Universal Store Supplier Code of Conduct Third Party Brands

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Ethical Sourcing at Universal Store

Universal Store is committed to responsible practices such as identifying and managing social, environmental, and ethical risks in our supply chain.

Our mission is to create a welcoming and sustainable world one interaction at a time. This Supplier Code of Conduct (the Code) aims to engage our suppliers in joining us on this journey and help us achieve **our mission**.

Our suppliers are a vital and valued part of our operations. We are extremely proud to work with you and we are dedicated to building long-term, meaningful relationships with our partners. We expect our suppliers to share this commitment and to assist us in addressing environmental and social issues through a practical and collaborative approach.

This Code is based on the Ethical Trading Initiative Base Code, founded on the conventions of the International Labor Organization (ILO), and the principles of the UN Declaration of Human Rights. It sets Universal Store's **minimum expectations** regarding human rights, working conditions, business integrity, transparency, compliance, environmental protection, and animal welfare.

This Code must be followed by all Universal Store's suppliers including:

• Third-party brands: Brands sold but not owned by Universal Store

Compliance with this Code is mandatory. Suppliers must comply with local and national laws related to labour practices. We encourage suppliers to develop their own **policies and systems** to align with this code's minimum expectations. It is the responsibility of the Third-Party brand to **maintain their own records** to demonstrate compliance with applicable regulations.

As a company, we are committed to continuous improvement, taking steps to make our business fairer and more sustainable. We look forward to working with you to meet our minimum expectations and continue our successful work relationship.

We expect **identified or suspected** breaches to be communicated to Universal Store immediately and resolved promptly. We will work with you to help your business meet the minimum requirements outlined in the Code.

Supplier Commitments

Universal Store expects all suppliers to adhere and commit to the following minimum requirements:

1. No Child Labour

- Must not recruit or employ any worker under the age permitted by local and national regulations and legislation.
- The age for admission to employment shall not be less than the legal requirement and the age of completion of compulsory schooling.
- No child and young persons under 18 shall be employed at night or in hazardous conditions.
- Provide for the transition of any child found to be performing child labour to enable them to attend and remain in quality education until no longer a child.

2. No Forced Labour & Illegal Migrant Labour

- There is no forced, bonded, or involuntary and/or prison labour.
- Migrant labour is engaged in compliance with immigration and labour laws in the country of employment. Employment is freely chosen and workers are free to leave after a reasonable notice period.
- Workers are not withheld of their personal documentation including passport or identity papers.
- Under no circumstances should workers be required to pay fees or leave deposits to gain employment in their home country or the country of employment.

3. Freedom of Association & Collective Bargaining

- Ensure the voices of their workers are heard including representation, mediation and conflict resolution.
- Where legal allow workers to join a trade union without fear of persecution or discrimination.
- Respect the legal right to freedom of association and collective bargaining, including unionization where legal under local law.

4. Workplace Health & Safety

- Provide a safe and healthy work environment.
- Provide access to clean toilet facilities and drinking water.
- Provide access to adequate lighting, ventilation, fire extinguishers, and fire exits.
- Where provided accommodation shall be clean, safe, and meet the basic needs of the workers.
- Ensure the structural safety of their facilities.
- Ensure that an Emergency Management Plan and a Workplace Safety Management System are in place and overseen by a senior management representative.
- Provide existing, new, and reassigned workers with regular and recorded health and safety training.

5. Fair Wages

- Pay all wages correctly based on their local laws at a minimum, national legal standards whichever is higher.
- Ensure wages are enough to meet basic needs and to provide some discretionary income.
- Ensure wages are paid on time.
- Ensure workers are provided clear and detailed information about their wages before they enter employment and during each pay period concerned.
- Do not apply any deductions from wages as a disciplinary measure.
- Ensure workers are offered an employment contract.

6. Working Hours

- Working hours for all workers shall comply with national/local laws and/or the industry benchmark whichever affords greater protection for workers.
- Work hours aren't excessive, and overtime is voluntary.
- Overtime is used responsibly.
- Overtime is compensated for at a premium rate.
- Overtime shall be defined by the contract and shall not exceed 36 hours per month.
- 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.
- Implement measures to control working hours, such as recruiting more employees according to production demand.

