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**DUBS UNIVERSE SUPPLIER MANUAL
THE 'DUBS CHARTER'
TERMS & CONDITIONS**

VERSION 1- May 2024

SECTION 1
CORPORATE RESPONSIBILITY

Dubs Universe Code of Conduct

Dubs Universe works to a code of conduct which is designed to be fair and achievable, covering the principles of International law for best practice in rights at work:- no child labour, no forced labour, no discrimination, the right to freedom of association and collective bargaining, living wages being paid, reasonable working hours, protection of health and well-being at work.

1. Employment is freely chosen

There are commonly 3 forms of forced labour:

- Prison Labour refers to the work performed by prisoners that is part of their sentence and usually not compensated.
- Indentured Labour refers to the work performed by a worker who is bound to an employer for a certain period of time through a contract.
- Bonded Labour refers to an illegal practice in which employers give high-interest loans to workers who then have to work at low wages to pay off their debt.

Dubs Universe does not tolerate the use of any form of forced labour.

- Employees must not be required to lodge any type of deposits or hand over government issued identification, passports or work permits as a condition of employment.
- Employees must be free to leave the factory at all times and the freedom of movement of those who live in employer-controlled residences are not respected.

2. Freedom of association and collective bargaining are respected

- In order for employees to be able to voice their comments/concerns, suppliers should encourage open communication between workers and management, while respecting the right of employees to associate, organise and bargain collectively.
- Suppliers must not threaten, penalize, restrict or interfere with employees' lawful efforts to join associations.
- Workers representatives should not be discriminated against and should be able to carry out their representative functions in the workplace.
- Where the right of 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

- Suppliers must provide a safe and hygienic working environment to prevent accidents and injury to health arising out of, linked with, or occurring in the course of work or as a result of the operation of suppliers' facilities.
- Suppliers will also ensure these same standards apply to any dormitory or canteen facilities.
- Access to clean toilet facilities and to portable water, and, if appropriate, sanitary facilities for food storage shall be provided.
- Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers.
- Suppliers shall assign responsibility for health and safety to a senior management representative.

4. Child Labour shall not be used

- Suppliers must not engage in or support the use of child labour as defined in ILO Convention C138 and/or C182.
- Factories must only employ workers who meet the applicable minimum legal age requirement or at least 15 years of age, whichever is greater, or as an exception, 14 years in countries covered by article 2.4 of the ILO Convention 138.
- All official documentation stating each worker's age must be available for review. In those countries where official documents are not available to confirm exact date of birth, factories must confirm age using appropriate and reliable assessment methods.
- Young workers under 18 years of age shall not be employed at night or in hazardous conditions.
- Suppliers shall develop or participate in and contribute to policies and programme 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.

5. Living wages are paid

- Suppliers shall respect the right of employees to a living wage and ensure that wages for a normal working week shall always meet at least the minimum wage required by local law or the prevailing local industry wage (whichever is higher). In any event, wages should always be enough to meet basic needs and to provide some discretionary income.

- All workers shall be provided with written and understandable information about their employment conditions, including wages and benefits, 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.
- Suppliers must provide to employees all legally mandated benefits inclusive of annual leave and holidays as stipulated by law.

6. Working hours are not excessive

- Suppliers must ensure that regular working hours or overtime do not exceed the legal maximum according to local law or industry standards, whichever affords greater protection. In any event, workers shall not, on a regular basis, be required to work in excess of 48 hours per week and shall be provided with at least one day off for every 7-day period on average.
- While it is understood that overtime is required from time to time, overtime shall be voluntary and based on mutual agreement with workers. In any event, overtime shall not exceed 12 hours per week and shall not be demanded on a regular basis.
- All employees must be paid regularly and on time. In addition to their compensation for regular hours of work, employees must be compensated for overtime at a premium rate, which is recommended to be not less than 125% of the regular rate of pay.
- The total hours worked in any seven-day period shall not exceed 60 hours, unless:
 - It is allowed by national law
 - It is allowed by a collective agreement freely negotiated with workers' organisation representing a significant percentage of the workforce
 - Appropriate measures are taken to protect the workers' health and safety
 - The employer can demonstrate that exceptional circumstances apply
- Suppliers must record all employees' working hours completely and accurately and time records for all workers must be available for review.

