



CODE OF CONDUCT

Our Code of Conduct for our suppliers outlines the ethical standards and principles that guide our business operations. This Code of Conduct is based on the 10 principles of the UN Global Compact and International Labor Organization conventions and documents. All suppliers are required to comply with all applicable national laws and regulations in their country. Where the provisions of law and MINI A TURE's Code of Conduct address the same subject, the most stringent shall apply.

Upon signing this Supplier Manual (please provide your signature in Appendix 8), the supplier confirms a full understanding of all aspects of the Code of Conduct. The supplier commits to applying the Code of Conduct to this contract throughout its entire validity period.

Human Rights

- Suppliers are required to strictly adhere to fundamental human rights principles, including non-discrimination, safe working conditions, and respect for labor standards in alignment with the UN Global Compact and ILO Conventions.

Fair Labor Practices

- Suppliers are required to ensure fair wages, safe working conditions and a respect for workers' rights in accordance with local labor laws.
- The use of forced, bonded, or involuntary prison labor, as well as child labor, is strictly prohibited, in all parts of the supply chain.
- Workers shall not be compelled to submit deposits or identity papers to their employer, and they should have the freedom to terminate their employment after providing reasonable notice.

Freedom of Association

- Suppliers are required to strictly adhere to fundamental human rights principles, including non-discrimination, safe working conditions, and respect for labor standards in alignment with the UN Global Compact and ILO Conventions.
- Employers are prohibited from obstructing or hindering the formation of unions or collective bargaining.
- Workers' representatives must not face discrimination and should have unrestricted access to fulfill their representative duties in the workplace.
- In situations where legal restrictions exist on the right to freedom of association and/or collective bargaining, employers should support, rather than hinder, the development of alternative forms of independent and free workers' representation and negotiations.

Child Labor

- The minimum age for workers shall not be less than 15 and comply with
 - The national minimum age for employment, or;
 - The age of completion of compulsory education, whichever of these is higher. If local minimum is set at 14 years in accordance with developing country exceptions under ILO Convention 138, this lower age may apply.
- No person under the age of 18 shall be engaged in labor that is hazardous to their health, safety or morals, including night work.

Discrimination

- At the workplace, there shall be no discrimination in hiring, compensation, access to training, promotion, termination, or retirement based on factors such as ethnic background, caste, religion, age, disability, gender, marital status, sexual orientation, union membership, or political affiliation.
- Appropriate measures shall be implemented to safeguard workers from sexually intrusive, threatening, insulting, or exploitative behavior. Additionally, workers will be protected from discrimination or unjustifiable termination of employment based on factors such as marriage, pregnancy or parenthood.

Health & Safety

Please also refer to the section regarding “REACH & EU Safety regulations”

- The workplace environment must prioritize safety and hygiene, taking into consideration industry knowledge and any specific hazards. Management of hazardous chemicals and substances must be handled with care. Proactive measures should be implemented to prevent accidents and health-related injuries arising during work, minimizing, as reasonably practicable, inherent hazards in the working environment.
- Workers are entitled to receive regular and documented health and safety training, with the provision for repeated training for new or reassigned workers.
- Access to clean toilet facilities, potable water, and, if applicable, sanitary facilities for food storage must be provided.
- Repairs of all types of machines must be exclusively conducted by authorized personnel. Only individuals with the proper authorization and training are permitted to perform machine repairs to ensure well-being and safety of all involved parties.
- Suppliers operating in Bangladesh are expected to align with and adhere to the standards and commitments outlined in the “ACCORD Building and Fire Safety”. This included a steadfast commitment to building and fire safety regulations to ensure the well-being and safety of workers, aligning with international best practices for workplace safety.

Working hours

- Working hours shall comply with national laws and benchmark industry standards, and not exceed current international norms.
- Workers shall be provided with at least one day off for every 7-day period.
- Overtime shall be limited and voluntary. We acknowledge that peak periods may occur, and overtime may therefore be deemed necessary. Such additional hours must adhere to local legislation and should not become a regular occurrence.
- Workers shall always receive overtime pay for all hours worked over and above the normal working hours, minimum in accordance with relevant legislation.

Environment

- Actions to reduce negative effects on human health and the environment shall be taken into consideration and implemented across the entire value chain. This involves minimizing pollution, advocating for the efficient and sustainable utilization of resources like energy and water, and reducing greenhouse gas emissions in production and transportation. It is imperative that the local environment at the production site is not misused or degraded.
- National and international environmental legislation and regulations shall be respected, and relevant discharge permits obtained.

Corruption

- Any form of corruption, whether it be bribery, extortion, kickbacks, or the provision of improper private or professional benefits to customers, agents, contractors, suppliers, or employees of any such party, including government officials, is strictly prohibited.
- Suppliers are obligated to promptly report any instances or suspicions of corruption encountered during the course of our production or business relationship. Suppliers who report corruption concerns in good faith will be protected from any form of retaliation or adverse consequences. MAT ApS recognizes the importance of whistleblowers in maintaining ethical standards. Whistleblowers will be supported, and their confidentiality will be safeguarded throughout the investigation process.

Monitoring and ongoing improvements

- MINI A TURE expects that all our suppliers and partners, in their manufacturing and operational activities, will strive to align with the expectations outlined in this code of conduct. We acknowledge that immediate compliance with all expectations may not be feasible for every supplier. However, we expect all our suppliers to make earnest efforts to adhere to this code of conduct. MINI A TURE is committed to supporting suppliers and partners striving for improvement but facing challenges in implementing necessary measures.
- To identify areas in the supply chain where our support is most crucial, we may request suppliers to submit Self-Assessment Questionnaires or conduct audits using internal resources or external partners during announced inspections. Unannounced inspections will only be considered if repeated violations persist without any evident efforts from the supplier to take corrective action.
- Should a supplier not align with the values outlined in this code of conduct and demonstrate non-cooperation in enhancing their business practices in line with this code, MINI A TURE will not consider them an appropriate business partner.

MINI A TURE'S COMMITMENT TO SUPPLIERS

MINI A TURE, as the buyer, acknowledges and commits to adhere to all aspects of the above mentioned Code of Conduct in its interactions with suppliers, partners, and stakeholders. The ethical standards outlined herein are applicable to both suppliers and MINI A TURE, fostering a relationship built on shared values and principles. MINI A TURE commit to supporting our suppliers to meet the required labour rights standards by:

- Continuously working to improve our policies and practice to enable our suppliers to be able to meet their commitments as outlined in this code of conduct.
- Treating suppliers with respect and consideration in all our dealings and communications.
- Communication clearly, promptly and accurately on all issues concerning orders.
- Never negotiating a price that is below the cost of production, as this will impact the wages and working conditions of workers.
- Staying with our current supplier if a higher price will ensure decent wages and working conditions for workers, rather than moving our business elsewhere purely based on the price.
- Placing orders with lead times that do not trigger excessive working hours or sub-contracting.
- Avoid making frequent changes to orders with short notice. If changes are necessary, adjust the target delivery times accordingly.
- Providing material and practical support to our suppliers in striving to meet their obligations under this code of conduct.
- Sharing the cost of implementing and monitoring improvements in working conditions.
- Taking pay and working conditions of workers into consideration when reviewing our business relationship, rather than ending a business relationship purely on the grounds of price or quality.