

TI Media Ethical Sourcing Guidelines

The TI MEDIA Ethical Sourcing Guidelines (“Guidelines”) reflect the commitment of TI MEDIA LIMITED (“TI MEDIA”) and its subsidiaries and affiliated companies to conduct business according to standards of integrity and ethics.

It is important that TI MEDIA’s suppliers conduct business in compliance with local laws and regulations and industry standards. Suppliers typically fit into one of two categories:

- i) TI MEDIA Product Suppliers – Entities that produce products that are distributed by TI MEDIA or with its publications, including premiums and promotional material.
- ii) Other Goods and Services Suppliers – Entities that provide other goods and services purchased by TI MEDIA.

Licensees are third parties to whom TI MEDIA licenses its intellectual property, used in connection with consumer products that are manufactured and/or distributed by the same or other third parties.

In implementing these Guidelines, our focus is on those suppliers or licensees that present the most significant potential risk to TI MEDIA’s businesses, including its reputation for integrity and ethics, and where TI MEDIA’s actions in implementing these Guidelines can be effective in addressing that risk.

The Modern Slavery Act and The International Labor Organization (ILO) Core Labor Conventions, as established by the tripartite United Nations affiliated agency, have served as the foundation upon which the majority of these Guidelines are based.

TI MEDIA requires that all of its suppliers comply with these Ethical Sourcing Guidelines.

EMPLOYMENT

1. Non-Discrimination

TI MEDIA expects that suppliers and licensees will not discriminate in recruitment, hiring, training and employment practices, including compensation, benefits, advancement, discipline, termination or retirement, on the basis of race, colour, religion, national origin, sex (including pregnancy), age, sexual orientation, marital status, physical or mental disability or any other category protected by law that does not affect an individual’s ability to do the job.

2. Child Labour

TI MEDIA expects that suppliers and licensees will not employ any person under the age of 15 (or 14 where local law allows) or younger than the age for completing compulsory education in the country of manufacture where such age is higher than 15. Workers under 18 years of age should not perform work likely to jeopardise the health or safety of young persons. All suppliers and licensees should also adhere to legitimate workplace apprenticeship programmes and comply with all laws and regulations governing

child labour and apprenticeship programs. The employment of child actors may be subject to separate guidelines.

3. Modern Slavery

TI MEDIA expects that suppliers and licensees will not use any forced, bonded or involuntary labour, whether prison, bonded, indentured or otherwise. Suppliers and licensees must not require employees to relinquish any personal identification, including but not limited to passports, identification cards or work permits. Workers should not be asked to lodge deposits as a condition of employment. All workers must be free to leave their employer at reasonable notice.

We expect that our suppliers take all precautions to ensure that their supply chain is slavery free as defined in The Modern Slavery Act.

4. Coercion and Harassment

TI MEDIA expects that suppliers and licensees will treat each employee with dignity and respect, and will not use corporal punishment, threats of violence or other forms of physical, sexual, psychological or verbal harassment or abuse.

5. Pay and Benefits

TI MEDIA expects that suppliers and licensees will comply with local legislation regulating employment and contribute to all statutory social security and welfare funds to which employers and/or employees are required by applicable laws to contribute, including minimum wage, medical insurance, industrial injury insurance, pension, housing and unemployment funds, as well as contribute to these funds on behalf of all employees in accordance with all relevant laws and regulations. Wage deductions for service provided must be reasonable and workers must give agreement for each deduction. Fines as a disciplinary measure are not permitted. Workers should not be required to work excessive hours and overtime must be voluntary. All workers should have the right to join or form a trade union and workers who engage in such activities should not face discrimination.

6. Employment Records

TI MEDIA generally expects that suppliers and licensees will retain approximately one year of complete and accurate records and documentation, including employment contracts, residence and work permits (if applicable), proof of age documentation, maternity leave records, industrial injury reports, and work time and pay records, relating to employees in manufacturing and operations positions necessary to demonstrate compliance with these Guidelines, other than information and records that applicable law requires Suppliers to purge after a shorter period of time.

HEALTH & SAFETY, ENVIRONMENT

7. Health and Safety

TI MEDIA expects that suppliers and licensees will provide employees with a safe and healthy workplace in compliance with all applicable laws and regulations, ensuring, at a minimum, occupational safety, machine guarding, emergency preparedness, industrial hygiene, reasonable access to potable water and

sanitary facilities, fire safety, and adequate lighting and ventilation. Any supplier or licensee that is a manufacturer will also ensure that comparable standards of health and safety are applied in any housing or canteen facilities that it provides for employees.

8. Environment

TI MEDIA expects that suppliers and licensees will comply with all applicable environmental laws and regulations and ensure that all required environmental permits and registrations are obtained, maintained and kept current and that operational and reporting requirements are followed.

INTELLECTUAL PROPERTY AND ETHOS

9. Anti-Piracy

TI MEDIA expects that Suppliers and Licensees will respect all intellectual property rights and will not copy or allow third party access to any TI MEDIA content without authorisation, including but not limited to any form of film, video or digital elements containing audio/visual content, except as necessary to perform obligations under the supplier's or licensee's agreement with TI MEDIA

10. Business Ethics

TI MEDIA expects suppliers and licensees to implement effective and appropriate ethics and compliance programmes. For a sample policy, see the TI MEDIA Corporate [Standards of Business Conduct](#).

IMPLEMENTATION AND COMPLIANCE

These Guidelines highlight TI MEDIA's expectations of the manner in which its suppliers and licensees will conduct themselves in their business relationships with TI MEDIA recognises that achieving the standards established in these Guidelines will be a dynamic rather than a static process and encourages suppliers and licensees continually to improve their workplace conditions.

TI MEDIA requires that its suppliers and licensees will establish and maintain appropriate management systems, the scope of which is consistent with the content of these Guidelines, and actively review, monitor and modify their management processes and business operations to ensure that their operations align with the principles set forth in these Guidelines. TI MEDIA expects that suppliers and licensees will work with their own suppliers and subcontractors to ensure that they also strive to meet the principles of these Guidelines or a comparable set of principles.

It is entirely within TI MEDIA's discretion whether to continue to use a Suppliers or Licensee, subject to contractual obligations. Where TI MEDIA believes that a supplier presents a medium or high risk to its business by reference to The Modern Slavery Act in particular, it will carry out due diligence on such suppliers or licensees, including requiring them to complete TI MEDIA's ethical sourcing questionnaire.

TI MEDIA reserves the right to take such actions as it deems appropriate, in its discretion, to monitor and promote adherence to these Guidelines, as well as to waive compliance in cases it deems appropriate. If it is found that any supplier or licensee acts in a manner inconsistent with these



Guidelines, actions that TI MEDIA may take, subject to contractual obligations, include, but are not limited to, working with the supplier or licensee to ensure steps are taken to address the violation(s) and prevent recurrence, canceling the affected contract, terminating the relationship with such supplier or licensee, commencing legal action or other actions as warranted against such Supplier or Licensee, and/or reporting supplier or licensee to appropriate legal or regulatory authorities.

In the interests of due diligence, TI MEDIA will continue to assess actual and potential risk, offer information and training to staff about assessing actual and potential human rights impacts, and have put in place a complaints procedure.

If a person has knowledge of conduct that is inconsistent with these Guidelines, or has a question with respect to the Guidelines, please contact TI MEDIA's Director of Human Resources, Briony Lawton.