7. No Harsh or Inhumane Treatment

Suppliers must abstain from any form of physical abuse or discipline, the threat of physical abuse, sexual or other harassment, verbal abuse, or other forms of intimidation.

8. No Discrimination

Suppliers must ensure 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.

9. Anti-Bribery & Anti-Corruption

Suppliers must take all reasonable measures to conduct their business activities ethically, without bribery, corruption, or any type of fraudulent or unethical behaviour.

Universal Store will not tolerate or participate under any circumstances in any form of bribery and corruption in any shape or form in dealing with suppliers/subcontractors' business partners and employees.

10. Environmental Protection

At Universal Store we are aware of the harmful impact the production of fashion has on the environment and are committed to supporting our partners in tracking, understanding, and minimizing that impact. We envision integrating environmental standards and targets into our day-to-day operations and hope for our suppliers to support us through this vision.

We require all our suppliers to:

- Comply with local and national laws related to environmental standards.
- Develop and implement a formal policy that outlines their approach to managing environmental impacts within their control.
- Manage and monitor initiatives that reduce impacts on natural resources, greenhouse gas emissions, waste, air and water pollution, and energy and water consumption.
- Avoid using single-use plastic packaging and seek opportunities to use recycled and recyclable packaging materials where practicable.
- Provide evidence that recycled or organic fibres have been used in the product. At a minimum we will require:
 - The garment/product manufacturer's Scope Certificate (must include processing category Manufacturing PR0016)
 - 2. The final product Transaction Certificate

11. Banned Raw Materials /Substances/ Practices

- Universal Store products must not include cotton originating from Xinjiang. If the supplier suspects
 cotton from the supply chain originates from this region, we expect them to report this as soon as
 possible so we can conduct an assessment based on Universal Store Supplier Remediation
 Process.
- Universal Store products must not include any banned animal derived materials mentioned in the Universal Store Animal Welfare Policy.
- Suppliers must not use hazardous chemicals that present a risk to human health or the
 environment during production, use, or disposal. Suppliers must also ensure products do not
 contain chemicals higher than the recommended concentration as listed in the below ACCC
 Product Safety guidance document.

Safety guidance on concentrations of particular chemicals in certain consumer goods

Supplier Code of Conduct Acknowledgement

Please complete and return this form to sustainability@universalstore.com.au. If you have any questions regarding our Supplier Code of Conduct or suspect a supplier or sub-contractor may be in breach of our Code, contact Universal Store Sustainability or Product teams for a confidential discussion.

Business Nar	me:	
Supplier Rep	resentative:	
Position Title:		
By signing be	elow, I am attesting that:	
• I have	read, understood, and agreed to co	mply with the Universal Store Supplier Code of Conduct
Supplie	er Commitments listed:	
0	No Child Labour;	
0	No Forced Labour;	
0	Respect Freedom of Association	and Collective Bargaining (where legal);
0	Promote Workplace Health & Sa	fety;
0	Pay Fair Wages;	
0	No Excessive Working Hours;	
0	No Harsh or Inhumane Treatme	nt;
0	No Discrimination;	
0	No Bribery or Corruption;	
0	Commit to Environmental Protect	tion;
0	No banned Material, Substances	or Practices.
• I under	stand the company I represent obli	gations according to the Universal Store Supplier Code of
Condu	ct.	
• I have	asked for and received clarification	about any policies I did not understand.
 I under 	stand that offering and/or supplying	stock that fails to comply with the Supplier Code of Conduct
may re	sult in cancelled orders and/or stoc	returns for full refunds.
• I under	stand that these policies cannot ad	dress every possible ethical labor situation that may present
itself ar	nd they do not always eliminate the	expectation of good judgment and ethical behavior.
 I under 	stand 'the requirement to report any	violation 'of this policy to Universal Store whether
commit	tted by the company I represent, by	a supplier or sub-contractor.
Signature of S	Supplier Representative	Date

Document Updates

Date	Update	Approved By	Version
2022	Document creation	BD & Board	1.0
June 2023	Split generic code of conduct to Private Brand Supplier vs Third Party Brands	Board	2.0
	Defined Tiers for Transparency		
	Integrated Ethical Trade Initiative code into the Code of Conduct Principles		
	Added version control		