

SUPPLIER CODE OF CONDUCT **DEDICATED.**

At DEDICATED we value social justice and fair labor as much as responsible materials. It is our responsibility to ensure that the employees manufacturing our products are working in a fair and safe environment. Therefore, it is our mission to make sure that all of our suppliers share and respect the same values as we do, by complying with the basic International Labor Organization human rights and beyond. To help us monitor our suppliers and have a better control over our supply chain, we have created our own Code of Conduct.

1. Scope of regulation

1.1 This Code of Conduct must be respected **in addition to the national/local/collective agreement legislation**. If our requirements are more stringent than **the national/local/collective agreement legislation**, DEDICATED expects its suppliers (and their subcontractors) to make all effort to reach the expectations set forth by DEDICATED, always for the primary purpose of improving and securing fair labor conditions.

However, **if one or several of our requirements conflict with national/local/collective agreement legislation** of the production country, the local legislation takes precedence over our requirements and this needs to be notified to DEDICATED.

1.2 DEDICATED takes responsibility to find, elect and monitor its direct suppliers in accordance to our Code of Conduct. **DEDICATED's suppliers are always responsible for their own subcontractors and suppliers**. This means that the Code of Conduct must be followed by all of our suppliers and their subcontractors. **Subcontractors are defined by all facilities within the processes of cut make trim, laundry, printing, embroidery, weaving and knitting, as well as raw material suppliers**.

1.3 If DEDICATED asks for any information regarding the suppliers' subcontractor(s), the supplier must provide all relevant and valid information and documentation.

2. Objectives of the Code of Conduct

The objectives of this Code of Conduct are as follows:

2.1 To define our standards for fair, safe and healthy working conditions throughout our supply chain;

2.2 To make sure that our suppliers understand, apply and have a written record of the said standards;

2.3 To improve our supply chain transparency;

2.4 To Inform our potential new suppliers about our requirements;

2.5 To be a reference document in case of disagreement with the internal functioning/policies of our suppliers.

3. Responsibility of the parties:

3.1 In terms of supply chain control, **DEDICATED is responsible for:**

- a) Choosing its suppliers in accordance to its CoC;
- b) informing its suppliers of this CoC, their responsibility and the risks of non-compliance;
- c) auditing its suppliers frequently to ensure they comply with the CoC;
- d) apply the necessary sanctions in the event of non-compliance with the code of conduct;

3.2 By signing this Code of Conduct, **the supplier is responsible for:**

- a) Reading, signing, applying and communicating this CoC to all relevant staff and workers;
- b) implementing the policies and management systems necessary to ensure the compliance with all the requirements defined in this CoC and stay committed to it;
- c) honest collaboration with us during audits and other requests regarding this CoC by answering our questions, providing the information and documents requested within the stipulated time frame;
- d) informing and making sure the subcontractors involved in our production know and respect this CoC;
- e) stay transparent and up-to-date regarding the subcontractors involved: any changes must be communicated to us. The supplier shall regularly review its list of subcontractors to confirm it is up-to-date;
- f) post the DEDICATED code of conduct in all of the suppliers' facilities in an accessible and visible area for all workers, in the local language spoken by employees, supervisors and managers.

4. Legal basis for the standards of our Code of Conduct

We base our CoC on the **Universal Declaration of Human Rights (UDHR)** and the **International Labor Organization (ILO) standards**, used by the Fair Wear foundation. Our CoC contains 7 basic human right standards derived from these two conventions as well as several of our own social requirements.

5. Requirements

5.1 Requirements from ILO and UDHR

5.1.1 No Child labor

There shall be no use of child labor. The age for admission to employment must not be less than the age of completion of compulsory schooling and, in any case, not less than 15 years (ILO Convention 138). "There shall be no forms of slavery or practices similar to slavery, such as the sale and trafficking of children, debt bondage and serfdom and forced or compulsory labor. [...] Children [in the age of 15-18] shall not perform work which, by its nature or the circumstances in which it is carried out, is likely to harm their health, safety or morals." (ILO Convention 182)

Addition from DEDICATED

- The company shall have a written policy that clearly prohibits child labor and protects young workers. Also, the company shall have a written procedure to avoid child labor.

