

SUPPLIER CODE OF CONDUCT

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ABOUT UNTOUCHED WORLD

Here at Untouched World™ our ethos is simple. We want to create beautiful, easy wear, easy care pieces that will be enjoyed for years to come. Pieces that not only make you feel good inside and out but are also easy on the earth. Quality and sustainability are non-negotiables for us.

We are the first and only lifestyle fashion company in the world to be recognised by the United Nations for sustainability. We achieved this by getting basic things right from the get-go. We are also a certified B Corp company. Certified B Corporations are businesses that meet the highest standards of verified social and environmental performance, public transparency, and legal accountability to balance profit and purpose. B Corps are accelerating a global culture shift to redefine success in business and build a more inclusive and sustainable economy.

We look at every aspect of our business with sustainability in mind. That means considering the total life impact of what we produce, from the sustainably grown fibres we use, water-based prints, right through to how our team dispose of their banana skins after lunch.

What we leave out of our garments is just as important as what goes in. We look at the entire product life cycle and work hard to minimise our water use and maximise recycling and waste recovery.

SCOPE AND CONFIDENTIALITY

We are very selective about our partnerships - it's a relationship and we must share the same values and beliefs in order for it to work. Every facility we work with must meet or exceed all of New Zealand's employment laws and regulations, no matter where in the world each element is made, including but not limited to all social and community, environmental and economic regulations. By engaging in business and supplying Untouched World Ltd with your product and or services, you and your company agree to the standards outlined below. This code is not intended to replace applicable laws or regulations, but to add to the standards that already exist.

Information collected in this agreement will be considered confidential and used only unless otherwise agreed or required by law.

SOCIAL AND COMMUNITY

Wages + Benefits

As a supplier of Untouched World™, employees must be paid at a minimum, for a standard working week, any wages, overtime pay, benefits, and paid annual leave which respectively meets or exceeds legal minimum requirements, collective agreements, or industry benchmark standards, whichever is higher.

Wages are expected to cover basic needs and provide some discretionary income for employees and their families, relative to the region of employment.

All employees shall be provided with written and understandable information about their employment conditions concerning wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid.

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. All disciplinary measures should be recorded.

Overtime pay shall be calculated at the rate as defined by employment contract, national law or established by a collective bargaining agreement, regardless of whether workers are compensated hourly or by piece rate.

Working hours

Suppliers shall comply with applicable laws, collective bargaining agreements (where applicable) and industry standards on working hours, breaks and public holidays.

Standard working hours, excluding overtime, should be defined by contract and not exceed 48 hours per week.

Working hours including overtime shall not, regularly, exceed more than 60 hours per week.

All overtime hours are voluntary and shall not be requested regularly.

Suppliers shall ensure that employees receive at least one full day off for every seven days worked.

Child Labour

No person shall be employed on a full-time basis at an age younger than 15 years old, or younger than the age for completing compulsory education, whichever is higher. Regardless, all employees shall meet legal minimum age for employment as stipulated by the International Labour Organization and local laws.

Suppliers must verify the age of their employees and maintain copies of their workers' proof of age. Suppliers must follow all applicable laws and regulations regarding working hours and conditions for minors.

Workers below the age of 18 shall not be employed in hazardous conditions including night shifts or completing dangerous tasks.

Forced Labour

All forms of bonded, forced, or involuntary prison labour are prohibited, including compulsory overtime and retention of passports or other identity documents.

The withholding of bonds or deposits is not allowed. Suppliers should undertake due diligence to ensure that workers do not pay any form of recruitment fees to agents to gain employment.

Employees must be able to voluntarily end their employment without any restrictions, provided they meet any obligations as outlined in their employment contract. Suppliers shall respect the right of workers to leave the workplace after their shift.

Harassment and Discrimination

All suppliers shall ensure that no job applicant or employee is discriminated against either directly or indirectly on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy or maternity, political opinion, family status, race, religion or belief, sex or sexual orientation.

Where necessary, the supplier shall communicate this agreement to any third parties reminding them of their responsibilities in respect of equality of opportunity.

The supplier shall maintain a neutral workplace in which no employee or other worker feels under threat or intimidated.

