



## **VENDOR RESPONSIBILITY AGREEMENT**

### **Supplier Human Rights Compliance Acknowledgment Form**

This Vendor Responsibility Agreement (“Agreement”) outlines the ethical, social, and environmental responsibilities required of all vendors, contractors, and service providers (“Vendors”) that do business with Latin Specialties LLC (“LS”). These standards are designed to ensure compliance with applicable laws, alignment with international best practices, and support of LS’s core values in the areas of human rights, labor, health and safety, environment, and business ethics.

By signing this Agreement, or by continuing to supply goods or services to LS after receipt of this Agreement, Vendors acknowledge and agree that compliance with these standards is a condition of their commercial relationship with LS. Failure to comply may result in suspension or termination of the business relationship at LS’s sole discretion, without further obligation or liability.

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### **1. Freely Chosen Employment & Anti-Forced Labor Policy**

As a vendor for Latin Specialties, I certify that our company does not engage in or support forced labor, bonded labor, involuntary prison labor, or human trafficking. We ensure that all employment is freely chosen, and no worker is required to surrender personal documents as a condition of employment. We prohibit the retention of employee passports, wages, or any form of coercion. Vendors must ensure that no worker is required to pay recruitment fees or related costs to obtain or maintain employment. All recruitment costs must be borne by the employer.

**Vendor Initials:** \_\_\_\_\_

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### **2. Non-Discrimination & Equal Opportunity Policy**

Our company is committed to providing equal employment opportunities regardless of race, color, religion, gender, national origin, disability, or any other protected category. We maintain a zero-tolerance policy against workplace discrimination and harassment. We enforce non-discrimination policies and conduct annual diversity training for employees.

**Vendor Initials:** \_\_\_\_\_

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### **3. Fair Wages & Working Hours Policy**

For U.S.-based vendors, we certify that all employees receive at least the current federal minimum wage or the applicable state/local minimum wage, whichever is higher. Overtime is voluntary and compensated at 1.5x the regular rate, in compliance with labor laws. Wage payments are made on time and transparently, with no unauthorized deductions. Vendors must provide employees with written terms of employment in a language they understand, including details of wages, hours and benefits paid.

For international vendors, we certify that all employees receive at least the legally mandated minimum wage in their respective country and that wages meet or exceed the cost of living in the region. Overtime is voluntary and compensated fairly, and all wage payments comply with local labor laws.

**Vendor Initials:** \_\_\_\_\_

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### **4. Health & Safety Policy**

We commit to providing a safe and healthy work environment for all employees, complying with all applicable health and safety laws. We conduct regular risk assessments, maintain proper Personal Protective Equipment (PPE) policies, and have an emergency preparedness plan in place. We allow Latin Specialties to conduct random safety audits.

**Vendor Initials:** \_\_\_\_\_

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### **5. Child & Young Worker Protection Policy**

We do not employ individuals under 18 years of age (or my country's applicable legal minimum working age) for hazardous work. We verify the age of all employees through legal documentation before employment. Our company ensures compliance with local and international labor laws regarding young workers.

**Vendor Initials:** \_\_\_\_\_

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## 6. Environmental Responsibility & Sustainability Commitment

We are committed to conducting our business in a manner that minimizes negative environmental impacts and supports long-term sustainability. Vendors, contractors, and service providers working with Latin Specialties LLC (“LS”) agree to uphold the following commitments:

1. **Compliance with Laws & Permits**
  - Operate in full compliance with all applicable local, state, and federal environmental regulations.
  - Maintain all required environmental permits, licenses, and records, and provide copies to LS upon request.
2. **Resource Efficiency & Emissions Control**
  - Take reasonable steps to reduce waste, water, fuel, and energy consumption.
  - Prevent and control air emissions, refrigerant leaks, chemical releases, and other pollutants.
3. **Waste Management**
  - Segregate and safely dispose of waste through licensed disposal or recycling providers.
  - Provide LS with disposal records or manifests if requested.
4. **Sustainability & Continuous Improvement**
  - Support LS’s sustainability goals, including transitioning to low-emission logistics, minimizing refrigerant leaks, and reducing landfill waste.
  - Implement continuous improvement programs to reduce environmental impact.
5. **Transparency & Accountability**
  - Submit annual environmental reports to LS, including data on energy, fuel, water, and waste, as applicable.
  - Participate in random audits conducted by LS or authorized third parties to verify compliance.

