

# SUIT UP

## CODE OF CONDUCT SUIT UP

### INTRODUCTION

Suit Up is committed to producing high-quality and ethically manufactured products and is dedicated to ensuring compliance with applicable laws and regulations. This Code of Conduct reflects a strong commitment to human rights, environmental responsibility, and product safety throughout the supply chain. Here's a breakdown of the key points outlined in your statement:

- **Scope of Application:** The Code of Conduct applies to all suppliers, agents, subcontractors, and business partners engaged in business with Suit Up. This inclusive approach ensures that everyone involved in the supply chain is aware of and adheres to the company's standards.
- **Supply Chain Responsibility:** Suit Up acknowledges its responsibility for the entire supply chain and emphasizes the importance of due diligence. The reference to OECD Due Diligence Guidance for Responsible Supply Chains in the Garment and Footwear Sector demonstrates a commitment to internationally recognized best practices in responsible sourcing.
- **Communication of Standards:** Suppliers and business partners are expected to communicate Suit Up's Code of Conduct to their respective partners. This cascade of information helps ensure that all parties involved are aware of the company's expectations.
- **Supporting Suppliers:** Suit Up is committed to assisting its suppliers throughout the supply chain. This approach recognizes the challenges that suppliers may face and aims to foster a collaborative environment that promotes compliance with ethical and legal standards.
- **Value-Aligned Partnerships:** The company is dedicated to working exclusively with suppliers who share its values. This ensures that there is a mutual commitment to ethical practices and aligns the entire supply chain toward responsible manufacturing.
- **Non-Tolerance for Violations:** Suit Up clearly states its stance against working with suppliers that directly or indirectly violate local laws or the company's standards. This demonstrates a strong commitment to upholding ethical and legal standards.

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- **Monitoring and Action:** The commitment to monitor and take immediate and appropriate action upon notification of violations underscores the company's proactive approach to ensuring compliance. This proactive stance helps maintain the integrity of the supply chain.

*In summary, Suit Up's Code of Conduct outlines a comprehensive framework for responsible and ethical business practices throughout its supply chain. It reflects the company's dedication to upholding human rights, environmental sustainability, and product safety, while also ensuring that partners are aligned with these values. This approach not only benefits the company and its partners but also contributes to a more sustainable and responsible industry as a whole.*

## 1. LEGAL REQUIREMENTS

We base these requirements on internationally agreed standards such as: OECD Guidelines for Multinational Enterprises, UN Guiding Principles for Business and Human Rights and International Labour Organization (ILO). Our general rule is that all our suppliers and other business partners must, in all their activities, follow the national laws or conventions in the countries in which they operate. Should any requirement in this Code conflict with the national law in any country or territory, the highest applicable convention or law must always be followed. In such cases the supplier must notify Suit Up immediately, before signing this Code.

## 2. WORKER RIGHTS

The provided text outlines key principles and standards related to labor rights and working conditions. These principles reflect a commitment to ethical and responsible labor practices within the supply chain. Here's a breakdown of each point:

### 2.1 Freedom of Association and Collective Bargaining:

- All employees have the right to join associations and engage in collective bargaining.
- Employers will not take disciplinary or discriminatory actions against employees who exercise these rights.
- Workers' representatives must have access to the workplace and be allowed to interact with employees.

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- In countries where trade union activity is unlawful, the company allows workers to freely elect representatives for dialogue about workplace issues.

## 2.2 No Discrimination:

- No discrimination is permitted in employment based on various grounds such as sex, race, age, religion, etc.
- References ILO conventions that address discrimination.

## 2.3 Written Employment Contracts:

- All employees are entitled to written employment contracts in the local language.
- Employers are responsible for ensuring employees are aware of their legal rights and obligations.

## 2.4 Migrant Workers:

- Migrant workers are entitled to the same rights as local employees.
- Employers cover commissions and fees related to employing migrant workers.
- Employers cannot require employees to submit identification documents, and deposits are prohibited.

## 2.5 Forced or Bonded Labour:

- No forms of forced or bonded labor, including prison or illegal labor, are accepted.
- References ILO conventions and protocols related to forced labor.