7. No discrimination is practised

- Factories should only employ workers on the basis of their ability to do the job, not on the basis of their personal characteristics or beliefs.
- No person must be subject to any discrimination in employment, including hiring, salary, benefits, access to training, advancement, discipline, termination or retirement, on the basis of gender, race, religion, age, disability, sexual orientation, nationality, union membership or political affiliation, social or ethnic origin, maternity or marital status.
- Women and men shall receive equal remuneration for work of equal value, equal evaluation of the quality of their work and equal opportunities to fill all positions open.
- Factories shall provide appropriate services and accommodation to women workers in connection with pregnancy, child birth and nursing.

8. Regular employment is provided

- To every extent possible work performed must be on the basis of recognised employment relationship established through national law and practice.
- 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 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.

9. No harsh or inhumane treatment is allowed

- Employees must be treated with respect and dignity.
- Factories must not engage in or permit physical acts to punish or coerce workers, nor should they engage in or permit psychological coercion or any other form of non-physical abuse, including threats of violence, sexual harassment, shouting or other verbal abuse.

Code and System Implementation

Suppliers are expected to implement and maintain the necessary systems in order to ensure that they can adhere to Dubs Universe Global sourcing policies.

New Supplier & Factory Approval Procedure

The aim of the Supplier approval process is for the Supplier to demonstrate that the proposed factory meets the minimum standards as set out in Dubs Universe Global Sourcing Principles. Suppliers can only use factories that they have declared in advance to Dubs Universe and which have been accepted for that Supplier's use.

Dubs Universe and its 3rd Party Auditors reserve the right to visit factories as and when required. Failure to accommodate will be seen as a violation and the factory could cease to supply the brand.

When we are reviewing a potential new supplier/manufacturer we will follow the procedure as below; -

- 1) All proposed Suppliers/manufacturers can either be met in person at Dubs Universe Head Office or alternatively in the country of manufacture. We aim to visit each proposed factory in advance or within the first season of manufacture.
- 2) Samples and make standards are to be approved by the Quality team in line with Dubs Universe quality standards.
- 3) All proposed Suppliers/manufacturers are requested to complete a Dubs Universe Factory Self Evaluation Form and provide a copy of a recent independent social compliance, or industry recognised audit report which is conducted in compliance with the legislative requirements, wherever in the world the manufacturing site is based and the outlined principles above.
- 4) All Suppliers/manufacturers are issued with a Dubs Universe Supplier manual during initial discussion outlining our full Terms and Conditions of engagement including the Code of Conduct and business policies by which we operate.
- 5) Suppliers and manufacturers are asked to sign an agreement to the terms and conditions of our supplier manual acceptance, prior to the confirmation of production commitment.

Dubs Universe Purchasing Policy

Dubs Universe aims at all times to act in a spirit of partnership with Suppliers. We recognise that responsible buying practices are essential to support and facilitate sustainable, ethical supply chains. We aim to have a fair, open and honest relationship with our suppliers and factories and share the same goals with a clear strategy.

Migrant Worker Policy

If local or foreign migrant workers are present within supplier factories or anywhere within the supply chain, we expect there to be strict controls in place to protect their welfare, in line with our code of conduct. All migrant workers must be registered.

Environmental Policy

At Dubs Universe, we are committed to making a positive, real and sustainable impact on the broader community by adopting environmentally responsible policies. We believe that it is essential that both as a company and as individuals we should operate in an environmentally conscious manner and we expect our suppliers to follow best practice principles in this regard.

Animal Welfare Policy

Animals should not be harmed either during farming methods or by the collection of their wool, feather or hair. All animal products used must be a bi-product of food production.

Anti-Bribery Policy

In accordance with the Bribery Act of 2010, we will not tolerate bribery within our supply chain. Any gifts should be of nominal value and not intended to influence behaviour.

Data Protection Policy (GDPR)

Dubs Universe is committed to protect personal data, we expect our suppliers to adhere to the relevant data protection policies within their local markets.

Tax Evasion Policy

We expect all of our suppliers to abide by all relevant legislation, including the tax laws relevant in that country of origin. We will not accept any form of tax evasion.

