchai USA LLC adhere to the following:

- We commit to be in compliance with all applicable laws and regulations. We implement programs and procedures to assure ongoing compliance.
- We focus on community involvement and development by positively contributing to our local economy.
- As a family owned business, active for over 6 decades, our strategy is based on long term continuity.
- Our focus on continuity is to safeguard not only the organisation itself but also the employment and economic contribution it offers. We hire locally and partner with sheltered workshops.
- We are in it for the long haul and because of that we strive for a sound balance between ambition and security, investing and controlling costs, and foster an environment that is all about responsible entrepreneurship.

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