



# TUNU COMPANY ESG CODE OF CONDUCT



The purpose of this Code of Conduct is to outline the standards of behaviour expected from all employees, and management, of Tunu Company. We are committed to fostering a positive workplace culture, upholding ethical standards, and ensuring compliance with applicable laws and regulations

## A responsible Company

Our company is committed to acting with integrity and working in a responsible manner. This Code of Conduct describes our values and provides guidance to our employees, management and suppliers on how to do business. Our Environmental Social and Governance (ESG) priorities are integrated in this Code of Conduct.

## What we believe in

In our company, we all work according to the following core values:

- Respect for people and the environment.
- Pursuing the highest quality in everything we do.
- Responsibility towards others is the basis for lasting relationships with our clients, suppliers and employees.
- Exemplary behaviour: we are involved with our stakeholders and local communities, and we are open and transparent about our activities.

We are committed to delivering the highest quality of spices and virgin coconut oil to our clients worldwide. In doing so, we expect from ourselves, our employees and our value chain partners to act with integrity, and to be transparent, responsible and committed to quality.



*TUNU company provides premium organic spices sourced directly from farmers and designed for health-conscious consumers, including home cooks and chefs in wellness-oriented restaurants. Our spices offer exceptional taste, aroma, and flavor that enhance dishes and deliver nutritional benefits, all while ensuring high-quality, sustainably sourced ingredients for unmatched freshness.*

## Making the Code of Conduct work

It is our opinion that a Code of Conduct alone is not enough. Therefore, we are committed to actively promote and work on good business practices which are in line with this code. Our employees receive regular training about the Code of Conduct and dilemmas are openly discussed.

Within the company we have a yearly action plan, endorsed by management, to guide our activities and projects with respect to continuous improvement of the ESG topics

In addition, we have separate assurance for the ESG topics as outlined in the Code of Conduct. All our relevant certifications, initiatives, projects or partnerships are depicted below.

- Tanzania Bureau of Standards certifications,
- Working in consortium with Green Integration Company Limited and Foodies Wasteless Company Limited.

## Respecting Human Rights

We believe that respecting human rights is at the basis of being a responsible company. When people are treated with respect, work in decent conditions and earn fair wages, work satisfaction, commitment, productivity and prosperity benefit.

- We do not accept child labour in any of our operations nor the operations of our suppliers. We have implemented all necessary procedures to avoid child labour in our activities and our supply chain.
- Diversity contributes to the success of our business. We take all necessary measures to avoid discrimination and create a culture of openness and transparency so that incidents can be reported and solved. We do not tolerate discrimination in our company and have a strict anti-discrimination policy which is communicated internally.
- All our employees are paid in accordance with legal and sector requirements. We offer salaries that are [at least 5% above the national minimum wage. We offer all employees a written, fixed contract.
- We make sure that working hours of our employees are in line with legal requirements and paid in accordance to sector and legal requirements. The maximum number of working hours per day is 8. Any overtime should never exceed 9 hours (one hour after working hours) and will be compensated by paying overtime.
- Our employees have the right to join or form an organization that represents their interests or/and engages in collective bargaining. Our company recognises the importance of such organisations.
- We do not accept forced labour in any of our operations. We actively engage in activities to prevent forced labour in our supply chains.

## Labour practices

Our employees are our most important assets. Therefore, their safety, health and happiness is very important to us. We make sure all employees are trained, work in a safe environment and have access to protective clothing and other equipment.

- Each accident is one too many. We are committed to providing our employees with a safe and secure workplace. All our workers are trained to work in a safe manner and receive adequate protective clothing and protective equipment. First aid kits are present and medical assistance is given without delay.
- Our factory has a proper evacuation plan in place. Every six months we train all employees for an emergency evacuation.
- All employees are required to work with protective equipment.

- We make sure we have adequate lighting, ventilation and temperature control in our factory. We offer childcare facilities to our employees.

## **The Environment**

Our company is actively working on reducing its environmental impact and increasing our positive contribution to a clean and healthy environment.

- Our company complies with all relevant environmental legislation and expects the same from its suppliers. We make sure no potentially polluting substances will end up in the air, soil or water.
- We installed adequate waste collection and disposal systems and are committed to reuse and recycling when possible.
- We manage our water resources responsibly. We make use of wastewater treatment methods to limit our environmental impact. We closely monitor the amount of water which is used in the production process. Based on this, we set yearly targets to reduce our water use. Recently, we reduced our water use with 2 %.
- We are committed to energy saving.
- We actively promote the protection and conservation of biodiversity and high conservation value areas.

## **Fair Operating Practices**

Our company believes in fair business practices. We treat our business partners with care and respect, never engage in corruption and respect the property rights of others.

- Our company and our employees do everything they can do to avoid engaging in corruption.

## **Customer Interest**

Our customers can count on the best quality and the best service.

- Our marketing efforts are always based on fair and honest information about our products and services.
- We guarantee that our products are safe and do not negatively impact human health in the short or long term.
- We respect the privacy of our customers.

## **Supply Chain Responsibility**

We are committed to long-term relationships with our supply chain partners. We select and work with trustworthy partners that follow the same rules of behaviour as we do.

- The basic rules of behaviour as described in this Code of Conduct are also applicable to our suppliers. Our suppliers are carefully screened in order to guarantee this.
- We work with suppliers who hold an organic certification.
- We support our suppliers to assess their social and environmental impact and train them to implement good agricultural practices.
- By enforcing the rules as laid out in our Code of Conduct, we actively spread the concept of ESG in the supply chain.
- We collaborate in sector-wide initiatives to promote ESG in our supply chain, for example we do work with Tanzania Spice Association (TASPA) and Cereals and Other Produce Regulatory Authority (COPRA).

## **Impact on Local Communities**

We strive to be an active and good 'corporate citizen' in our communities.



- We respect the needs and rights of our local communities and find it important to contribute to their welfare, by reducing wastes, creating job opportunities and support local economies, sponsorships, engage with community leaders and respect their perspectives in business operations and providing nutrition education.

### Good Governance

Our company is dedicated to take its responsibility. This Code of Conduct is an important step, but we do much more to ensure that the activities of our company contribute to a positive (societal) outcome. We implemented an ESG strategy and have set goals for the next few years.

- We ensure that timely and accurate information is disclosed on all matters regarding our activities, structure, financial situation, performance, ownership and governance.
- We believe an open attitude towards society and our stakeholders is crucial. We therefore regularly engage with our stakeholders.
- This Code of Conduct is embedded within our company. All employees receive training about the Code of Conduct and how to apply it in the daily operations.



Tunu Staff with a facilitator from ITC, Zanab Msuya

### Company info

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