

Jace Banu Code of Conduct

Jace Banu is committed to all social, ethical and environmental factors that surround our supply chain and we endeavour to manage these in a responsible and ethical manner. Our Supplier Code of Conduct has been developed to help us meet this ongoing commitment and outlines the requirements that must be met in order to conduct business with us.

Application of This Code

Jace Banu requires all suppliers to comply with all standards set out in this code. We expect that the requirements of this code are understood, and relevant policies and procedures are implemented by suppliers to ensure compliance. This Code is based on the Ethical Trading Initiative (ETI) Base Code <https://www.ethicaltrade.org/eti-base-code> and audit methodologies developed by the Supplier Ethical Data Exchange (SEDEX).

In the instance of an ongoing breach of this Code, a supplier's relationship with Jace Banu may be terminated. If it is found that a supplier has misled Jace Banu relating to the term of this Code, we will seek recovery costs and damages.

Supplier Code of Conduct

- 1.0. 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.
- 2.0. FREEDOM OF ASSOCIATION AND THE RIGHT TO COLLECTIVE BARGAINING ARE RESPECTED
 - 2.1 Workers, without distinction whatsoever and irrespective of sex, shall have the right to establish and join established unions or organizations of their own choosing, subject only to the rules of the organization concerned, without previous authorization.
 - 2.2 Women and men workers who collectively bargain for terms and conditions are to be respected.
 - 2.3 When the right to freedom of association and collective bargaining is restricted under law, employers shall not obstruct legal alternative means for women and men workers to join or form associations. Employers shall not use any form of physical or psychological violence, threats, intimidation, retaliation, harassment, or abuse against union representatives and workers, irrespective of their sex, seeking to form or join an organization of their own choosing.
- 3.0. CHILD LABOUR IS NOT USED
 - 3.1 The age for admission shall not be less than the age of completion of compulsory schooling and, in any case, not less than 15 years.
 - 3.2 Workers performing work at night or in hazardous areas must be over 18 years of age.
 - 3.3 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.
 - 3.4 These policies and procedures shall conform to the provisions of the relevant ILO standards.

4.0. LIVING WAGES ARE PAID

- 4.1 Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmarks, whichever is higher. In any event wages should be enough to meet basic needs and to provide some discretionary income.
- 4.2 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.
- 4.3 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. Working hours are not excessive
- 4.4 Working hours must comply with national laws, collective agreements, and the provisions of 4.5 to 4.9 below, whichever affords the greater protection for workers.

Sub-clauses 4.5 to 4.9 are based on international labour standards.

- 4.5 Working hours, excluding overtime, shall be defined by contract, and shall not exceed 48 hours per week.
- 4.6 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.
- 4.7 The total hours worked in any seven-day period shall not exceed 60 hours, except where covered by clause 4.8 below.
- 4.8 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.
- 4.9 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.

5.0. NO DISCRIMINATION IS PRACTISED

- 5.1 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. Regular employment is provided.
- 5.2 To every extent possible work performed must be on the basis of recognised employment relationship established through national law and practice.
- 5.3 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, subcontracting, or home-working 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. No harsh or inhumane treatment is used.
- 5.4 Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

SAFETY AND WELFARE OF WORKERS

In addition to provisions outlined in Item 3 of the ETI Base Code, suppliers must also take all reasonable measures to develop, implement and communicate an Emergency Management Plan and a Workplace Safety Management System.

WORKPLACE SAFETY MANAGEMENT SYSTEM

A Workplace Safety Management System aims to manage any residual risks in the work environment. It should include a Workplace Safety Policy, an Injury Management and Return-to-Work Policy, Job Safety Assessments, Safe Work Method Statements and a Safety Information Management System. Personal Protection Equipment (PPE) suitable for each task must be available for workers, at no cost to workers, including protective eye wear, protective footwear, hearing protection, gloves, masks, hard hats and insulated clothing.

ANIMAL WELFARE

Garments or products produced from animal based raw materials must meet the highest ethical welfare standards and practices that focus on the OIE Five Freedoms. We strongly believe that animals are entitled to human treatment and have the freedom to express normal behaviour. Jace Banu expect the highest standards of care and treatment of all animals within our supply chain and is committed to cruelty-free practices. Suppliers must ensure that no animal testing is conducted or commissioned. All raw materials supplied or procured must comply with international and local regulations.

I _____ representative of _____,
agree to abide by the above Jace Banu Code of Conduct.

Date: ____ / ____ / ____ Signature: _____