Grievance mechanisms

Suppliers must provide effective, respectful, and transparent systems for employees, whereby any internal disputes can be addressed and resolved collaboratively. Grievance mechanisms provided should be readily available, and a translator provided if requested.

Collective Bargaining

Suppliers shall recognise and respect the rights of employees to join or form trade unions of their choosing and to bargain collectively. Suppliers shall not interfere with, obstruct or prevent such legitimate activities, or discriminate against or otherwise penalise worker representatives or trade union members for their involvement.

Where the right to freedom of association and collective bargaining is restricted or prohibited under law, suppliers shall facilitate, and not hinder the development of parallel means of independent and free association and bargaining.

Health and Safety

Suppliers shall comply with all applicable laws of their countries and as a minimum the New Zealand health and safety laws.

Suppliers must ensure all employees are provided with a safe and hygienic working environment. Adequate steps shall be taken to prevent accidents and/or injury arising out of or occurring during work or as a result of the operation of facilities.

Health and safety training shall be provided and practised on-site. Employees must be provided with adequate safety training and equipment when handling hazardous material or working with dangerous tools.

Suppliers shall ensure that employees have access to clean drinking water, sanitary washing facilities and an adequate number of toilets, fire extinguishers, and fire exits and that workplaces provide adequate lighting and ventilation. Suppliers shall ensure that these standards are also met in any canteen, dormitory, rest or recreational area provided for employees.

Subcontracting

Where subcontracting is agreed with Untouched World Ltd, suppliers must communicate the standards outlined in this Code to their subcontractors and work with them to ensure these standards are met.

ENVIRONMENTAL

Environmental protection

As a supplier to Untouched World™ you agree to embrace a fundamental concern for environmental protection and conduct business operations and services consistent with local and national environmental regulations, to ensure their environmental impact is minimised. Up to date, original copies of all relevant environmental permits and licenses for operations should be maintained.

Suppliers shall agree to set targets and objectives, within the scope of the environmental management systems to achieve continual improvement and a sustainable development.

Suppliers shall establish and periodically review and report progress on objectives and targets in the pursuit of continual improvement in your environmental management system for the sole purpose to improve environmental performance and prevent pollution.

Resources should be used in a way that minimises waste. Where waste is unavoidable, waste to landfill should be minimised, and recycling and/or reuse prioritised.

Water should be used as efficiently as possible. Outgoing wastewater from wet processes should be appropriately treated to meet the equivalent New Zealand standards before discharge.

Energy should be used efficiently, and measures taken to minimise air pollution and greenhouse gas emissions.

Suppliers shall consider the environment performance of all purchasing decisions of their products and services.

Untouched World™ is committed to ensure the health of our customers and all workers within our global supply chain and the environment. All suppliers agree to work with the standards of a RSL (Restricted Substances List) and MRSL (Manufacturing Restricted Substances List) equivalent to or better than the following standards – Bluesign, GOTS, REACH and ZDHC. Procedures and policies should be maintained to ensure all chemicals are used safely and responsibly and ensure the equivalent of all New Zealand laws and regulations are adhered to. Hazardous materials and substances that are banned by any local or international organisations/regulation should not be used in the manufacturing process.

ECONOMIC

Anti-bribery

It is illegal and against Company policy for our suppliers to offer, pay, promise to pay or authorize the payment of money or anything else of value to any government or administrative official (whether directly or through an agent or other intermediary) for the purpose of influencing an act or decision or securing an improper advantage for the Company. It is also against Company policy for our business partners to offer or accept corrupt payments and other advantages between private (non-government) persons and entities (also known as commercial bribery or “kickbacks”).

Tax Evasion

Our suppliers are expected to comply with their tax responsibilities and are prohibited from taking any action that would undermine an obligation to pay taxes by the Company or from assisting any third party with whom any of our suppliers interact as a part of their relationship with the Company to evade taxes. Tax evasion is a crime which occurs when somebody deliberately attempts not to pay a tax and anybody who facilitates these actions is also at risk of being held liable.

Gift Giving

Suppliers are prohibited from giving to Untouched World employees or agents, or receiving from our employees or agents any gifts or hospitality or entertainment.

Untouched World Ltd will review this policy every three years.