

Aje Supplier Code of Conduct

Aje Collective places the highest value on its relationships with its suppliers and acknowledges the responsibility of its social and environmental impact. It is committed to nurturing positive engagement and working collaboratively with its suppliers to ensure transparency, traceability and continuous improvement for the welfare of people and the planet across its supply chain.

The Aje Collective Supplier Code of Conduct (“Code”) is based on the globally recognised Ethical Trading Initiative (ETI) and draws on the International Labor Organization (ILO), Universal Declaration of Human Rights and the United Nations Global Compact.

The Code applies to all **AJE Collective** businesses.

It is mandatory that all Suppliers acknowledge and sign the Code when entering into a service or product supply relationship with Aje Collective and must communicate it to all stakeholders across the Aje Collective supply chain. **“Supplier”** extends to anyone who is receiving payment for services and materials to make an Aje Collective product through every tier of the supply chain. They may include but are not limited to, trade and non-trade procurement suppliers, their employees, workers and subcontractors. It is the responsibility of the Supplier to communicate this Code to any person who is involved in the supply chain of Aje Collective.

When entering a commercial relationship with Aje Collective, the Supplier commits to the principles addressed in the Code and must also comply with all local and international laws, rules and regulations. The following principles are embedded in the Code:

- Commitment to Human Rights, Equal Opportunity and Employment Responsibility
- Commitment to Environmental Responsibility
- Commitment to Animal Welfare
- Commitment to Ethical Responsibility and Transparency
- Commitment to all First Nations Peoples
- Commitment to Aje Collective Business Values
- Commitment to Suppliers and Mutual Respect by Aje Collective

To ensure compliance with the Code, Suppliers are to keep records of business practices that can be made available to Aje Collective on request. Along with visits from Aje Collective representatives, suppliers must provide valid audit data prior to orders being placed. This is detailed in the **Aje Aware Social Compliance Program**.

In a case where the Code is not upheld or has been breached, communication between the Supplier and Aje Collective is the first step. Continuous improvement is key and corrective action plans to solve problems will be devised and implemented in collaboration with the Supplier and Aje Collective. If there is no improvement and a positive outcome cannot be reached, Aje Collective will be within its rights to terminate its contracts and relationship with the Supplier.

For issues and grievances from Suppliers and their workers on suspected breaches of this Code, Aje Collective encourages that their concerns be communicated (anonymity is respected), by contacting via email **ajeaware@aj-e.com.au**

For clarification on this Code please contact us through **ajeaware@aj-e.com.au**

Adrian Norris CEO
Aje Collective

Supplier Commitment to Human Rights, Equal Opportunities and Employer Responsibilities

Aje Collective is committed to the human rights and safety of all people who work throughout its supply chain. The following principles, based on the ETI base code (see Appendix), are the minimum requirement for all Suppliers. Local and international laws and regulations must also be upheld. Aje Collective requires Suppliers to have a social impact plan that includes, but is not limited to:

- Employment that is freely chosen: no forced labour and human trafficking
- Freedom of association and the right to collective bargaining are respected
- Working conditions are safe and hygienic
- Child labour is not used
- Living Wages are paid
- Working hours are not excessive
- No discrimination is practiced
- Regular employment is provided
- No harsh or inhumane treatment is allowed

Forced labour in any form is prohibited in any and all parts of the Aje Collective supply chain. Specifically, but not limited to, Aje Collective recognises the principles of the Uyghur Forced Labor Prevention Act (UFLPA) and does not permit the sourcing of raw materials or labour from the Xinjiang province throughout its supply chain. Documentation will be requested by Aje Collective to show Chain of Custody for cotton styles produced in China. Aje Collective has also signed the Turkman Cotton Pledge, banning the use of cotton from Turkmenistan. Nor do we source any cotton from Uzbekistan, Tajikistan or Syria. Please refer to Aje Aware Social Compliance Program for more information.

Aje Collective is an equal opportunity employer and requires its Suppliers to adhere to equity in employment practices, fair treatment, equal remuneration and equal opportunities without bias towards any gender, age or culture. Harassment and abuse in the workplace of Suppliers is not tolerated.

