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BUSINESS CODE OF CONDUCT

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Resources

We encourage all partners to explore the following resources in order to better understand what first steps they may take in order to reduce greenhouse gas emissions, lowering their own company carbon footprint and selecting methods that have a lower environmental impact.

- [Why do we need to reduce greenhouse gas emissions?](#)
- [E-Book: The complete guide to understanding emission reductions](#)
- [United Nations Greenhouse Gas Emissions Calculator](#)

Industry Leadership in Responsible Luxury

Piper & Skye has set out to purposefully create rare and luxurious products which define the company ethos: Responsible Luxury. We take great pride in the time, energy and pure passion devoted to ensuring the people, animals, and environment each impacted by our processes are top of mind in all supply chain and material sourcing decisions. We are committed to making every decision a thoughtful one and every impact a positive one. Each individual product is the result of our efforts to utilize socially responsible and ethically-sourced materials. We are purposefully transparent. We expect to be held accountable for our actions and decisions. We vow to be honest in our policies and systems, and to operate with integrity in all we do. We believe in a corporate culture of fairness and respect, and we expect this from our Manufacturers. We take care of our supply chain and hold each of our partners accountable to meet or exceed the standards and practices with which we operate. Responsibility for Piper & Skye means not just internal corporate responsibility but an inherent duty to serve the environment, species, and fellow humans we occupy this earth with as best we can.

Piper & Skye Inc. and Piper & Skye USA Inc. (collectively referred to herein as “**the Company**” or “**Piper & Skye**”) has agreed to abide by moral and ethical values in the management of the Company, based on our company values of respect, responsibility & community, fairness, honesty, transparency and in respect with the standards in force at the national and international level. Therefore, the Company expects its Manufacturers, as defined below, to respect and adhere to the same philosophy, respecting and enforcing such principles in the management of their own business.

This Business Code of Conduct (the “**Code**”) is an expression of the Company’s principles and values. The Company requires strict compliance with these standards by all the Company’s suppliers, their factories, subcontractors, as well as their own suppliers and/or manufacturers (hereinafter jointly the “**Manufacturers**” and individually the “**Manufacturer**”).

This document aims to ensure the integrity of Piper & Skye’s operations and all Manufacturers must respect the principles set out in it. All Piper & Skye Manufacturers are subject to the Code,

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which serves to supplement international, national, local, and other relevant laws. Should there be any differences in standard between the Codes and relevant laws, the Manufacturer will be expected to uphold the highest standards. In the spirit of continuous improvement, Manufacturers will be assessed by or on behalf of the Company for compliance to these international standards with findings and remedial actions tracked and subject to follow up assessments.

It is understood that the Code requires the Manufacturers to respect any national or international law, as well as the Conventions of the International Labor Organization, the Universal Declaration on Human Rights, the guiding principles of the OECD and the principles of the Global Compact. In case of conflict, the highest standard rule shall apply.

The Code is based on and codifies the following doctrine, standards and global commitments.

- ❖ Universal Declaration of Human Rights
<https://www.un.org/en/about-us/universal-declaration-of-human-rights>

- ❖ International Labour Organization's Declaration on Fundamental Principles and Rights at Work <https://www.ilo.org/declaration/lang--en/index.htm>

- ❖ Rio Declaration on Environment and Development
https://www.un.org/en/development/desa/population/migration/generalassembly/docs/globalcompact/A_CONF.151_26_Vol.I_Declaration.pdf

- ❖ United Nations Convention Against Corruption – a legally binding universal anti-corruption instrument <https://www.unodc.org/unodc/en/treaties/CAC/>

- ❖ UNI GLOBAL UNION - It encourages respect for and promotion of fundamental rights and decent work within the retail and distribution network www.uniglobalunion.org

- ❖ The United Nations Global Compact - A United Nations initiative to encourage social dialogue between companies and the civil society www.globalcompact.org

- ❖ Ethical Trading Initiative (ETI) - A dialogue Platform to improve working conditions of workers in developing countries. It is an alliance between companies, international trade unions, and non-governmental organisations. www.ethicaltrade.org

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- ❖ ILO's Better Work Programme - A platform to improve compliance with labour regulations and competitiveness of global supply chains www.betterwork.org
- ❖ The CEO Water Mandate - A United Nations initiative to support companies in the development, implementation and disclosure of their water-related strategies and policies www.ceowatermandate.org
- ❖ ISO standards <https://www.iso.org/standards.html>

RESPECT

Diversity and Inclusion

The recent events in North America surrounding systemic racism have left us saddened, disheartened, and angered for the injustices that continue to impact the Black community and BIPOC. These recent events have made it clear that we need to re-examine our efforts and take immediate and sustained action to combat racial bias.