Dubs Universe Modern Slavery Statement (MSA)

In line with our Supplier Code of Conduct we will not tolerate slavery or human trafficking within any part of our global supply chain. We expect our suppliers to acknowledge the risks of modern day slavery and to ensure that there are robust procedures in place to prevent risk within their factories and to be vigilant on a continual basis to eradicate human slavery from all parts of their supply

chains. We expect all of our suppliers to be able to provide evidence that procedures are robust.

Needle Policy

Summary

Dubs Universe enforce a zero tolerance policy regarding the requirements for rigorous controls and monitoring around the use of needles and sharp objects during the manufacturing and packing process. In order to reduce the risk of metal contamination of Dubs Universe products, the following procedure must be followed by our suppliers to eliminate possible hazards caused by broken needles or other sharp objects. These procedures apply to any manufacturing or warehousing areas where Dubs Universe products are being produced or handled. We expect all completed uppers to be passed through a metal detector.

Restricted Materials

Footwear

The use of tacks, nails and staples by any source factory is forbidden in the production of uppers. These materials are also banned from the lasting process except in welted production where staple side lasting is part of agreed Dubs Universe best practice.

Upper

The use of tacks, nails and staples must not be used in the manufacturing of any products without prior approval from Dubs Universe. Approval will only be given if absolutely essential to the production process and if no suitable alternative is feasible.

Requirements of the policy

1. A "Central Point" (usually stitching room supervisor's desk) should be identified in each stitching room for the issuing of new needles and the return of broken/worn needles. At this point all records must be kept relating to needle breakages.
2. All supervisors in stitching rooms must check all machines and work areas. All spare needles must be removed and relocated within the 'Central Point'. The only needle permitted in the work area is the one that is attached to the machine

3. Supervisors should check all operative work areas each day to ensure compliance.
4. Stitching room mechanics will check their own work areas for needles and relocate within the 'Central Point'.
5. All machines coming into the Stitching Room from either machine stores or other factories/suppliers, etc, must be checked thoroughly for needles by the Stitching Room Mechanics or maintenance staff, recorded and dated in a register to be kept at 'Central Point'.

Procedure for managing broken needles

1. Whenever a needle break occurs, the machinist must cease work immediately and recover the broken needle. **ALL** parts of the broken needle must be reassembled and taken to the 'Central Point' where the supervisor will check the needle record and date on a register, issue a new needle and dispense of the broken needle in the broken needle box.
2. In the event of a broken needle not being completely recovered the machinist must report to the supervisor.
3. The work in the immediate area must be isolated. This work will then be taken to a metal detection tunnel.
4. The area around the machine must be checked by the supervisor before a new needle is attached to the machine.
5. If the broken needle is not found completely, the supervisor will record this on a register. The immediate area will be checked, and the batch of work being processed will be immediately scanned through the metal detection tunnel.

Other sharp tools and implements

Any other sharp tools and implements (knives, scissors etc) must be securely fastened to the nearest workbench/machine as appropriate.

Knives with sectioned blades must not be used, as sections can break away and fall into products unnoticed.

Records must be kept of number of knives/scissors etc issued to each production line to allow for effective auditing and control.

Supervisors must check all areas on a daily basis to ensure conformance to this policy.

General notes for source factories:

1. Dubs Universe reserve the right to refuse shipment or cancel any orders from a source factory where on quality audit any part of this broken needle/metal detection policy is not being properly implemented.
2. It is the responsibility of the source factory to ensure that all new employees and all employees transferred into an area manufacturing Dubs Universe product fully understand this policy.
3. Any source factory assembling uppers or other components using hand stitching, must implement this needle policy in exactly the same way as for a machine stitching room.
4. All records of issue of replacement needles should be kept for a minimum of two years for auditing and claim investigation.

Dubs Universe reserve the right to impose a fine on any factory or agent supplying goods which do not conform to the Dubs Universe needle policy and where a sharp object has been found in either goods or packaging which could cause injury to our staff or customers. The supplier must subsequently issue a corrective action plan (CAP) with time-bound targets which demonstrate their ability to resolve the issue within a 4 week period. In the event of failure to log and report the CAP and achieve the target set, Dubs Universe reserve the right to reduce forward orders and ultimately cease production.

