

THE BOODY  
CODE OF CONDUCT

BOODY<sup>®</sup>



# THE BOODY CODE OF CONDUCT

A fundamental pillar of Boody is our approach to ethical sourcing and production. The Boody Code of Conduct defines our expectations of Boody Production Partners to meet ethical manufacturing requirements so the workers and the environment are respected and cared for.



## RESPECT

- Legal Requirements
- No Child or Forced Labour
- No Discrimination
- Freedom of Association



## FAIR

- No Coercion or Harassment
- No Excessive Working Hours
- Wages and Benefits



## SAFE

- Health and Safety
- Subcontractors



## SUSTAINABLE

- Environmental Protection



## ACTIVE

- Fully Implemented Code
- Monitoring and Compliance



## COMPASSIONATE BY DESIGN

The Boody Code of Conduct sets minimum standards that our production partners are expected to meet. All aspects of production are covered, from the source of supply to finished garment, and everything in between.

We aim to keep the process simple while ensuring we are effective in meeting our stringent goals. We ask our suppliers to ensure that Boody's production meets safety and quality standards that keep the planet and people top of mind.



## Respect

### Legal Requirements

Our production partners must comply with all applicable local laws in the country in which they operate.

### Child Labour

No person will be employed who is younger than 15 years of age or the age for compulsory education in the country of manufacture (whichever is higher). In hazardous conditions, employees under 18 will not be employed.

### Forced Labour

There will be no use of forced labour, whether in the form of prison labour, indentured labour, bonded labour, decent based labour or otherwise. Nor labour engaged through human trafficking.

### Non-Discriminatory

Production partners will employ workers on the basis of their ability to effectively do the job they are hired for only. They are not to discriminate against any applicant based on race, gender, religion, age, disability, sexual orientation, nationality, political opinion, social or ethnic origin.

### Freedom of Association

Production partners will recognise and respect the right of employees to engage, associate, organise and collectively bargain. There should be a way to confidentially communicate concerns to Management without the risk of retaliation and provide effective means to remedy grievances made.

## Fair

### Coercion and Harassment

Production partners must treat all workers with respect and dignity. Production partners must not use corporal punishment or any forms of coercion. There should be no forms of abuse including physical, verbal, or psychological abuse. There will be no engagement in any forms of harassment, including sexual harassment. Production partners should have a written system of progressive conflict resolution. For example, there should be a clear path of escalation starting with verbal warning through to termination.

### Working Hours

Production partners will comply with working hour limits established by local applicable laws. Employees are to be given at least one (1) day off in every seven (7) day period. All overtime work shall be consensual. Overtime should not be requested on a regular basis and compensation at a fair agreed rate applied for all overtime work.

### Wages and Benefits

Production partners shall provide wages in alignment with minimum wage or local industry wage (whichever is higher). Production partners shall maintain wage-related documentation and inform all employees accordingly of their rights. No monetary deductions shall be permitted for disciplinary action. Compensation should be paid in a timely manner and provide legally mandated benefits as per standard legal practice in the supplier's country, including holidays and leave, and statutory severance when employment ends.

## Safe

### Health and Safety

Production partners will provide a safe and healthy work environment, ensuring proper health and safety management, building and fire safety, the safety of machinery and equipment, access to potable water and suitable sanitary facilities. Facilities will have adequate ventilation, circulation and lighting. There is to be a safe handling procedure in place for chemicals and water filtration after dyeing and washing. The same standards are to be applied if living facilities, dining facilities or childcare are provided for workers.

### Subcontractors

All subcontractors must be disclosed to Boody prior to production and all subcontractors and facilities must be pre-approved by Boody. Any subcontractor must be in compliance with this Code of Conduct and each factory is responsible for ensuring its subcontractors' compliance.



## Sustainable

### Environmental Protection

Apart from complying with all applicable local environmental laws, production partners should work to maintain the certifications listed in the Boody Supplier Manual which will go beyond applicable environmental laws. A summary of those important metrics is listed below:

- Waste is kept to a minimum and suitably handled
- Water is taken seriously
- Chemicals are adequately managed
- Energy and carbon are kept to the lowest level possible
- Air emissions impact is kept to the lowest level possible

All required permits and records must be up to date and copies of all permits, authorisations, and applicable laws, regulations and standards must be on file at the factory and available to share with Boody at all times.



## Active

### Fully Implemented Code

The supplier must implement and integrate this Code into its business as a condition of working with Boody. The supplier shall post this Code, in the language(s) of its employees in all major workspaces, train employees on their rights and obligations as defined by this Code and applicable country law; and ensure the compliance of any sub-suppliers producing Boody branded or affiliate products.

### Monitoring and Compliance

Production partners must allow Boody and designated agents access to all workers, facilities including manufacturing and working housing facilities, and all relevant documents to confirm compliance with this Code of Conduct. This should be granted with or without notice provided in advance.