Piper & Skye has always recognized the importance of representing diversity in our brand and is proud of the work we do to showcase diversity in each of our marketing efforts with our collections.

However, we must be more committed to the support of BIPOC for the betterment of our future and humanity. We feel it is important to share with you our commitments with this ongoing dialogue to ensure we are moving forward together for a brighter world. While some of these initiatives will take time to implement and ultimately drive change, we hope you will be confident in our continued support of BIPOC.

Our Commitment

We commit to continuously overseeing our internal policies, company partners, and our supply chain to ensure they are aligned with our inclusive promise.

We are committed to celebrating our inclusive Board of Advisors and to ensuring we have a board represented by people of all backgrounds, at all times. We welcome and cherish the diversity we have built and look forward to ensuring this continues.

We will be implementing an internal reporting policy of any anti-inclusive behaviour to share with our entire team and our supply chain.

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We remain committed to celebrating BIPOC in not just our marketing efforts but across our company in every way. We are proud to work with such incredible voices in the community.

Human Rights

The Manufacturer is committed to respecting human rights throughout its supply and distribution chain. The Company believes that everyone should be treated with respect and work in a safe environment. The Code codifies the Ethical Trading Initiative (ETI) Base Code which stems from international labour and human rights law and binds the Manufacturer thereto.

The Manufacturer will uphold the United Nations Universal Declaration of Human Rights, by;

- Respecting fundamental Human Rights, as according to the United Nations Guiding Principles on Business and Human Rights
- Recognising and respecting the rights of indigenous peoples and the value of their traditional, cultural, and social heritage and expecting its suppliers to comply with this requirement
- If operating in, or sourcing directly from a conflict-affected area, performing human rights due diligence to assess the heightened risks of adverse human rights impacts
- Training appropriate employees in human rights issues.

Employment

The Manufacturer will uphold the International Labour Organization's Declaration on Fundamental Principles and Rights at Work, including in its supply and distribution chain, by ensuring the following:

No forced labour

The Company mandates that the Manufacturers have a zero-tolerance approach to modern slavery. The Manufacturer accepts its responsibility to implement sufficient systems and controls to safeguard against any form of modern slavery and to protect the rights of workers by ensuring:

- There is no forced, bonded, or involuntary prison labour

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- Workers are not required to lodge "deposits" or their identity papers with their employer and are free to leave their employer after reasonable notice
- Grievance and whistleblowing measures are provided and communicated to allow employees to report actual or suspected misconduct without fear of reprisal.

Freedom of association and collective bargaining

Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively namely

- The Manufacturer has an open attitude towards the activities of trade unions and their organisational activities
- Worker's representatives are not discriminated against and have access to carry out their representative functions in the workplace
- Where the right to 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.

Safe and hygienic working conditions

A safe, secure, and hygienic working environment will be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps will be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimizing, so far as is reasonably practicable, the causes of hazards inherent in the working environment, namely.

- Workers will receive regular and recorded health and safety training, and such training will be repeated for new or reassigned workers
- Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage will be provided
- Accommodation, where provided, will be clean, safe, and meet the basic needs of the workers
- Responsibility for health, safety and security is assigned to a representative of senior management.

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No Child Labour

Manufacturers shall not employ minors, which shall be defined as no younger than 16 years old. Where local legislation stipulates a higher minimum age, the higher limit shall apply.

If The Manufacturer discovers any child labour employed in its supply and distribution chain, it will take immediate action to end it, with the child's best interests in mind.

Persons with the ages between 16 and 18 years will be considered young workers, who shall not work during night hours or in hazardous conditions.

Wages and Benefits

Wages and benefits paid for a standard working week meet, at a minimum, national legal standards, or industry benchmark standards, whichever is higher.