Safety and welfare of workers is a top priority. Aje Collective requires Suppliers to have an Emergency Management Plan and Workplace Safety Management systems. (see Appendix)

Supplier Commitment to Environmental Responsibility

Aje Collective is committed to minimising its impact on the environment and collaboratively works with its Suppliers to continuously improve production practices throughout its supply chain. Suppliers must adhere to local, international laws and regulations regarding protection of the environment and be able to demonstrate this commitment through documentation and certifications on request. Aje Collective requires Suppliers to have an environmental impact plan that includes, but is not limited to:

- Protection of biodiversity and local community
- Protection of air: emissions and monitoring of greenhouse gases
- Responsible water use
- Responsible dye, chemical and hazardous materials use
- Responsible waste management and recycling
- Responsible packaging in the transportation of finished products

Supplier Commitment to Animal Welfare

Aje Collective believes in cruelty free treatment of animals. Suppliers must adhere to local, international laws and regulations regarding animal welfare - and follow the principles of the International Trade of Endangered Species (CITES). Suppliers must be able to demonstrate this commitment through documentation and certifications on request and ensure the following throughout the Aje supply chain:

- Testing on animals is not permitted
- The use of fur, exotic skins, angora rabbit and mulesed wool is not permitted
- Down must be sourced responsibly, live plucking is not tolerated. Please refer to our preferred material list for an outline of the certifications we accept.

Supplier Commitment to Ethical Responsibility and Transparency

Aje Collective is committed to upholding the highest standards in ethics and transparency and requires its Suppliers to ensure its equal commitment. Along with complying to local, international laws and regulations, Suppliers must have documentation including accounting journals and records that demonstrate proactive internal controls and can be provided to Aje Collective on request. Suppliers must ensure the following throughout the Aje supply chain:

- Corruption, bribery and money laundering is not permitted
- Price fixing and tax evasion is not permitted
- Gifts or grants to public officials or political parties are not permitted

Supplier Commitment to all First Nations People

Aje Collective embeds a responsibility to First Nations peoples. It honours the cultural and intellectual property of Aboriginal and Torres Strait Islander peoples in Australia and requires its Suppliers to adhere to this principle in their own countries.

Supplier Commitment to all Aje Collective Business Values

In entering a commercial relationship with Aje Collective, the Supplier is to ensure commitment to the following responsibilities:

- Quality
- Confidentiality
- Transparency around conflicts of interest
- Use of company brand assets, information and intellectual property

Commitment to Suppliers and Mutual Respect by Aje Collective

Aje Collective acknowledges its responsibilities to its Suppliers and is committed to:

- Continuous Improvement
- Clear and open communication
- Collaboration in setting expectations
- Guidance and support
- Reasonable purchasing and order practices
- Ongoing and respectful engagement with all its stakeholders

By signing this Code you accept that as a Supplier of Aje Collective you have read, understood and accepted the terms and requirements of the Code and will extend these principles through the Aje Collective supply chain. Also, by signing this Code, you as the Supplier, permit Aje Collective to share your published company details with our customers to demonstrate transparency in our supply chain.

SUPPLIER ACKNOWLEDGEMENT

Print Name

Position

Signature

Date

Definitions

“Aje Collective” refers to any and all brands under the Aje Collective business including Aje and Aje Athletica.

Human Rights, Equal Opportunity and Employer Responsibility

EMERGENCY MANAGEMENT PLAN

Each workplace must ensure safety of workers in case of an emergency. Access to clearly marked emergency exits, fire extinguishers and safety drills are actioned and communicated.

WORKPLACE SAFETY MANAGEMENT SYSTEMS

Procedures are in place to prevent accidents and injury at the workplace: Professional Protective Equipment (PPE) is supplied at no cost to workers, safety training is regularly provided, adequate first aid equipment, clean sanitation and access to safe drinking water.

A COVID-19 management plan must be available and communicated to all workers and include access to face masks, the ability to work at a “social distance”, hygiene facilities and frequently sanitised work spaces.

Environment

PROTECTION OF BIODIVERSITY AND LOCAL COMMUNITY

Suppliers must work to minimise the impact on its local biodiversity and protect water supplies of the local community.

PROTECTION OF AIR: EMISSIONS AND MONITORING OF GREENHOUSE GASES

Suppliers must work to minimise the impact of its operations in creating air pollution. Suppliers are also expected to monitor air quality within their own premises to ensure they meet safe standards for workers.

RESPONSIBLE WATER USE

Suppliers must understand its local water environment, have effective and workable systems to manage wastewater and look to reduce consumption where possible.

RESPONSIBLE DYE, CHEMICAL AND HAZARDOUS MATERIALS USE

Safety is essential for all workers who are in contact with dyes and chemicals: protective equipment must be given and training regularly implemented. There is to be no environmental impact caused from the use of these materials. Information on any use of hazardous chemicals must be given to Aje Collective prior to use. Chemicals that must not be used during the manufacturing process and are therefore compliant with REACH include but are not limited to Azo Dyes, Phthalates and Formaldehyde. Please refer to our Harmful Chemical Policy for a full list of prohibited ingredients.

RESPONSIBLE WASTE MANAGEMENT AND RECYCLING

Any waste created through the Aje Collective supply chain must be responsibly disposed of and where possible recycled. A recycling improvement action plan is to be developed.

