

## **Ethics commitment for Izzie & Ollie Ltd Suppliers**

This document is designed to assist suppliers who engage with Izzie & Ollie Ltd (“**IOL**”), trading as ‘Baukjen’, ‘Isabella Oliver’ and ‘House of Baukjen’, operate according to the company’s ethical values and ensure their social and environmental responsibility.

Country laws and regulations underpin this policy and service providers and partnering organizations must comply with the relevant local laws and regulations, obtaining independent legal advice and help as appropriate.

IOL believes that by working together with all service providers and partnering organizations we can strengthen our business and improve the quality of life of the people who IOL impacts. This policy exists for the purposes of promoting safe and fair working conditions and responsible management of environmental and social issues in the IOL sphere of impact.

IOL policy is based on that of the Ethical Trading Inactive Base Code which reflects the most relevant international standard of labour practices. The Ethical trading aspect is to ensure that the working conditions of workers meet, but preferably exceed, international labour standards.

Please ensure that the service providers and partnering organizations:

- Be open and honest with any IOL Staff or third-party auditors about issues the service provider or partnering organization may have.
- Check that all sub-contractors comply with this policy.

### **Employment is chosen freely**

There should be no forced, bonded or involuntary prison labour.

Workers are not required to lodge ‘deposits’, or identification papers with their employer and are free to leave their employer after reasonable notice.

### **Freedom of Association and the right to collective bargaining are respected**

Workers have the right to join or form trade unions of their own choice and bargain collectively.

The employer should adopt an open attitude towards the trade union activities.

Worker representatives must not be discriminated against and should have access to carry out their representative duties at work.

Where the right to freedom of association and collective bargaining is restricted by local law the employer should facilitate and not hinder the development of parallel means for independent and free association and bargaining.

### **Child Labour**

There must be **NO** child labour.

Staff under the age of 18 must not be employed in hazardous conditions, and not at night.

### **Young Workers (Between 16 and 18)**

Employers are to keep a list of all young workers. Working hours must not exceed local law.

Young workers should not perform the following tasks (including, but not limited to) use of chemicals, dust, machines, tools, or night work.

Young workers should have access to education and not discouraged from additional education opportunities. If workers are employed under an apprentice status, then the employing entity should abide by the national rules governing apprenticeships.

The employer must comply with all laws regarding young workers' wages and benefits.

### **Living Wages**

All wages and benefits paid for a standard working week must meet a minimum of the following – National legal standards or industry benchmark standards, whichever is higher.

Wages should always be enough to meet basic needs and provide discretionary income.

Employer must supply written information regarding their employment conditions and wages before commencing employment.

Staff must be informed in writing of the pay period – how and when they will be paid and any deductions that may be taken.

Deductions from wages for disciplinary means is not permitted, nor any deductions (except those required by national law) should be taken without written permission of the employee. Any disciplinary measures should be recorded.

### **Working Conditions are Safe and Hygienic**

Workers should receive regular and recorded health and safety training and such training shall be repeated for new or re-assigned workers.

Access to clean toilet facilities and drinking water and appropriate facilities for food storage should be provided.

There should be a senior member of management staff responsible for health and safety.

A safe and hygienic working environment should be provided; steps should be taken to prevent accidents and injury to health.

### **Worker Facilities**

Must be cleaned and maintained. Should be well lit and ventilated

Provide the correct number of toilets/washing facilities for the number of workers and ensure that access is unrestricted at all times of the day.

### **Excessive Working Hours**

Working hours should comply with national laws or industry standards whichever affords the greatest protection.

Workers shall not, on a regular basis be required to work more than 48 hours per week or 11 hours on any day and must be provided with 24 consecutive hours off for every seven-day working period.

Overtime must be voluntary and not exceed 12 hours per working week and must not be demanded on a regular basis and must always be compensated by a premium overtime rate.

### **Discrimination**

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

### **No Harsh or Inhumane treatment is allowed**

Physical, verbal and sexual abuse or discipline or the threat of abuse, harassment or other forms of intimidation are prohibited.

## **Entitlement to Work and Migration**

Factories should only employ workers with a legal right to work in the country.

Employing entities are responsible for validating this by reviewing original documentation (then returning to the workers – copies should be taken and kept as per the countries data protection act). If employment agencies are used, they can only supply workers that are registered with them.

## **Health and Safety**

Relevant national and international laws and standards for health and safety must be adhered to.

Standards should be regularly revised to ensure that any updates and changes to national and international law are met.

The employers Health and Safety Policy should be communicated to all workers and be written in both English and local languages ensuring that all workers understand. This policy should include statutory regulations and codes of practice relation to Health and Safety.

PPE should be provided free of charge to workers in all and any situation where the use of PPE is advisable and/or required by law or industry best practices. Employers should educate workers on correct use and maintenance of PPE and educate workers reluctant to wear PPE.

Do ensure that signs are posted illustrating the requirement to use PPE and encourage its use.

## **Protection of the Environment.**

Suppliers must carry out their work in accordance with national laws, regulations, administrative practices, and policies in relation to the preservation of the environment in the countries in which they operate as well as in accordance with the relevant international agreements, principles, objectives, responsibilities and standards with regard to the environment.

Where permits are required by law for environmental management (for example, of any chemicals, controlled or hazardous materials), suppliers have an obligation to disclose these permits to IOL when prompted to and in a timely manner.

Service providers, factories and other suppliers have a duty of care for all and any waste materials and/or materials that have the potential to either become waste or pollute the environment if not responsibly disposed of. Suppliers have a responsibility to avoid the creation of waste that is headed to landfill or incineration, including by doing correct separation of materials and choosing to recycle.

Suppliers should take all reasonable steps to ensure that when they transfer waste to another waste holder that the waste is managed correctly throughout its complete journey to disposal or recovery, including by keeping records of waste transfers and requesting to see the permits of the waste holder.

Whilst under no obligation to do so, IOL welcomes any efforts that suppliers make to attain environmental management certifications.

Whilst under no obligation to do so, IOL welcomes any efforts that suppliers make to transition to clean energy and to implement circular practices within their facilities.

**By signing this document the service provider, factory or supplier formally acknowledges that they have read and understood the contents of the Izzie & Ollie Ltd. Ethics Commitment and pledges to comply with the policies in it.**

Name of organization: \_\_\_\_\_

On Behalf of organization: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_ / \_\_ / \_\_\_\_

On Behalf of Izzie & Ollie Ltd.: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_ / \_\_ / \_\_\_\_