- All workers will 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
- Deductions from wages as a disciplinary measure will not be permitted nor will 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

Working hours must comply with national laws, collective agreements, and the provisions below, whichever affords the greater protection for workers.

- Working hours, excluding overtime, will be defined by contract, and will not exceed 48 hours per week.¹
- All overtime will be voluntary. Overtime will be used responsibly, considering all the following: the extent, frequency and hours worked by individual workers and the workforce. It will not be used to replace regular employment. Overtime will always be compensated 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 will not exceed 60 hours, except in exceptional circumstances where all the following are met.

¹ International standards recommend the progressive reduction of normal hours of work, when appropriate, to 40 hours per week, without any reduction in workers' wages as hours are reduced.

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- o this is allowed by national law
 - o this is allowed by a collective agreement freely negotiated with a workers' organisation representing a significant portion of the workforce
 - o appropriate safeguards are taken to protect the workers' health and safety, and
 - o the employer can demonstrate that exceptional circumstances apply such as unexpected production peaks, accidents, or emergencies.
- Workers will 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.

Fair and equal treatment

The Manufacturer will ensure that 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

To every extent possible work performed for the Manufacturers must be based on recognised employment relationships established through national law and practice.

- Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship will not be avoided using 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 will any such obligations be avoided through the excessive use of fixed-term contracts of employment
- Home-working arrangements will comply with the ILO Homework Convention, 1996 (No. 177)

No harsh or inhumane treatment

Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation by the Manufacturer of its workers is prohibited.

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Responsibility

Compliance and Reporting Concerns

Inspection

The Company reserves the right to check adherence to the Code and to conduct compliance audits at any time without notice. The Manufacturers shall supply the necessary information and grant access to Company's representatives who seek to verify compliance with the requirements of this Code. The Manufacturer shall agree to improve and correct any deficiency discovered.

Access to information

The Manufacturers shall keep proper records to prove compliance with this Code. The Manufacturers shall provide access to complete, original, and accurate files to the Company and/or its representatives.

Grievance mechanisms and remedy

Manufacturers must maintain grievance mechanisms to respond to concerns and complaints that ensure effective, timely, respectful, and transparent communication among workers, their representatives, management, and the community.

Lawful Business Operations

Customs and Security Authorities

The Manufacturers shall comply with applicable customs laws, including those relating to imports and the ban on the transshipment of merchandise into the country of import.

The Manufacturers shall respect international trade restrictions and sanctions, considering any changes in these measures, as well as all laws and regulations concerning export controls.

Anti-Corruption and Bribery

The Manufacturer must abide by all applicable anti-corruption laws and regulations of the countries in which it operates, and applicable international anti-corruption conventions and

- Have a zero tolerance to bribery and corruption in all business transactions, as such that may compromise the principles of fair competition or constitute an attempt to obtain or retain business
- Will not allow any employee to suffer negative consequences for voicing a concern or refusing to engage in an act of bribery

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- Will not condone payments, gifts in kind, expenses, discounts, advantages, or promises that may influence the course of business decisions
- Will have appropriate systems in place to manage bribery risk
- Will train its employees in anti-corruption practices.

Gifts and Hospitality

Gifts and hospitality are often an appropriate part of a working relationship, but the Manufacturer's employees must not offer or receive gifts and hospitality that might improperly influence a business decision or create a feeling of obligation.

The Manufacturer will provide appropriate guidance to all employees on what is not acceptable, such as:

- To give or receive a gift or hospitality intended to influence either party
- To give or receive lavish or extravagant gifts or hospitality which is, or may be seen to be, inappropriate in the circumstances
- To give or receive gifts or hospitality if either party is involved in on-going commercial negotiations or could influence the decision
- To break any laws or regulations in either your country or the other country
- To give or receive a gift of cash or shares.

Data Protection and Privacy

Protection of intellectual and industrial property

The Manufacturers must be committed toward protecting The Company's intellectual and industrial property, including, among others, copyrights, patents, trademarks, domain names, reproduction rights, design rights, database extraction rights and rights on technical expertise.

Protection of assets

The Manufacturers are required to take all necessary measures to protect the resources and assets of Piper & Skye, its intellectual property rights, and to be committed to fighting counterfeiting through a strategy of prevention, cooperation, and communication.

