

Code of Conduct
2019

RILEY STUDIO

Riley Studio Code of Conduct

At Riley Studio, we believe in a circular future, where people and the planet work in equilibrium. We are on a mission to change mindsets and make conscious consumerism the norm and are committed to doing everything we can to minimize and reduce the impacts of the fashion industry on the environment and the people who work in it.

We believe we are only as good as our global team and without them we would be nothing. Our relationships throughout the supply chain are of paramount importance to us and we pride ourselves in working with the most innovative leaders in the industry. The Riley Studio Code of Conduct outlines the high expectations we have of ourselves and our partners.

Every Riley Studio supplier must meet or exceed these guidelines as laid out in our Code and agree to regular check ups by the Riley Studio team. We are proud to work with suppliers that we believe are already committed to our principles and we are dedicated to supporting them to continuously develop their own team and services.

Code Compliance

The implementation of this Code is required for all Riley Studio partners including, agents, manufacturers, mills and any subcontractors. We ask all suppliers are to post the Riley Studio Code in the local language in a public area and communicate the Code to all employees.

Employment Relationship

Employers shall adhere to the rules and conditions of employment that respect workers and at a minimum, safeguard their rights under their local, national, and international labor and social security laws and regulations.

Health & Safety

Suppliers must comply with all applicable laws of the countries in which they operate regarding work environment, sanitation and safety. Riley Studio's suppliers must provide their employees with a clean and safe working environment, designed to prevent accidents and injuries arising from, or occurring during the course of work.

Hours of Work

Suppliers shall not require, or enforce, employees to work more than the regular and overtime hours allowed by the law of the country where the workers are employed.

Employees shall be allowed at minimum 24 consecutive hours of rest in a seven-day period. Employers shall not request overtime on a regular basis and shall compensate all overtime work at a premium rate.

Compensation

Riley Studio is committed to working with suppliers who pay a living wage, or at the very least a minimum wage. We believe every worker has a right to compensation for a regular work week that is sufficient to meet the workers' basic needs and provide some discretionary income. Employers shall comply with all legal requirements on wages, and provide any benefits required by law or contract.

Nondiscrimination

Riley Studio suppliers may not discriminate against its employees on the basis of gender, religion, race, sexual orientation, origin, age, physical or mental disability, political opinion or any other classification protected by local, national, and international law.

Harassment or Abuse

No employee shall be subject to physical, sexual, psychological or verbal harassment or abuse or to monetary fines as a disciplinary practice.

Child Labor

Riley Studio supports the Modern Slavery Act 2015. Suppliers will not employ anyone under the age of 15 or under the age for completion of compulsory education, whichever is higher. Young workers, under the age of 18, must not be exposed to hazardous, unsafe or unhealthy working conditions or materials. Adequate protection against such hazards must be provided to all young workers.

Forced Labor

Riley Studio suppliers must not use involuntary or forced labor, whether indentured, bonded, prison or labor obtained through slavery or human trafficking. Suppliers are required to monitor any third party assisting in recruitment or hiring employees to ensure no individual is compelled to work through force, deception, intimidation, coercion or as punishment for personally held views.

Freedom of Association and Collective Bargaining

All suppliers' employees must be free to join organizations of their own choosing. This includes the right to form and join trade unions and other worker organizations and participate in collective bargaining without fear of harassment, interference, or retaliation.

Community

Riley Studio encourages and aligns with suppliers who are engaged in their communities. By investing in infrastructure and creating education opportunities we take a leadership position alongside our suppliers in promoting social development in the communities where we work and live.

Environment

Riley Studio works with the leaders in innovation and technology with the aim of reducing their impact on the environment. We favor those who invest in renewable energy and report their environmental impacts publically.

Suppliers must have policies and procedures in place to manage and minimize their environmental impacts. Savings must be accurately recorded and communicated with Riley Studio and suppliers must be on hand to offer these as and when required.

Additionally, suppliers must meet all requirements related to chemical restrictions, safely labeling, handling, and storage of approved substances while preventing or mitigating the release of chemicals and hazardous materials. All employees who handle chemicals must be adequately trained to do so.

Animal Welfare

Riley Studio will never use animal fur or leather in our production. When working with suppliers, they must respect and commit to promoting ethical animal welfare practices. Our expectations are above national and international animal welfare, social and environmental laws and regulations, as well as internationally accepted human and labor rights standards.

Transparency

We believe radical transparency is key to a more sustainable future and will work with suppliers who share our vision. Suppliers must be fully transparent when submitting to onsite inspections as well as maintain all accurate documentation necessary for demonstrating compliance with the Code. This includes full access to production facilities, employee records and employees for confidential interviews.

Traceability

Suppliers must use only designated suppliers for raw materials and components to maintain supply chain transparency. Riley Studio is committed to sourcing recycled and organic content wherever possible and choosing partners who demonstrate leadership in protecting biodiversity, land and water use, low emissions, and chemical management.

Unauthorized Subcontracting

Riley Studio suppliers must not engage any subcontractor to perform any work for Riley Studio products or components without prior written approval, and only after the subcontractor has agreed to comply with this Code.

Continuous Improvement

All suppliers are expected to take necessary corrective actions to promptly remediate any noncompliance and strive for continuous improvement. Riley Studio reserves the right to terminate business relationships with any supplier who is unwilling or unable to comply with the Code.

I(NAME OF SUPPLIER) have read and understand the Code of Conduct and agree to abide by these policies.

Date.....

Signed.....

Job Title.....