SECTION 2
QUALITY ASSURANCE

QA Means- The Dubs Universe Quality Assurance team

Specification Means - Any design, sample, pattern, specification, description, make-up instructions, Leather/material selection, order confirmation, or other written materials including a Purchase Order supplied by Dubs Universe .

Standard Operating Procedures (SOP) Core factory and production standards which meet Dubs Universe requirements.

Supplier Manual Means - This manual governing the Supplier's appointment to supply goods to Dubs Universe.

Purchase Orders will only be valid if they are presented on Dubs Universe official Purchase Order forms which are sent either electronically or by written purchase order to the Supplier. Any verbal order shall not constitute an offer from Dubs Universe.

Leather and Materials

Dubs Universe has the right to select the leather and materials to be used for the Goods. Dubs Universe will either assign a leather from a Nominated Tannery (LWG approved) or approve with the Supplier a leather which the Supplier has sourced/produced.

By agreeing to supply Dubs Universe with products, you agree to accept responsibility for managing the end to end process; including (but not limited to) securing leather and/or materials in line with the critical path which has been agreed, and payment for such materials, through to delivering the final Goods, on time in full, in accordance with Dubs Universe ' quality standards. This applies equally if you are using a leather specified from a Dubs Universe Nominated tannery, or supplier sourced leather/materials.

At the beginning of a new season or as required Dubs Universe will produce a unit production plan by style, by material for each supplier. Dubs Universe will agree in writing the proportion of material that can be ordered up front, known as the 'leather/material cover'.

Dubs Universe agrees that any remaining leather or material which was ordered in accordance with Dubs Universe instructions will be Dubs Universe liability to be used the following season.

Quality of Goods

All specifications supplied by the Supplier must be fully representative of all bulk materials including Pre-production samples. It is essential that the quality assurance procedures as detailed in our quality assurance manual are understood and consistently applied.

Without prejudice to any other terms of the Contract including terms implied in favour of a purchaser, the Supplier warrants, undertakes and represents that the Goods will:

- a. comply with the Specifications, all drawings, samples other descriptions or instructions requested or supplied by Dubs Universe : including that they are labelled and finished with such Dubs Universe materials and trims as specified by Dubs Universe . The Goods will be as per the approved confirmation sample.
- b. be fit for the required purpose as specified by Dubs Universe to the Supplier prior to the Contract being entered into and be of merchantable quality;
- c. be free from any defect in manufacture whether of design, materials or workmanship;
- d. be packed in the manner specified by Dubs Universe.
- e. be transported with the nominated freight forwarder if specified by Dubs Universe (unless terms are landed) and in any event, the Supplier must instruct the relevant freight company to comply with Dubs Universe delivery requirements, as set out in our specifications and delivery procedures.

Without prejudice to clauses a) to e) above, comply with and be manufactured, labelled, packaged, stored, handled and delivered to be safe and without risk to health and in accordance with the terms of the supplier manual, all applicable legislation, regulations, codes of practice and European and British standards.

Faulty Goods, Returns and Re-Calls

All suppliers are expected to conduct quality checks to agreed levels on production to ensure that all goods meet Dubs Universe agreed quality standards. Substandard goods that do not meet product specification must not be sent to Dubs Universe .

Where Dubs Universe employs an 'in-country' quality team, Dubs Universe reserves the right for this team to inspect both goods during production and finished goods to ensure that Dubs Universe quality levels are being adhered to. Any goods not passing the quality levels required should either be re-processed if agreed with the Dubs Universe local team or Dubs Universe reserves the right to cancel these goods. Under this arrangement goods may not be sent without the explicit approval of the Dubs Universe quality team.

Dubs Universe reserves the right to inspect the Goods or to arrange for the Goods to be inspected by a third party within a reasonable time period after delivery to the Dubs Universe DC.

Upon inspection, if any of the Goods do not conform to the specification on any grounds, for example: poor quality, incorrect labelling, or failing to correspond to either sample or Specification, Dubs Universe shall, whether or not it has accepted the Goods, be entitled at its discretion, to exercise the following:

- A. to reject the Goods in whole or in part and return them to the Supplier at the Supplier's own risk and expense;
- B. to require the Supplier to replace, repair or reinstate the Goods within an agreed time frame.
- C. to carry out or have carried out, at the Supplier's cost and expense, such remedial work as is necessary so that the Goods conform to the Contract, including as set out in the section for Repair & Processing below; and/or
- D. to claim damages for any other costs, loss, or expenses incurred by Dubs Universe which are in any way attributable to the Supplier's failure to carry out its obligations under the Contract.
- E. To terminate the contract.