## 2.6 Respect and Dignity:

- Every employee must be treated with respect and dignity.
- No humiliating, corporal punishment, physical, sexual, psychological, or verbal harassment is allowed.
- References ILO Convention 190.

## 2.7 Regular Employment:

- Work should be based on recognized employment relationships as per national laws and practices.
- Labor and social security obligations must not be avoided through labor-only contracting, sub-contracting, home-working arrangements, or excessive use of fixed-term contracts.
- The intent behind apprenticeship schemes should be to impart skills and provide regular employment.

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*Overall, this section of the Code of Conduct demonstrates Suit Up's commitment to ensuring fair and ethical treatment of employees, prohibiting various forms of exploitation, and upholding internationally recognized labor standards and conventions. It outlines expectations for respectful treatment, equal rights, and proper employment relationships, emphasizing the importance of adherence to these principles throughout the supply chain.*

### **3. WAGES, BENEFITS, WORKING HOURS AND LEAVE**

As background to this chapter we quote from the Universal Declaration of Human Rights Article 23:3, as guidance concerning our ambition for our suppliers and business partners: “Everyone who works has the right to just and favourable remuneration ensuring for himself and his family an existence worthy of human dignity”. In any event wages (for a standard working week of max 48 hours) should always be enough to meet basic needs and to provide some discretionary income (Refer to ILO Conventions 26, 131 and OECD Guidelines for Multinational Enterprises (2011), chapter 5, article 4b)

#### **3.1 Wages:**

- Wages must be paid regularly, on time, and must cover basic needs.
- Wages should reflect an employee's experience, qualifications, and performance.
- Employers should pay at least the statutory minimum wage, prevailing industry wage, or negotiated wage from a collective agreement, whichever is higher.
- All legally mandated benefits and compensations must be provided.
- Unfair deductions are prohibited, and employees have the right to a written specification of how wages are calculated.
- A signed employment contract must be available in the local language, containing essential information.

#### **3.2 Decent Working Hours:**

- Ordinary working hours must adhere to legal limits and not exceed 48 hours per week.
- Overtime must comply with the law or international conventions; voluntary and compensated.
- Overtime work should not exceed 12 hours per week if no specific limits exist.
- Piece-rate work should not exempt employees from overtime compensation.
- Employees are entitled to at least one day off in a seven-day period.

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- Refusing overtime should not lead to incrimination, and it should not significantly increase occupational hazards.

### 3.3 Paid Leave:

- Employees are entitled to legally mandated paid leave, including annual leave, maternity/parental leave, and sick leave.

## 4. LABOUR

### 4.1 Child Labour

- The company does not accept child labor.
- No person shall be employed below the age of 15 (or 14 where allowed by national law).
- Preventive measures must be taken to verify the legal age of employment, without degrading the worker.
- Special care must be taken when dismissing children to prevent them from engaging in hazardous activities.

### 4.2 Young Workers:

- Legal limitations on employment of persons under 18 years must be followed.
- Young workers must not work at night or in conditions harmful to their health, safety, morals, or development.
- Work should not interfere with education or training.
- Mechanisms must be in place to prevent, identify, and mitigate harm to young workers.
- Access to grievance mechanisms and occupational health and safety training for young workers is important.

*Overall, this section of the Code of Conduct reflects Suit Up's commitment to fair wages, reasonable working hours, and the elimination of child labor. The provisions outlined aim to ensure the well-being and proper treatment of employees, particularly young workers, while adhering to international labor standards and conventions.*

## 5. HEALTH AND SAFETY

This section of the Code of Conduct outlines standards and expectations related to safety, fire safety, accidents, working environment, and housing conditions. These provisions reflect Suit Up's commitment to ensuring the well-being and safety of its employees and workers in its supply chain. Here's a breakdown of each point:

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## 5.1 Building Safety:

- Employee safety is a top priority.
- Hazardous equipment and unsafe buildings are not accepted.
- Measures must be taken to ensure the stability and safety of equipment, buildings, and residential facilities provided by the employer.
- Workers have the right to exit premises in imminent danger without seeking permission.

## 5.2 Fire Safety:

- Emergency exits must be clearly marked, unobstructed, and easily accessible.
- Evacuation plans, drills, and firefighting equipment must be in place and accessible.
- Regular training for all employees, including managers and guards, on fire and emergency procedures.