5.1.2 No Forced labor

There shall be no use of forced, including bonded or prison, labor (ILO Conventions 29 and 105).

Addition from DEDICATED:

- Workers must be free to leave their employment upon reasonable notice.
- The company shall have a written policy that clearly prohibits involuntary, forced, prison indentured bonded or trafficked labor. Also, the company shall have a written procedure to avoid employing any of these kinds of labor.

5.1.3 No discrimination

Recruitment, wage policy, admittance to training programs, employee promotion policy, policies of employment termination, retirement, and any other aspect of the employment relationship shall be based on the principle of equal opportunities, regardless of race, color, sex, religion, political affiliation, union membership, nationality, social origin, deficiencies or handicaps (ILO Conventions 100 and 111).

Addition from DEDICATED

- The company shall have a written policy that clearly prohibits discrimination. Also, the company shall have a written procedure to avoid any discrimination practices.

5.1.4 Freedom of association

The right of all workers to form and join trade unions and bargain collectively shall be recognized. (ILO Conventions 87 and 98) The company shall, in those situations in which the right to freedom of association and collective bargaining are restricted under law, facilitate parallel means of independent and free association and bargaining for all workers. Workers' representatives shall not be the subject of discrimination and shall have access to all workplaces necessary to carry out their representation functions (ILO Convention 135 and Recommendation 143).

5.1.5 Health & Safety management

A safe and hygienic working environment shall be provided, and best occupational health and safety practice shall be promoted, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Appropriate attention shall be paid to occupational hazards specific to this branch of the industry and assure that a safe and hygienic work environment is provided for.

Effective regulations shall be implemented to prevent accidents and minimize health risks as much as possible (following ILO Convention 155).

Physical abuse, threats of physical abuse, unusual punishments or discipline, sexual and other harassment, and intimidation by the employer is strictly prohibited.

Addition from DEDICATED

- Facilities shall ensure proper training at all levels, including management, supervisors and workers, regarding the prohibition of harassment or abuse within its facilities.
- The company shall have a written policy that clearly prohibits any type of harassment and intimidation and encourage workers to report this kind of behavior.
- Pregnant women shall not be exposed to any risks that may affect pregnancy. If a pregnant woman works in a high-risk environment, she shall be able to ask her employer to adjust her working conditions, to change her job (subject to the same salary) or if her health and that of her child depend on it, to grant her paid maternity leave.
- New mothers shall also not work in an environment that exposes them to hazardous chemicals during breastfeeding.

5.1.6 Fair Wages

Wages and benefits paid for a standard working week shall meet at least legal or industry minimum standards and always be sufficient to meet basic needs of workers and their families and to provide some discretionary income (ILO Conventions 26 and 131). Deductions from wages for disciplinary measures shall not be permitted nor shall any deductions from wages not provided for by national law be permitted. Deductions shall never constitute an amount that will lead the employee to receive less than the minimum wage. Employees shall be adequately and clearly informed about the specifications of their wages including wage rates and pay period.

Addition from DEDICATED

- Salary shall be paid regularly on a timely basis and not on a task basis.

5.1.7 Working hours

Hours of work must comply with applicable laws and industry standards. In any event, workers shall not on a regular basis be required to work in excess of 48 hours per week and shall be provided with at least one day off for every seven-day period. Overtime shall be voluntary, shall not exceed 12 hours per week, shall not be demanded on a regular basis and shall always be compensated at a premium rate. (ILO Convention1)

5.2 Our own social requirements

5.2.1 Maternity leave

Pregnant women and new mothers shall be granted and correctly compensated for the maternity/parental leave to which they are legally entitled.

5.2.2 Identification Documents / Deposits

An employer shall not require a worker to lodge deposits or identification documents as a condition of work.