The Price of any rejected Goods shall not be payable by Dubs Universe (if unpaid) or shall be refunded by the Supplier (if paid).

Dubs Universe will not accept any Goods found to be faulty due to defective leather or materials.

If the leather or material faults are only noted during or before the Supplier's final inspection of the Goods, the Goods should not be shipped to Dubs Universe .

Dubs Universe may hold any rejected Goods at the Dubs Universe DC and if it does so, such Goods will be

held at the risk of the Supplier for a maximum of 40 days from the date of notification of the rejection by Dubs Universe .

If the rejected Goods are not collected by or on behalf of the Supplier within such period, Dubs Universe may dispose of such Goods, without any claim from the Supplier. Any Dubs Universe costs incurred as a result of disposal of these Goods will be charged back to the supplier.

In the event of the rejection of Uppers received at the UK factory for poor quality, if the fault is identified on inspection of the uppers, Dubs Universe will claim for the cost of the upper and related freight and inspection costs. If the fault can only be identified on lasting the shoe then Dubs Universe reserves the right to claim for the full cost price of the goods, including Dubs Universe factory overheads.

Dubs Universe 's rights and remedies under these Conditions are in addition to its rights and remedies implied by statute (including under the Sale of Goods Act 1979) and common law.

Quality Claims Procedure

Dubs Universe reserve the right to claim against any and all defects deemed a supplier fault. This includes uppers, sourced footwear and product that is rejected by Dubs Universe deemed unfit for purpose. This may include uppers finished into footwear.

Dubs Universe will use the following procedure to process claims against suppliers:

- QA to advise in writing the issues, faults, defects and rejects to supplier in question. Dubs Universe will provide quantities involved, photo evidence if necessary and required compensation levels. If the fault is only found during/after production, Dubs Universe will claim for the full cost price of the shoe.
- Claims will be made against the supplier where we deem the quality issue to be the supplier's fault.

- Dubs Universe require a written response within 48 hours either that the claim is acknowledged and accepted or full details of any challenge. If no response is received the claim will be processed in full.
- Dubs Universe will collate all claims of faulty uppers, full shoes, shorts, freight, and re-work costs on a supplier claims spread sheet, each claim will be allocated a reference code and entered onto the quality log. Where the footbed cannot be re-used Dubs Universe may also claim for that cost.
- At the beginning of each month QA will send the previous months' claims to the supplier concerned via e-mail.
- The value of these claims will then be deducted by the supplier from the cost price of the invoices over the subsequent calendar month. If the claim cannot be recovered by Dubs Universe within that month, the supplier will need to propose a payment plan to cover the cost of the claim. All claims must be met by the supplier within that calendar month.
- QA will close file once the claim has been finalised.

Confidentiality

All information given to, or acquired by, the supplier about Dubs Universe 's business, products strategies, processes, know-how or services including all specifications and all Dubs Universe 's Property, patterns, drawings, specifications, lasts, moulds, information, descriptions, blocks, grade rules, samples, materials and components provided, sourced or developed for or by Dubs Universe (which remain the property of Dubs Universe at all times) ("Confidential Information") shall be treated as confidential.

The Supplier agrees that all Confidential Information:

- Will only be used for the purposes of fulfilling the contract with Dubs Universe.
- Will not be disclosed to third parties, and specifically will not be copied, unless required in accordance with its obligations under a Contract; and
- Will be kept safe and free from damage

The Supplier agrees to:

- Replace any patterns, lasts, moulds, drawings or items which are lost, damaged or destroyed whilst in its possession; and

- Return the Confidential Information carriage paid, in good condition on completion of the contract or at Dubs Universe 's written request.

The Supplier shall not advertise or publish the fact that they have been contracted to provide Dubs Universe with goods without Dubs Universe 's prior written consent.

