

1. Purpose

- A. As a member of the National Association of Chemical Distributors (NACD), TLC Ingredients is committed to the Community Outreach Code of Responsible Distribution (RD-008-XX) and the Waste Management and Resource Conservation Code of Responsible Distribution (RD-006-XX).
- B. TLC takes seriously our responsibility to the chemical community and the community at large.
- C. TLC Ingredients is committed to responsibly distributing chemicals and food ingredients and to working with our suppliers and customers to protect the environment, support our employees, and give back to our community. We will strive to make the right decisions so that all of us are proud of our company and the impact that we have on the world around us.
- D. It might seem counterintuitive that a chemical distributor promotes sustainability. But it's really not; it is simply the right thing to do. We influence in small—yet important—ways how the products we distribute are selected and used.

2. Scope

- A. This policy applies to all TLC Ingredients Inc. employees.

3. Responsibility:

- A. The President of TLC Ingredients is responsible for establishing and maintaining this policy.

4. TLC Ingredients Policy:

- A. TLC President has formed the TLC Corporate Social Responsibility Committee.
 - 1. The CSR Committee will meet at least four times annually.
 - 2. It will be made up of volunteers.
- B. The theme for TLC's Corporate Social Responsibility Program is: "Caring ^{TLC} for the Needs of Our Community".
- C. At TLC Ingredients, Corporate Social Responsibility (CSR) includes our commitment to the following areas:
 - 1. Waste and pollution minimization, as well as sustainability initiatives
 - a. TLC CSR Committee will discuss ways to expand TLC's Sustainability initiatives, as well as to set new Sustainability and Corporate Social Responsibility goals.
 - b. Corporate sustainability goals will be recorded on Product Safety Objectives Record (LS-1100-02-XX).

- c. We have implemented a number of energy-saving measures at our facility, including motion sensors and low-energy LED fixtures for lighting throughout the building, and low-flow plumbing fixtures.
 - d. In conjunction with Responsible Distribution Code VI: Waste Management and Resource Conservation Code of Responsible Distribution (RD-006-XX), TLC's policy is to handle and manage our waste in a safe manner, and to comply with all U.S. EPA standards. Our waste management policy includes waste disposal requirements and waste reduction measures.
 - e. We have instituted a recycling initiative within our facilities to recycle paper, aluminum cans, and plastic, as well as batteries. All employees are expected to comply with this program at work.
 - f. In addition, TLC uses recycled packaging as much as possible. Examples include the use of rebottled tote bins for food-grade products and the use of reconditioned drums and totes for industrial-grade products.
2. Supporting educational programs, especially STEM education
- a. We are very active in the Chemical Educational Foundation (CEF), supporting the organization's commitment to promoting science education to tomorrow's leaders. Specifically, we actively promote CEF's flagship program, the You Be the Chemist challenge.
 - i. TLC President is an active member of the Chicago Drug & Chemical Association (CD&CA) Education Committee. Through this affiliation, he helps coordinate funding for the CD&CA's sponsorship of the South Cook County You Be the Chemist regional challenge.
 - ii. TLC Ingredients is a co-sponsor of a regional You Be the Chemist challenge for Chicago area private elementary schools.
 - iii. Through our affiliation with the Chemical Industry Council of Illinois, TLC contributes to the Illinois Chemical Educational Foundation (ICEF), which funds and organizes the Illinois State You Be the Chemist Challenge
 - b. Employee Involvement in CEF programs
 - i. TLC President promotes CEF programs to Federal legislators during the Annual National Association of Chemical Distributors (NACD) Fly-In event.
 - ii. TLC purchases You Be the Chemist (YBTC) Activity Guides and distributes them to local schools, as well as encouraging TLC employees to distribute them to schools, or even present themselves the YBTC experiments in schools, in their communities.
 - c. TLC Ingredients donates annually to the Chemical Educational Foundation and is a member of CEF's President's Club.

