

# REJINA PYO

Supplier Code of Conduct

Reviewed March 2021

## **Supplier Code of Conduct**

### **Our Commitment**

Rejina Pyo is committed to operating as a responsible business. We seek to make continuous improvements throughout our own operations and aim to work with partners who share our values as we believe every business has the responsibility to operate with respect for workers, animals and the environment.

This Code of Conduct outlines a minimum set of ethical and environmental standards for Rejina Pyo and its supply chain partners to uphold. We aim to build long term partnerships with our manufacturing partners and suppliers based on honest and transparency and as such we require all suppliers to agree to this Code of Conduct

### **1. Legal Requirements**

- 1.1. Suppliers shall comply with all labour legislation and standards within the country in which they operate, or in absence of such regulations in compliance with relevant International Labour Organisation conventions.
- 1.2. Where the national laws call for stricter regulations than the Code of Conduct, national laws will prevail.

### **2. No Child Labour**

- 2.1. Suppliers shall not recruit child labour.
- 2.2. Suppliers shall ensure all workers are of at least the minimum age for employment in their country, or the age for completing compulsory education, whichever is higher as permitted by the International Labour Organisation Minimum Age Convention.
- 2.3. Supplier's policies and practices shall confirm to the relevant ILO standards.

### **3. Modern Slavery**

- 3.1. Modern slavery refers to human trafficking, slavery, servitude, forced and compulsory labour, bonded labour and some forms of child labour. We do not work with suppliers that use any form of forced, bonded, indentured or prison labour, or any other form of slavery, human trafficking or compulsory labour.
- 3.2. Suppliers must comply with local modern slavery legislation, including but not limited to the UK Modern Slavery Act 2015.

- 3.3. All employment must be on a voluntary basis and workers should be free to terminate their employment at any time with reasonable notice.
- 3.4. Workers should not be required to submit deposits or identity papers with their employer.
- 3.5. For this reason we do not accept cotton originating from Uzbekistan, Syria or Turkmenistan.

#### **4. Health and Safety**

- 4.1. Suppliers shall ensure that they and their suppliers abide by all relevant legislation and standards to provide a safe and healthy working environment at all times. This includes providing the requisite training to all workers on health and safety practices and procedures.
- 4.2. Workers must not be locked into their places of work and appropriate means of fire escape must be provided.
- 4.3. Workers must have access to clean toilet facilities and drinking water at all times.
- 4.4. Buildings must be maintained and deemed safe, and fire safety must be adhered to at all times.
- 4.5. Equipment and processes hazardous to workers' health and safety shall not be used.
- 4.6. Rejina Pyo does not accept sandblasting due to the hazardous impact on human health.

#### **5. Workers' Rights**

- 5.1. Suppliers must treat every worker with respect and dignity, under no circumstances do we accept the use of any form of punishment, physical, sexual, psychological or verbal harassment or abuse.
- 5.2. Suppliers must not discriminate any worker on the grounds of sex, race, colour, age, pregnancy, sexual orientation, religion, political opinion, nationality, ethnic origin, disease or disability.
- 5.3. Suppliers must ensure that workers have the right to form or join labour unions or worker's associations and to engage in collective bargaining.

- 5.4. All workers are entitled to a written employment contract, in the local language, outlining the employment terms and conditions. Suppliers have a responsibility to ensure all workers are aware of their legal rights and obligations.

## **6. Wages and Working Hours**

- 6.1. Suppliers must pay a fair wage to both men and women workers for work of equal value in accordance with applicable local laws.
- 6.2. Suppliers must pay wages regularly and on time and wages must reflect the experience, qualifications and performance of the employee.
- 6.3. Suppliers must pay wages and benefits to all workers that at a minimum meet all applicable national laws. It is our preference that suppliers pay workers at a minimum of the local living wage as defined by the Global Living Wage Coalition. This means wages should be enough to meet basic needs and to provide some discretionary income.
- 6.4. All other types of legally required benefits, leave and compensations must be provided and no unfair deductions are to be made.
- 6.5. Ordinary working hours must not exceed the legal limit. Any overtime hours must be voluntary and fully compensated in accordance with the law. Where overtime does occur, additional hours and consecutive working days must comply with local regulations and ensure safe and humane working conditions.