RESPONSIBLE PACKAGING IN THE TRANSPORTATION OF FINISHED PRODUCTS

Consideration must be given to the packaging used to transport the finished products, single use plastics are to be replaced with more environmentally friendly options.

Animal Welfare

PROTECTION OF ANIMAL WELFARE

Aje Collective has a zero tolerance policy on animal testing and prohibits any such practise. Animals in the protection of Aje Collective suppliers must be treated humanely. Producers must abide by local and international laws and regulations in relation to animal welfare. Strictly no use of fur, exotic skins, angora rabbit, mulesed wool and down from live plucking.

Ethics

CORRUPTION, BRIBERY AND MONEY LAUNDERING IS NOT PERMITTED

Aje Collective expects Suppliers to adhere to local and international laws and not engage in unethical behaviour such as corruption, bribery and money laundering.

PRICE FIXING AND TAX EVASION IS NOT PERMITTED

Illegal practises like price fixing and tax evasion are not acceptable and will be considered a breach of the Code. Fair competition must be endorsed.

GIFTS OR GRANTS TO PUBLIC OFFICIALS OR POLITICAL PARTIES ARE NOT PERMITTED

Aje Collective has a strict no gifts (free goods and services) policy whereby Suppliers give benefit to others, public officials or political parties in order to gain business or advantage.

Aje Collective Business

QUALITY

Aje Collective products are to be made to the highest standards and quality. Faults in goods will not be accepted and the Supplier must adhere to the Aje **Manufacturing Service Level Agreement**.

CONFLICTS OF INTEREST

Trust and transparency is key to the Supplier relationship with Aje Collective. Any potential conflict of interest in hiring must be disclosed.

CONFIDENTIALITY

When a Supplier enters a commercial relationship with Aje Collective it is done on the basis of a confidentiality agreement. No information regarding operation or product is to be disclosed to a party outside of the relationship.

USE OF COMPANY BRAND ASSETS, INFORMATION AND INTELLECTUAL PROPERTY

Aje Collective is the owner of the brand and intellectual property of its products. Suppliers engaging with Aje Collective must not share or profit from any of this information. If this is breached, the Supplier relationship is terminated.

Aje Collective Commitment to Suppliers

CONTINUOUS IMPROVEMENT

Aje Collective commits to work with Suppliers on the basis of continuous improvement for positive social and environmental impact across its supply chain. Both parties will aim to meet and exceed the highest of international industry standards.

CLEAR AND OPEN COMMUNICATION

Aje Collective commits to having open lines of communication with its Suppliers and to be available at all times in regards to grievances and complaints.

COLLABORATION IN SETTING EXPECTATIONS

Aje Collective commits to collaborate in setting expectations with Suppliers on an individual and case by case basis. No two Suppliers are the same.

GUIDANCE AND SUPPORT

Aje Collective commits to guiding and supporting Suppliers with the principles of the Code and will help work through any issues they may have in implementing processes.

REASONABLE PURCHASING AND ORDER PRACTISES

Aje Collective commits to reasonable purchasing and order practises in relation to giving Suppliers adequate time and resources to achieve the best outcome for workers and the environment.

ONGOING AND RESPECTFUL ENGAGEMENT WITH ALL ITS STAKEHOLDERS

Aje Collective commits to engaging stakeholders across its supply chain to monitor and ensure best practices to its social and environmental impact are understood and continuously improved.

Standards + Policies

ETHICAL TRADING INITIATIVE (ETI)

www.ethicaltrade.org/eti-base-code

The ETI Base code is founded on the conventions of the International Labour Organisation (ILO) and is an internationally recognised code of labour practice.

INTERNATIONAL LABOR ORGANIZATION (ILO)

www.ilo.org

The main aims of the ILO are to promote rights at work, encourage decent employment opportunities, enhance social protection and strengthen dialogue on work-related issues.

UNIVERSAL DECLARATION OF HUMAN RIGHTS

www.un.org

The Declaration was proclaimed by the United Nations General Assembly in Paris on 10 December 1948 as a common standard of achievements for all peoples and all nations. It sets out fundamental human rights to be universally protected.

UNITED NATIONS GLOBAL COMPACT

www.unglobalcompact.org

A voluntary initiative based on CEO commitments to implement universal sustainability principles and take steps to support UN goals.

UYGHUR FORCED LABOR PREVENTION ACT (UFLPA)

www.cbp.gov/trade/forced-labor/UFLPA

The Uyghur Forced Labor Prevention Act establishes a rebuttable presumption that any goods produced wholly or in part in China's Xinjiang Uyghur Autonomous Region or by certain entities are prohibited from importation into the U.S. Commenced June 21, 2022.