## 5.3 Accidents and First Aid:

- Proactive measures to prevent accidents and harm to employees.
- Availability of relevant first aid equipment, and possibly a doctor or nurse during working hours.
- Measures to prevent accidents, injuries, or illnesses arising from work.

## 5.4 Working Environment:

- Regular maintenance, cleanliness, and a healthy working environment.
- Compliance with occupational health and safety regulations or international standards where applicable.
- Collaboration between management, workers, and their representatives to develop and implement safety systems.
- Similar standards apply to dormitory and canteen facilities.

## 5.5 Housing Conditions:

- If housing facilities are provided, they must meet fire safety and cleanliness standards.
- Dormitories should be separate from the workplace, with a separate entrance.
- Employees should have free access to the dormitory.

*This section emphasizes a comprehensive approach to workplace safety, covering building safety, fire safety, accident prevention, overall working environment, and housing conditions. The commitment to proactive safety measures, regular training, and collaboration with workers underscores the importance of maintaining a safe and healthy work environment throughout the supply chain.*

## 6. Environment

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This section of the Code of Conduct focuses on environmental responsibility, including compliance with environmental laws and regulations, sustainable chemical handling, water and wastewater management, waste management, material use, and animal welfare. It highlights the company's commitment to sustainable practices and collaboration with suppliers to achieve environmental goals.

Here's a breakdown of each point:

## 6.1 Environmental Permits:

- Suppliers must have relevant environmental permits and licenses for their operations.

## 6.2 Handling of Chemicals:

- Suit Up bans or restricts certain chemicals in products.
- Chemical containers must be labeled, stored safely, and accompanied by a material safety data sheet (MSDS).
- Proper measures must be taken for storage, use, and disposal of hazardous substances.

## 6.3 Water Management and Wastewater Treatment:

- Efficient water use is encouraged.
- Outgoing wastewater from wet processes must be treated before discharge.
- Treated wastewater quality must meet local legal requirements.
- Opportunities for water recycling and reuse should be explored.

## 6.4 Waste Management:

- Proper disposal of waste, especially hazardous waste, is required according to local laws.
- Regular discharge water analysis may be requested from suppliers.

## 6.5 Material Use:

- Sustainability should be considered from design to manufacturing.
- Efforts should be made to reduce raw material usage.
- Preference is given to recycled or certified organic materials.
- Monitoring and reducing raw material usage per unit of output.
- Exploring the use of recycled materials as raw materials.
- Suppliers are prohibited from using cotton from Uzbekistan due to concerns about forced labor.

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*Overall, this section reflects Suit Up's commitment to environmental sustainability, responsible chemical usage, efficient water management, waste reduction, and responsible material sourcing. It also demonstrates the company's awareness of social issues related to forced labor and animal welfare. The Code of Conduct outlines expectations for suppliers to align with these environmental and ethical principles, fostering a more sustainable and responsible supply chain.*

## 7. ANIMAL WELFARE

**This section of the Code of Conduct focuses on animal welfare and ethical sourcing of animal-derived materials. It outlines specific requirements and standards for suppliers related to the treatment of animals, the use of animal by-products, and the sourcing of specific materials. Here's a breakdown of each point:**

### 7.1 Animal Slaughter and By-Products:

- No animals may be slaughtered solely for the production of materials. Only by-products from the meat industry are allowed.

### 7.2 Animal Treatment and Welfare:

- Inhumane or animal-unfriendly treatments are prohibited at all stages of an animal's life.
- The Five Freedoms for Animal Welfare are referenced as a guide:
  1. Freedom from hunger and thirst.
  2. Freedom from discomfort.
  3. Freedom from pain, injury, or disease.
  4. Freedom to express normal behavior.
  5. Freedom from fear and distress.

### 7.3 Wool Sourcing:

- Only wool from sheep that are not subjected to "mulesing" (a surgical procedure that involves the removal of strips of wool-bearing skin from around the breech of a sheep) is allowed.
- Proof of non-mulesed sheep must be provided through certificates.