By signing below, the vendor acknowledges receipt of LS’s Environmental Policy and commits to aligning their operations with its principles.

Vendor Initials: \_\_\_\_\_

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## 7. Supplier Code of Ethics & Compliance Agreement

Our company commits to conducting business with integrity, transparency, and accountability. By signing this agreement, the vendor certifies that:

1. **Anti-Bribery & Corruption**

- No employee, officer, agent, or subcontractor will engage in bribery, corruption, extortion, embezzlement, or facilitation payments of any kind.
  - All interactions with government officials, customers, and business partners must comply with applicable anti-corruption laws, including the U.S. Foreign Corrupt Practices Act (FCPA), the U.K. Bribery Act, and relevant local legislation.
2. **Gifts & Hospitality**
    - Vendors must not offer or provide gifts, entertainment, or anything of value intended to improperly influence business decisions. Any hospitality must be modest, lawful, and fully transparent.
  3. **Conflict of Interest**
    - Vendors must disclose any actual or potential conflicts of interest that could influence their business dealings with Latin Specialties LLC.
  4. **Whistleblower Protection**
    - Vendors must maintain a mechanism for employees to raise concerns about unethical behavior without fear of retaliation.
  5. **Compliance & Oversight**
    - Vendors agree to comply with all applicable labor, human rights, and environmental laws, in addition to this Code of Ethics.
    - Vendors agree to provide documentation upon request and to participate in audits if required by Latin Specialties LLC.

**Vendor Initials:** \_\_\_\_\_

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## **8. Human Rights, Freedom of Association & Worker Voice Policy**

Our company upholds the principles of the Universal Declaration of Human Rights, the ILO Core Conventions, and the ETI Base Code. We respect workers' rights to freedom of association and collective bargaining, consistent with local laws. We maintain grievance mechanisms that are accessible, confidential, and protect workers from retaliation.

**Vendor Initials:** \_\_\_\_\_

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## **9. Whistleblower Protection & Conflict of Interest**

We prohibit retaliation against any employee or stakeholder who raises a good-faith concern related to labor, safety, environment, or ethics. We further require all managers and employees to disclose any actual or potential conflicts of interest in dealings with Latin Specialties or its affiliates.

**Vendor Initials:** \_\_\_\_\_

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## **10. Deforestation-Free Sourcing & Biodiversity Protection**

Our company is committed to protecting biodiversity and preventing deforestation within our operations and supply chain. Vendors are expected to:

- Avoid sourcing practices that contribute to deforestation or habitat destruction.
- Promote sustainable land use, soil health, and ecosystem protection in line with internationally recognized guidelines, including the **United Nations Sustainable Development Goals (SDG 15: Life on Land)** and the **Consumer Goods Forum’s Zero Net Deforestation commitment**.
- Demonstrate responsible sourcing practices through documentation, certifications, or audits when requested by Latin Specialties.
- Support continuous improvement efforts to reduce environmental impact, safeguard biodiversity, and ensure deforestation-free supply chains.

**Vendor Initials:** \_\_\_\_\_

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## **11. Non-Subcontracting without Notification Policy**

Vendors must not subcontract any portion of sourcing, production, packaging, or related work without prior notification to Latin Specialties. Notification must include details of the subcontractor and all relevant certifications to ensure compliance with LS’s standards for quality, ethics, and safety. Latin Specialties reserves the right to approve or reject subcontracting arrangements. Failure to notify and obtain approval may result in suspension or termination of the business relationship at LS’s sole discretion.

**Vendor Initials:** \_\_\_\_\_

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**ACKNOWLEDGMENT & SIGNATURE**

I, the undersigned, confirm that I have read, understood, and agree to comply with all the policies outlined in this agreement. I acknowledge that failure to comply may result in the suspension or termination of our business relationship with Latin Specialties LLC.

**Vendor Company Name:** \_\_\_\_\_

**Authorized Representative Name & Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_