5.2.3 Work contract

Workers shall be employed under legal work contract written in a language understood by both parties. The contract must meet legal requirements and include all necessary information in a transparent manner. A copy shall be provided to the worker.

5.2.4 Social audits

Our suppliers shall apply for a social certification such as SA8000 or preferably WRAP. This would help them comply with DEDICATED's Code of Conduct, and therefore ensure their workers' fair and safe working conditions and eventually get credibility among international buyers.

5.3 Environmental requirements

As part of DEDICATED's business model, we have set an environmental standard in our CoC. In general terms we are requiring our suppliers to commit to achieving long-term environmental improvements to reduce their environmental footprint as much as possible.

5.3.1 Fabric certifications are meant to improve fabric environmental performances. Our suppliers must always be at the very least certified by the certification(s) presented to us at the time of the first order. All material used in DEDICATED production **shall be certified by (when applicable) Fairtrade and/or GOTS and/or OCS and/or GRS. The Tencel fibers must always come from Lenzing.** The supplier shall always make sure that the certification(s) is/are renewed in time and that the new version is communicated to DEDICATED. No conventional materials or environmentally harmful production methods shall ever be offered to us.

We require all suppliers and subcontractors to follow local and national environmental laws and regulations. The company must have the relevant environmental permits and licenses for its operations.

3.2 We require that all suppliers and subcontractors follow, the European chemical legislation REACH.

3.3 Factories shall continuously monitor, and disclose to DEDICATED, their energy and natural resource usage, emissions, discharges, carbon footprint and disposal of waste and take a progressive approach to minimizing negative impacts on the environment.

6. Compliance

In order to maintain compliance with this Code of Conduct, local labor laws and environmental laws, suppliers and other business partners shall have the necessary policies and management systems in place.

6.1 Monitoring

The monitoring procedure is essential if we want to ensure that our workers' basic labor rights are respected in each factory involved in the production of our products. We reserve the right to make **unannounced audits** during our visits, in every unit producing goods for us. We also reserve the right to **appoint an independent third party of our choice to conduct audits** in order to evaluate compliance with this Code of Conduct.

Also we reserve the **right to access any relevant documentation regarding production for DEDICATED** during visits and through emails/phone requests.

We require all of **our suppliers to cooperate at all time** during audits and when being asked for documents, certificates or photographs regarding our production for the assessment of the requirements of this Code of Conduct.

6.2 Corrective action

If any discrepancy between our requirements in this Code of Conduct and the actual practices and conditions in the workplace are found during the audit, a corrective action plan shall be issued. We aim to improve the working conditions in our supply chain; therefore, we are willing to collaborate in order to help our suppliers comply with our requirements when possible. We will monitor whether the corrections have been applied correctly.

A supplier failing to undertake sustainable improvements within the stipulated time frame would seriously damage its relationship with us. Unwillingness to cooperate or repeated serious violations of this Code of Conduct and/or local law may lead to reduced business and ultimately termination of our business relationship.

6.3 Compliance commitment

The undersigned hereby affirms that:

- We have studied and fully understood the DEDICATED Code of Conduct and its terms are accepted;
- We accept to inform all our employees and our subcontractors' employees about the content of this Code of Conduct and post it inside all our and their facilities producing for DEDICATED;

- We are transparent about which of our production locations are producing for DEDICATED including subcontractors. If we as a supplier require using a new subcontractor for DEDICATED production, DEDICATED must approve;
- We accept DEDICATED, its representatives or external auditors to visit our facilities producing for DEDICATED;
- We accept to send DEDICATED our own applicable certifications, standards, policies and reports within CSR and also send its updated versions;
- We accept that DEDICATED reserves the right to update and modify this Code of Conduct at any time;
- We accept that if the Code of Conduct is not complied with or if we are not willing to agree on a corrective action plan on any possible discrepancies, this may lead to termination of our business relationship;

COMPANY NAME

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DATE

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SIGNATURE

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