*This section of the Code of Conduct demonstrates Suit Up's commitment to ethical and responsible treatment of animals, as well as its adherence to recognized animal welfare principles. The inclusion of specific requirements related to animal by-products, wool sourcing, and the avoidance of inhumane treatment reflects the company's dedication to ensuring that its*



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*products are sourced and manufactured in a manner that respects animal well-being and welfare.*

## 8. MONITORING AND ENFORCEMENT

This section outlines the expectations and requirements for suppliers and business partners to ensure compliance with the Code of Conduct. Here's a breakdown of the key points:

### 8.1 Code and System Implementation:

- Suppliers must establish systems to ensure compliance with the Code of Conduct.
- Each factory should designate a contact person responsible for implementing and communicating the Code to employees.
- Suppliers are encouraged to extend the Code's principles to their supply chain.
- The implementation system includes commitment, management, monitoring, worker training, and a complaints mechanism.

### 8.2 Transparency and Cooperation:

- Suppliers and business partners are expected to respect and uphold the Code of Conduct.
- Transparency is essential, and intentional misleading of auditors is prohibited.
- Cooperation is encouraged to achieve sustainable solutions and promote compliance.

### 8.3 Subcontracting:

- Subcontracting is not permitted without prior written approval.
- Subcontractors must comply with the same rules as direct suppliers.
- All production must occur in pre-approved facilities.

### 8.4 Monitoring:

- Unannounced visits to units producing for the company may occur at any time.
- Independent third-party audits may be conducted to assess compliance.
- Access to premises, documents, and interviews is required during audits.

### 8.5 Supply Chain:

- Suppliers are urged to take responsibility for social and environmental requirements and support their supply chain.
- Examples include banning forced and child labor, and adhering to chemical restrictions.

### 8.6 Corrective Action:

- Audits aim to identify gaps between the Code and actual practices.
- Audited companies can propose and implement corrective action plans.
- Failure to improve within the given timeframe could damage the business relationship.

### 8.7 Bribery and Corruption:

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- Bribery and corruption are strictly prohibited.
- Compliance with anti-bribery laws and regulations is mandatory.
- Accurate bookkeeping and avoiding improper payments are emphasized.

*This section provides an overview of the company's expectations and policies related to monitoring, enforcement, transparency, subcontracting, monitoring, supply chain responsibility, corrective action, and anti-bribery measures. If you have any specific questions or need further clarification, please feel free to ask.*

## 9. DOCUMENTATION:

This section outlines the documents that should be provided by suppliers and the buyer's commitment to supporting labor rights standards. Here's a breakdown of this section:

- Suppliers are expected to provide certain documents. If not possible, they should provide enough information to demonstrate the origin and sustainability of products.

### 9.1 General Information:

- Completed sourcing list.

### 9.2 Social and Environmental Compliance:

- Company policy on Corporate Social Responsibility (CSR) and relevant documents.
- List of subcontractors.
- Valid audit reports (such as BSCI, SA8000, or WRAP) from production location(s).
- Updates on corrective action plans.
- Valid certifications for sustainable/recycled materials.

## 10. Suit Up: BUYER COMMITMENT:

The company (buyer) commits to supporting suppliers in meeting labor rights standards by:

- Continuously improving policies and practices to assist suppliers in fulfilling their commitments as outlined in the code of conduct.
- Regularly discussing and evaluating cooperation with suppliers and implementing changes in purchasing practices based on these discussions.
- Treating suppliers with respect and consideration in all interactions.
- Communicating clearly, promptly, and accurately about order-related issues.

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- Considering quality, pay, and working conditions when reviewing the business relationship, instead of solely focusing on price.
- Placing orders with lead-times that don't result in excessive working hours for employees.
- Developing or utilizing a pricing policy that separates labor costs from price negotiations (e.g., using labor-minute costing).
- Following agreed-upon payment terms.
- Providing practical support to suppliers in meeting obligations under the Code of Conduct.

This section emphasizes the commitment of the buyer (Suit Up) to working collaboratively with suppliers to ensure compliance with labor rights standards and ethical practices. If you have any further questions or need clarification, feel free to ask.

**Suit Up B.V.**

**Company name:**

**Signature:**

**Evert van Bergen**

**Full name and position:**

**& Roel Magnus**

10 – 01 – 2023

**Date:**