

## Sustainable Procurement Policy

As a distributor of raw materials intended for use in cosmetics and personal care products, DD Chemco acknowledges the environmental and social impact the chemicals we distribute have on everyday life. Therefore, DD Chemco abides by its *Sustainable Procurement Policy*, which encourages employee morale and establishes our pledge to sustainability. This *Sustainable Procurement Policy* is applicable to our only location in Los Angeles, California.

DD Chemco forms longstanding relationships with our suppliers to guarantee continuous reciprocal improvement towards sustainable progress. We are proud to work with various suppliers that have participated in sustainable programs such as Ecocert/COSMOS and RSPO.

Our suppliers must comply with DD Chemco's' commitments under our *Sustainable Procurement Policy* including, but not limited to, Fair Labor, Anti-Slavery Laws, Bribery, and other corrupt practices.

### Environmental Practices

- Our suppliers should comply with relevant Occupational Safety and Health Administration (OSHA) approved state plans.
- Our suppliers should commit to follow the Federal Food, Drug, and Cosmetic Act (FD&C Act), the Fair Packaging and Labeling Act (FPLA), along with all other related international, domestic, and local regulations.
- Our suppliers must be driven to continuously improve sustainable developments.

### Labor and Social Practices

- Our suppliers should comply with Good Manufacturing Practice (GMP) Guidelines/Inspection Checklist for Cosmetics.
- Our suppliers should ensure that they follow the five Department of Labor (DOL) human rights regarding abolition of child labor, elimination of forced labor, freedom of association and collective bargaining, non-discrimination, and working conditions.
- Our suppliers are responsible to inquire that their suppliers follow applicable regulations.
- Our suppliers should ensure that none of the 3TGs conflict minerals are added to or used in the production of their raw materials. If 3TGs are necessary, our suppliers should ensure these conflict minerals are responsibly sourced; not sourced from areas considered conflict-affected or high-risk according to the current EU Conflict Minerals Regulation (2017/821).
- Our suppliers commit to sharing any pertinent knowledge of the raw materials and of the organization that would affect DD Chemco's' agreement to distribute the raw materials of the company i.e., Fair Labor, Anti-Slavery Laws, Bribery, and other corrupt practices.
- Our suppliers adhere to DD Chemco's' *Corporate Social Responsibility*.

This policy is reviewed and published annually. Next review on March 1, 2022.

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### Actions

DD Chemco requests that our suppliers honor our *Sustainable Procurement Policy*. Furthermore, when DD Chemco deems necessary, we send our suppliers self-questionnaires and self-audits regarding environmental and social practices.



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## Appendix



### **Occupational Safety and Health Administration (OSHA):**

<https://www.osha.gov/stateplans>



### **Federal Food, Drug, and Cosmetic Act FD&C Act / FPLA:**

<https://www.fda.gov/cosmetics/cosmetics-laws-regulations/fda-authority-over-cosmetics-how-cosmetics-are-not-fda-approved-are-fda-regulated#:~:text=The%20two%20most%20important%20laws,laws%20are%20enacted%20by%20Congress.>

### **Good Manufacturing Practice (GMP) Guidelines/Inspection Checklist for Cosmetics:**

<https://www.fda.gov/cosmetics/cosmetics-guidance-documents/good-manufacturing-practice-gmp-guidelinesinspection-checklist-cosmetics>



### **Department of Labor (DOL):**

<https://www.dol.gov/agencies/ilab/our-work/workers-rights>



### **EU Conflict Minerals Regulation (2017/821):**

<https://ec.europa.eu/trade/policy/in-focus/conflict-minerals-regulation/regulation-explained/>

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