

# PRINCESS POLLY RESPONSIBLE PURCHASING POLICY

*Princess Polly is dedicated to implementing responsible purchasing practices that uphold our Code of Conduct underpinned by our Human Rights Policy. We recognise that our purchasing decisions can have a significant effect on the people in our supply chain and as a business, ensuring our workers are respected, safe and healthy is at the forefront of all our decisions.*

*Taking guidance from the Joint Ethical Trading Initiative's 'Guide to buying Responsibly' the Princess Polly's Merchandise Team has collaboratively defined responsible sourcing and purchasing behaviours we implement across all levels of our supply chain. This policy outlines our approach, and our commitment to continuously improving our practices.*

## **PRINCESS POLLY IS COMMITTED TO:**

- Fostering long-term relationships with our suppliers and factories, based on mutual benefit, the utmost respect for everyone in our supply chain and open two-way communication and feedback. We've worked with most of our suppliers for over ten years, and in the majority of cases we pre-pay invoices. This ensures suppliers are not only paid on-time, but before they've incurred costs
- Supporting suppliers and factories to understand and meet our standards defined in our Code of Conduct, through regular communication and training. Where non-compliance is found, working collaboratively and exerting our influence to make change for the benefit of all workers.
- Seeking to ensure every purchasing decision has a win-win outcome for both parties
- Maintaining and improving detailed records of our factories' capacity and capabilities, and ensuring we are never putting our suppliers in a position where our commercial and ethical requirements misalign.
- Stepping up our forecasting and projection updates where possible, especially during peak season, to avoid pressure on suppliers and their factories.
- Improving our understanding of the cost of production, to ensure workers are not adversely impacted by price negotiations. We are dedicated to increasing our understanding of labour requirements for production by using our calculated labour minute value, and rolling out cost breakdowns for each order starting with Polly Design orders, to ensure we understand the actual cost of labour and never negotiate this.
- Collaboratively working with suppliers to ensure lead times are fair and flexible, and that the impact of changes to orders are discussed, and do not lead to negative working impacts including excessive overtime and unauthorized subcontracting.
- Prioritising orders with suppliers who are highly engaged in our Ethical Sourcing and Sustainable Sourcing programs.
- Discontinuing trade with suppliers who consistently demonstrate a disregard for the working conditions of their factories and failure to meet our ethical sourcing requirements.
- Evaluating the effectiveness of our policies and processes regularly, and strengthening these appropriately. This includes tracking key responsible purchasing performance indicators in our quarterly reporting
- Training all relevant teams on our Responsible Purchasing Policy, to uphold our shared values when managing supplier relationships.