



# EAST AFRICAN TEA TRADE ASSOCIATION

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## Principles, Code of Conduct and Ethics

The East Africa Tea Trade Association (EATTA) Code of Conduct and Ethics is a commitment that is made by all of its Members to pursue their business activities in full compliance with all laws and to uphold the highest ethical transparent and professional standards, treating all our partners with integrity thus earning the trust of our customers, business partners, suppliers, Government and the community in general. These core values govern our operations and what we stand for and by observing the letter and the spirit of this Code we are affirming our source of pride as Members of the EATTA.

### (i) Honest and Ethical Conduct

Each Member of the EATTA will maintain a high standard of conduct and character in both their professional and personal interests and will act honestly and ethically and will not be party to any illegal or improper activities. Members will ensure that those who work with them uphold the same standards through dialogue and training.

### (ii) Compliance with the Code of Conduct and EATTA Regulations

The EATTA Code and Rules and Regulations are supported by the Management Committee and are set to assure all industry stakeholders that they are bound by these Rules and confirm that business will be conducted with integrity.

All Members therefore should understand and familiarise themselves with the Rules and Regulations of the EATTA and Members have an obligation to follow the standards of this Code and requirements therein.

### (iii) Compliance with Government Laws, Rules and Regulations

All Members of the EATTA are committed to full compliance with all Government Laws, Rules and Regulations that may apply to their activities.

Any illegal activity, including fraud and corrupt practices is strictly forbidden and if proven will result in immediate cancellation of membership and notification to the relevant authorities and all parties concerned.

### (iv) Conflicts of Interest

A conflict of interest arises when a Member's personal interest interferes with the interests of the EATTA and thus making it difficult for such a Member to perform their duties objectively and effectively.

Members are requested not to use their positions or other means to obtain any improper personal benefit for themselves, for their families, or for any other person.

Members must declare to the EATTA Management Committee in writing that they have no conflict of interests. Any concerns as to possible conflicts should be declared in writing to the EATTA Management Committee for consideration.

**(v) Internal Reporting of Concerns**

All Members are encouraged to forward their concerns of any knowledge of a potential suspected or actual violation of this Code to the Management Committee of the EATTA. Failure to do so is itself a violation of the Code.

Such concerns will be investigated confidentially and the EATTA will under no circumstances tolerate any form of retaliation or discrimination against any such Member.

**(vi) Enforcement**

The Management Committee will oversee the administration of EATTA's Code and to respond promptly and professionally to any submissions or allegations that may be forwarded by its Members.

The Management Committee will convene a meeting within five working days to review any reported violation and will liaise with the appropriate Sub-Committee(s).

Deliberations of these meetings will be minuted and shared with the appropriate Sub-Committee(s) and the Management Committee will take appropriate action.

**(vii) Certificate of Compliance**

This Code of Conduct makes clear the adherence to the law and ethical behaviour. However, compliance requires a commitment by each Member who must satisfy this pledge as it will signal the Member Company's commitment to act in accordance with the Code.

We, .....(*Name of Company*) certify that we have read the Code of Conduct and understand that we individually and severally must adhere to its standards of conduct and report promptly any action that appears inconsistent with these standards.

**NAME** :

**SIGNATURE** :

**DESIGNATION** :

**COMPANY** :

**COMPANY STAMP** :

**MEMBERSHIP NO** :

**DATE** :