## **7. Animal Welfare**

- 7.1. Rejina Pyo is committed to ensuring the highest standards of animal welfare are applied across its supply chains. This includes ensuring the Five Freedom for animals across its supply chains, which include:
  - 7.1.1. Freedom from discomfort;
  - 7.1.2. Freedom from pain, injury or disease - all animals must be handled carefully and calmly with no mistreatment or abuse;
  - 7.1.3. Freedom from hunger and thirst - all animals must have free access to clean, fresh water and fed a diet that is nutritionally appropriate to their species and age;
  - 7.1.4. Freedom to express normal behaviour - all animals must have the space to move around freely;
  - 7.1.5. Freedom from fear and distress - all animals must be killed or euthanised humanely

- 7.2. Rejina Pyo is committed to being Fur Free and suppliers must guarantee that the supply of materials or products are fur free. The definition of fur can be found at [www.furfreeretailer.com](http://www.furfreeretailer.com)
- 7.3. Rejina Pyo does not accept any exotic skins, including crocodile, snake and lizard, and suppliers must guarantee that the supply of materials or products do not contain any exotic skins.
- 7.4. Rejina Pyo does not accept angora and suppliers must guarantee that the supply of materials or products are angora free.
- 7.5. Rejina Pyo does not accept feathers or down and suppliers must guarantee that the supply of materials or products are free from any feathers and down.
- 7.6. Rejina Pyo does not condone the practice of mulesing on sheep and only accepts wool which is guaranteed mulesing free.
- 7.7. Suppliers must ensure and guarantee that no animal testing is conducted or commissioned during any stage of product development or manufacture.

## **8. Environment**

- 8.1. Suppliers shall seek to make continuous improvements in their environmental performance which includes monitoring and minimising the impacts related to energy use, greenhouse gas emissions, water consumption and water pollution, chemical and hazardous substance use, air pollution, and waste.
- 8.2. As a minimum, suppliers must comply with local and international legal requirements and regulations.
- 8.3. We do not accept viscose that originates from ancient and endangered forests. We are committed to working with suppliers that are verified as low risk by CanopyStyle or to source sustainable alternatives such as TENCEL or MODAL by the Lenzing Group.
- 8.4. We do not accept leather that has been sourced from Brazil due to risk of originating from farms in the Amazon, and suppliers must guarantee that the supply of materials and products have not been involved in any form of deforestation in the Amazon forest.
- 8.5. We do not accept PVC and suppliers must guarantee that the supply of materials and products are free from PVC.
- 8.6. We do not accept paper or card that has originated from endangered or protected forests.

- 8.7. We are committed to sourcing card and paper packaging that is verified recycled above 70% or FSC certified.
- 8.8. We do not accept excess plastic packaging in the supply of our products. We are committed to eliminating single use plastic from our supply chain and sourcing a compostable or recycled alternative for all polybags and other forms of plastic based packaging materials.

## 9. **Restricted Substances**

- 9.1. Rejina Pyo is committed to ensuring all hazardous chemicals have been phased out and eliminated from its supply chain. This includes the 11 groups of hazardous chemicals defined by the Greenpeace Detox Campaign's Manufacturing Restricted Substances List ([MRSL](#)):

- 9.1.1. Alkylphenols (APEOs)
- 9.1.2. Phthalates
- 9.1.3. Brominated and chlorinated flame retardants (BFRs, CFRs;)
- 9.1.4. Azo dyes
- 9.1.5. Organotin compounds
- 9.1.6. Per- and polyfluorinated chemicals (PFCs)
- 9.1.7. Chlorobenzenes
- 9.1.8. Chlorinated solvents
- 9.1.9. Chlorophenols
- 9.1.10. Short chain chlorinated paraffins
- 9.1.11. Heavy metals such as cadmium, lead, mercury and chromium (VI)

## 10. **Personal Data and Confidential Information**

- 10.1. Suppliers must preserve the integrity and confidentiality of any information they receive in their commercial relationship with Rejina Pyo and never disclose sensitive information about Rejina Pyo to third parties unless authorised with written consent.
- 10.2. All business information must be considered strictly confidential and Suppliers must restrict access to such information only to those employees directly involved in the project.

## 11. **Intellectual Property**

- 11.1. All intellectual property and related material, including designs, copyright, trademark and trade name that is developed by Rejina Pyo will remain the sole property of Rejina Pyo.

- 11.2. Suppliers shall not use our intellectual property for any purpose other than that contracted for without express written consent.

**12. Anti-Bribery and Corruption**

- 12.1. Suppliers should ensure that their business conduct is aligned to high ethical standards, including honesty, transparency and legality.
- 12.2. Suppliers shall not engage in any form of corrupt practices, including but not limited to extortion, fraud or bribery. Suppliers should comply with all legislation and standards applicable to them in relation to anti-bribery and corruption.
- 12.3. Suppliers should notify Rejina Pyo immediately in writing if they become aware of any violation, or suspicion of a violation, of such legislation and standards.
- 12.4. Suppliers are responsible for ensuring that any sub-contractors who perform services and/or supply products or materials for and on their behalf are also compliant with all relevant anti-bribery and corruption legislation and standards.

**13. Code of Conduct Compliance**

- 13.1. Suppliers hereby acknowledge and agree to allow Rejina Pyo the right to review and conduct audits and or physical inspections of its facilities and records at their own cost, including those of any sub-contractor involved in the supply of products and/or services to Rejina Pyo, on an on-going basis to verify compliance with the Code of Conduct.
- 13.2. Rejina Pyo will review and revise this Code periodically.

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**(Supplier's Signature)**

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**(Name, Position, Company)**

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**(Date)**