Legislative Standards

The Supplier acknowledges that all products bearing Dubs Universe branding or sold by Dubs Universe are

subject to legal and ethical standards and principles in the countries of manufacture and sale and the Supplier therefore agree to comply with the provisions of Section 1 (Corporate Responsibility) of the Supplier Manual.

Without prejudice to the above clause, the Supplier warrants that:

- a. All Goods shall be made in safe and socially acceptable working environments which do not compromise the universal human rights of contracted and subcontracted employees and other producers;
- b. The Supplier shall not damage the environment where Goods are manufactured, used, or disposed of, and all Goods shall not pose a risk to the maker or user.

Dubs Universe or its appointed agents shall be entitled to audit and inspect stock, records, procedures and/or facilities of the Supplier and/or any sub-contractor at any time and conduct corporate responsibility audits or visits and the Supplier shall comply and/or procure the compliance of any sub-contractor in such audit or inspection.

Patterns and specifications

Patterns and lasts provided by Dubs Universe or created for a Dubs Universe product remain the property of Dubs Universe .

Where required these may be shared by Dubs Universe.

Dubs Universe 's Property

Title in any and all Dubs Universe 's Property shall not pass to the Supplier in any circumstances and shall

remain at all times with Dubs Universe.

Dubs Universe 's Property shall be stored separately, safely and securely by the Supplier or as otherwise specified by Dubs Universe 's representative and shall be clearly marked as belonging to Dubs Universe, shall be maintained in good condition and not disposed of or used or copied by the Supplier or any third party other than in accordance with Dubs Universe 's' written instructions or for fulfilling the Supplier's obligations under the Contract.

Any risk in the Dubs Universe Property is to be borne by the Supplier until they are returned to Dubs Universe.

The Supplier shall keep all Dubs Universe Property free from all mortgages, charges or other encumbrances whatsoever.

The Supplier shall return at its cost and expense any and all Dubs Universe Property on the earlier of termination of the Contract to which the Dubs Universe Property relates and Dubs Universe 's written request.

The Supplier hereby grants to Dubs Universe the irrevocable authority to enter on to the premises where the Dubs Universe Property is located to take possession of the Dubs Universe Property (and if necessary) to dismantle the Dubs Universe Property from anything to which they are attached. Dubs Universe samples from current or future seasons should not be shown to any other 3rd party. the sub-contractor.

Product Development and Quality; - Uppers and sourced footwear

Product Development Process:

1. *Dubs Universe will issue all specs and drawings to the Product Development or Design team at the nominated factory. Specs will be issued and controlled through e-mail.*
2. A clear critical path will be issued to ensure that suppliers are working to the agreed and required timetable. Timely submission of all samples backed up by clear communication is essential to support the process.

3. The supplier factory will take specs and proceed as instructed. Any questions will be directed to UK product Engineer.
4. As relevant the Dubs Universe Senior Product Engineer or Supplier Engineer will follow-up with the factory to check on progress.
5. The supplier factory must provide Dubs Universe with written updates on the formal development progress on a weekly basis, filling in the critical path document provided by Dubs Universe . Development and commercialisation reports to be submitted every Monday by 9AM UK time.
6. Sample Sizes are UK5, 8, 11, 1 and 4 kids's. Sizes may be subject to change without prior notice.
7. The supplier factory will make 1 pair of the completed sample (first / second / third, prototypes, etc.) in line with the agreed critical path. ½ pair to be sent to Dubs Universe as instructed, ½ pair for the factory to keep. Ahead of sample submission photographic review and video conference calls should be used to ensure samples are on track.
8. Prototypes will be clearly labelled with a tag with the following information: Date, HOT Number (Sample Request), Factory Code, Size/Width, Last #, Outsole #, Upper Material(s).
9. The Factory will also send the combined Spec File and cost documentation to Dubs Universe within two (2) working days of sample completion.
10. Dubs Universe will review the completed sample and make sure they are made to the correct specification (spec) and try to resolve any fit issues. Dubs Universe will notify the factory as required to make corrections.
11. Dubs Universe will send any changes to the spec via email. Steps 1-9 above will be repeated until an accepted prototype has been created but no more than 2 cycle times without escalation.