TURKMAN COTTON PLEDGE

<https://www.sourcingnetwork.org/turkmen-cotton-pledge>

Responsible Sourcing Network's pledge, where signatories state firm opposition to the use of forced labor in Turkmenistan's cotton production and a commitment to not knowingly source Turkmen cotton for the manufacturing of any product until the Government of Turkmenistan ends the practice of forced labour in its cotton sector.

AUSTRALIAN MODERN SLAVERY ACT

www.homeaffairs.gov.au/criminal-justice/Pages/modern-slavery.aspx

The Commonwealth Modern Slavery Act 2018 established a national Modern Slavery Reporting Requirement that supports the Australian business community to identify and address their modern slavery risks and maintain responsible and transparent supply chains. Commenced 1 January 2019.

INTERNATIONAL TRADE OF ENDANGERED SPECIES (CITES)

<https://cites.org/eng/disc/text.php>

The Convention on International Trade in Endangered Species (CITES) is a multilateral treaty designed to ensure that international trade in specimens of wild animals and plants does not threaten the survival of the species in the wild.

AJE AWARE SOCIAL COMPLIANCE PROGRAM

Outlines the social compliance and audit requirements for Aje Collective and suppliers.

AJE MANUFACTURING SERVICE LEVEL AGREEMENT

Agreement between Aje Collective and manufacturers.

1. EMPLOYMENT IS FREELY CHOSEN

1.1 There is no forced, bonded or involuntary prison labour.
1.2 Workers are not required to lodge "deposits" or their identity papers with their employer and are free to leave their employer after reasonable notice.

2. FREEDOM OF ASSOCIATION AND THE RIGHT TO COLLECTIVE BARGAINING ARE RESPECTED

2.1 Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively.
2.2 The employer adopts an open attitude towards the activities of trade unions and their organisational activities.
2.3 Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace.
2.4 Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.

3. WORKING CONDITIONS ARE SAFE AND HYGIENIC

3.1 A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.
3.2 Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or re-assigned workers.
3.3 Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.
3.4 Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers.
3.5 The company observing the code shall assign responsibility for health and safety to a senior management representative.

4. CHILD LABOUR SHALL NOT BE USED

4.1 There shall be no new recruitment of child labour.
4.2 Companies shall develop or participate in and contribute to policies and programmes which provide for the transition of any child found to be performing child labour to enable her or him to attend and remain in quality education until no longer a child; "child" and "child labour" being defined in the appendices.
4.3 Children and young persons under 18 shall not be employed at night or in hazardous conditions.
4.4 These policies and procedures shall conform to the provisions of the relevant ILO standards.

5. LIVING WAGES ARE PAID

5.1 Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. In any event wages should always be enough to meet basic needs and to provide some discretionary income.
5.2 All workers shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid.
5.3 All disciplinary measures should be recorded.
5.4 Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the expressed permission of the worker concerned.

6. WORKING HOURS ARE NOT EXCESSIVE

6.1 Working hours must comply with national laws, collective agreements, and the provisions of 6.2 to 6.6 below, whichever affords the greater protection for workers. Sub-clauses 6.2 to 6.6 are based on international labour standards.
6.2 Working hours, excluding overtime, shall be defined by contract, and shall not exceed 48 hours per week.*
6.3 All overtime shall be voluntary. Overtime shall be used responsibly, taking into account all the following: the extent, frequency and hours worked by individual workers and the workforce as a whole. It shall not be used to replace regular employment. Overtime shall always be compensated at a premium rate, which is recommended to be not less than 125% of the regular rate of pay.
6.4 The total hours worked in any seven day period shall not exceed 60 hours, except where covered by clause 6.5 below.
6.5 Working hours may exceed 60 hours in any seven day period only in exceptional circumstances where all of the following are met: • this is allowed by national law; • this is allowed by a collective agreement freely negotiated with a workers' organisation representing a significant portion of the workforce; • appropriate safeguards are taken to protect the workers' health and safety; and • the employer can demonstrate that exceptional circumstances apply such as unexpected production peaks, accidents or emergencies.
6.6 Workers shall be provided with at least one day off in every seven day period or, where allowed by national law, two days off in every 14 day period. * International standards recommend the progressive reduction of normal hours of work, when appropriate, to 40 hours per week, without any reduction in workers' wages as hours are reduced.

7. NO DISCRIMINATION IS PRACTICED

7.1 There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

8. REGULAR EMPLOYMENT IS PROVIDED

8.1 To every extent possible work performed must be on the basis of recognised employment relationship established through national law and practice.
8.2 Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub-contracting, or homeworking arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

9. NO HARSH OR INHUMANE TREATMENT IS ALLOWED

9.1 Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.