3. Encouraging and creating opportunities for philanthropy and volunteerism (i.e. community outreach) to give back to our community:
 - a. TLC's philanthropic efforts are comprised of two programs:
 - i. TLC Corporate Contributions:
 - (a) TLC Ingredients supports many not-for-profit organizations throughout the year. Employees can submit requests to TLC Corporate Social Responsibility Committee.
 - (b) TLC contributions strategy may be discussed at TLC Corporate Social Responsibility Committee meetings.
 - (c) TLC President will set an annual budget for TLC contributions.
 - ii. TLC Contribution Matching:
 - (a) TLC Ingredients will match qualified employee contributions to not-for-profit organizations.
 - (b) TLC will match up to \$100 per employee per year, subject to the annual employee contribution matching budget set by TLC President.
 - (c) Employees wishing to have TLC match their donations must submit a request to the CSR Committee along with documentation of their contribution amount.
 - b. Community Outreach / Volunteerism:
 - i. We understand the importance of giving back to the communities in which we live and work. We encourage TLC employees to get involved in helping charities, schools, or other service organizations of their choice.
 - ii. The TLC Corporate Social Responsibility Committee will meet to identify community outreach and volunteer opportunities.
 - (a) TLC employees will be paid for their time if they choose to participate in these group volunteer activities.
 - (b) TLC employees are encouraged to invite their family members to participate in group volunteer activities.
 - iii. The CSR Committee will set annual corporate goals for community outreach and volunteer opportunities.
4. Sustainable Supply Chain
 - a. TLC Ingredients sells and distributes food ingredients and chemicals in a variety of industries. Because we primarily resell products in the same form in which they come to us from the manufacturer, our sustainability impact is based largely on our suppliers and their sustainability practices.
 - b. We believe in supporting U.S.-based companies and encouraging employment of U.S. workers; therefore, we elect to work with U.S.-based suppliers to the extent possible. We embrace the "buy local" concept to reduce the economic and environmental (i.e., greenhouse gas emissions) impacts associated with transporting products.

- c. TLC has partnered with a number of key, forward-thinking suppliers to offer more sustainable and responsible product alternatives to the marketplace.
 - i. For example, we are proud to offer bio-based chemicals, which are designed to reduce greenhouse gas (GHG) emissions, to the food and industrial sectors.
 - ii. Where possible, we work with our customers to promote the use of more biodegradable and/or less toxic alternatives to traditional raw materials.

5. Ethics and Fair Labor Standards

- a. TLC Human Rights and Labor Policy (LS-1100-07-XX) outlines policies related to human rights and fair labor standards.
- b. Business Ethics and Anti-Corruption Policy (LS-1100-04-XX) outlines policies related to ethics and anti-corruption.

5. Associated Documents:

- RD Code VIII: Community Outreach (RD-008-XX)
- RD Code VI: Waste Management and Resource Conservation (RD-006-XX)
- TLC Human Rights and Labor Policy (LS-1100-07-XX)
- Business Ethics and Anti-Corruption Policy (LS-1100-04-XX)
- Product Safety Objectives Record (LS-1100-02-XX)

6. Reference Documents:

- IFS Logistics – Version 2.2 Standard for Auditing Logistical Services in Relation to Product Quality and Safety Section 1.1. – Corporate Policy/Corporate Principles
- NACD Responsible Distribution® Specifications and Guidance Document 6th Cycle (January 1, 2017 – December 31, 2019)
- The InSperty Guide to Corporate Social Responsibility - Issue 7

7. Revision History:

Revision	Date	Description of Changes
1	04/05/2017	New Document
2	02/19/2018	Add Ethics and Fair Labor concepts to CST Committee purview. Added annual community outreach goals.
3	08/07/2018	Reference Document updated to reflect IFS Logistics 2.2 Standard. Combined with Sustainability and Corporate Social Responsibility Elements (LS-1100-05-XX), as well as Sustainability and Corporate



TLC Corporate Social Responsibility Program

LS-1100-06-03

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Effective Date: 08/07/2018

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Social Responsibility Policy (LS-1100-03-XX) and obsoleted those documents.