Pre-Production Trial at Supplier factory:

- a. All materials will be correct, and the same as to be used in mass production.
- b. Trial will be run using cutting die (not hand cut).
- c. Trial will be run on the production line.
- d. All relevant personnel of Tech / Quality Control & Product departments must attend trial run together.
- e. Dubs Universe representatives will attend the trial run at supplier factories where possible.
- f. Following trial run, a review will be held between all relevant parties.

- g. All pre-production details must be confirmed, including (but not limited to): logos, labels, inner box, laces, and so forth.

Bulk Production:

Bulk Production may begin once all above processes have been confirmed and approved by Dubs Universe.

It is the responsibility of all suppliers and vendors to meet the testing standards of all Dubs Universe materials.

It is the supplier's responsibility to maintain, monitor and update all standard operational procedures (SOPs) on all Dubs Universe production lines. Failure to meet these standards could result in production being stopped.

It is the supplier's responsibility to maintain and keep machinery and equipment in a fully operational and safe condition. Failure to meet these standards could result in production being stopped.

Footwear Inspections:

Daily Inspections:

- a. Inspectors may visit factories on a daily basis to inspect procedures in cutting, stitching and assembly rooms for sample and/or production orders.
- b. Inspectors will issue an alarm report to the factory daily, or following each visit, advising them of issues.
- c. Inspections will be made on component quality, construction quality and overall product quality including appearance and functional features.
- d. Product must be made to the quality standards as determined by the Dubs Universe specification, If a product is not made to standards, it must be re-made until accepted / approved.
- e. Check Samples and/or Main Production against confirmation sample to compare specification and appearance. This is standard procedure for all styles, but vital for new styles.

Final Inspection Procedure:-

The following policy provides inspection guidelines and as appropriate refers to a Dubs Universe inspector if they are based in the country of origin. Where there is no 'in-country' team, we expect the supplier to ensure that there are rigorous inspection guidelines in place in accordance with this policy.

a. Sampling

1. Production of the entire shipment will be completed and packed before final inspection begins.
2. Each factory must reference an approved confirmation sample for every inspection.
3. The cartons / packs to be inspected must be selected by the Dubs Universe inspector if relevant, the carton/ pack numbers should be recorded on the inspection form.

b. Packing Inspections

1. Packing inspections must be completed prior to review of shoe / upper quality.
2. Cases/ packs brought into the inspection room must be lined up in rows and opened one at a time to verify the accuracy of packing.
3. Packing inspection coordinates the following:
 - i. Carton / pack shipping mark follows the order.
 - ii. Check / confirm bar code label.
 - iii. Check / confirm items packed correspond exactly to carton / pack markings. We do not accept mixed cartons unless otherwise agreed.
 - iv. Check / confirm placement of labels is straight and properly positioned. Bar codes cannot be covered.
 - v. Any packing errors must be corrected before shipment.

c. Quality Inspections

1. All cases/packs selected for inspection must remain in the inspection room until inspection is completed.
2. No one will clean, trim or repair any shoes selected for inspection prior to, or during, the inspection process.
3. All uppers and shoes must be sorted / divided in the inspection room. Dubs Universe will only take first quality stock.

4. All shoes must be inspected in pairs, with tissue paper or support forms removed from the inside of the shoes so total inside area of the shoe may be reviewed and evaluated.
5. Shoes that cannot be repaired will immediately be rejected.
6. All replacement upper and shoes to fill cartons/packs inspected must be checked / confirmed by the Dubs Universe inspector to be first quality.
7. If shipment is rejected, factory must 100% re-inspect shipment in question
8. The factory must provide Dubs Universe with a summary showing the total number of shoes found to be defective and below required standard in their re-inspection.
9. For less than 100% re-inspection, the same procedures will be followed. Raise the checking rate for the products according to the AQL standard.
10. Inspection timings must be controlled so that shipments are not delayed.
11. A weekly report must be issued to document the process and acceptance, rejection levels.

SUPPLIER ACCEPTANCE FORM

I, the undersigned, agree that the Company listed below and all factories associated with manufacturing for Dubs Universe will to adhere to the standards as set out in this Supplier Manual, including all policies, ethical standards, terms and conditions, contained within.

I confirm that I am an authorised representative of the Company as listed below.

Name; _____

Company; _____

Signature; _____

Position; _____

Date ; _____

Please email a signed copy of this document to stuart@dubsuniverse.com