



January 2, 2023

To Whom it May Concern:

Toddy Gear recognizes that its suppliers are an extension of Toddy Gears own facilities and business practices. While not owned or operated by Toddy Gear, each individual supplier conducts business affairs by its own standards and in doing so reflect on Toddy Gears own reputation and ethics. As such Toddy Gear adheres to and expects its suppliers to conduct business in a socially responsible and ethical manner which is consistent with all national as well as local legal requirements specific to the handling of its employees & manufacturing practices.

The purpose of this letter is to define Toddy Gears required practices to maintain fair and decent working conditions for its business partners, suppliers, sub-contractors, agents, and designated 3rd party vendors so that they maintain working conditions and practices that are within accordance with Toddy Gears own Code of Conduct. The following defines a list of minimum standards required to maintain a business relationship with Toddy Gear:

- **Forced Labor** – Toddy Gear does not use any type of forced labor, prison labor, slave labor, bonded labor, indentured labor, or otherwise.
- **Child Labor** – Toddy Gears does not employ people under the age of 15, or the minimum age of employment required by local law in the country of manufacture, whichever is greater.
- **Anti-Harassment** – Toddy Gear is committed to a work environment in which all individuals are treated with respect and dignity and are free from all forms of harassment and discrimination. Any form of harassment, whether it be physical, verbal, emotional or sexual, even when not unlawful or directed at a protected category, is prohibited and will not be tolerated. All employees, including supervisors, co-workers, vendors, contractors, customers or other third parties are expected to adhere to this policy.
- **Health and Safety** – All employees shall be provided with a safe and healthy work environment to prevent injury and accidents to each worker's health arising out of the course of work or operations of Toddy Gear and its facilities.
- **Hours and Wages** – Toddy Gear pays all its employees at least minimum wage as required by all local laws as well as provides all legally required benefits. Toddy Gear employees do not work more than the legal limits for regular or overtime hours as established by local law.



- **Overtime Compensation** – All overtime is consensual and is paid at a premium rate as is required by local law.
- **Non-Discrimination** – Toddy Gear treats its employees strictly according to his/her qualifications and ability and shall not discriminate on the basis of race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, or sexual orientation in accordance with applicable federal, state and local laws.
- **Undue Influence** – In accordance with the requirements set forth by the Consumer Product Safety Commission, Toddy Gear’s employees, suppliers, agents and sub-contractors are familiar with statements which could be considered “Undue Influence” and strictly prohibits any action which could undermine the validity and/or credibility of our product testing process or which could deliver false testing results from a 3rd party testing lab.

Sincerely,

A handwritten signature in black ink, appearing to read "Jason Emery", written in a cursive style.

Jason Emery
President