Confidentiality of information and personal data protection

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The Manufacturers must be committed to taking all necessary measures to guarantee the confidentiality of trade secrets, confidential information, and other non-public information they receive during their business relationship with The Company.

The Manufacturers, their affiliates and employees must comply with applicable local privacy and data protection laws and regulations and respect the privacy of The Company's customers, contractors, suppliers and employees and seek to protect their personal data.

Everyone processing personal data should be aware of the data protection principles, which must be complied with. These are:

- Processed fairly and lawfully. There must be a lawful basis for obtaining, holding, and sharing the data and the data must only be processed in a way that the individual would reasonably expect.
- Obtained for specified and lawful purposes. Data must only be obtained for specified purposes and can only be disclosed if the disclosure is compatible with those purposes.
- Adequate, relevant, and not excessive. Only information that continues to be relevant should be kept. When making disclosure only information relevant and necessary for the purpose for which it is being disclosed should be shared.
- Accurate and up to date. Information should be accurate and up to date, as records are required to reflect the facts at the time of the event.
- Not kept any longer than legally required. Information should only be kept for as long as necessary and deleted once it is no longer required for the purposes for which it was collected.
- Processed in accordance with the individual's rights. Individuals have the right to have factually incorrect information corrected. In addition, this principle also allows individuals to have access to personal information held about them – e.g., Subject Access Requests.
- Securely kept. Organisations holding personal information are required to have adequate security measures in place to ensure appropriate processing of personal data and to ensure personal data is not lost or stolen.
- Not transferred to any other country without adequate protection in place. Personal information must not be sent to a country or territory unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

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Fair Operating Practices

Prevention of conflicts of interest

The Manufacturers must comply with all applicable laws concerning conflicts of interest and make every effort to prevent the occurrence of situations that create a conflict of interest within the scope of their business relationship with Piper & Skye.

Respect of competition

The Manufacturers must comply with applicable local competition laws. This includes prohibiting abuse of dominant position, concerted practices, or unlawful agreements between competitors.

Subcontractors

Manufacturers must receive the Company's written approval before subcontracting any part of the manufacturing process. The Company's approval is subject to acceptance by the subcontractors of the Code of conduct and all other applicable conditions.

Prohibition of money-laundering

The Manufacturers shall commit to taking all appropriate measures to prevent their operations from being used as vehicles for money-laundering.

Public statements

We expect our suppliers to be extremely attentive to their public statements, particularly online and on social media, and to ensure that any statements are not attributed to Piper & Skye unless signed off via written authorization by The Company, and are consistent with the supplier's commitment to both confidentiality and professional secrecy.

Required Environmental Responsibilities & Sustainable Sourcing

Piper & Skye takes concrete measures to protect the environment within the scope of a specific programme which includes cooperation with its Manufacturers to ensure application of best practices throughout the supply and distribution chain.

The Company expects its Manufacturers and their affiliates to share the commitment to protecting the environment throughout its operations. The Company expects the Manufacturers' employees and affiliates, along with those engaged in conducting business with, or on behalf of, to comply with this Code.

In addition, The Company expects manufacturers to comply with the expectation that all

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business operations and decisions should align with supporting Piper & Skye's selected Sustainable Development Goals (SDGs). Piper & Skye transparently communicates what our next steps are going to be to achieve further progress on our chosen SDGs. We have outlined the metrics used to measure the progress we have already made, and more importantly, the progress we hope to make in years to come. We require that our Manufacturers make every effort to operate in support of these measures and encourage all Manufacturers to evaluate their own business operations in accordance to the UN's Sustainable Development Goals.

The Company gives preference to Manufacturers that employ transportation methods that have the lowest carbon footprint, or most efficient means of shipping, in addition to:

- Reduce the amount of packaging used for product deliveries to the minimum needed to protect products from damage. Use biodegradable packaging. Use durable reusable shipping containers.
- Order office supplies in bulk to save emissions on delivery and packaging.
- Choose transport vehicles based on the size of items being transported, to reduce the amount of unnecessary emissions being produced. Items being transported vary from sample jeans to shipment crates. ie. moto, tuk tuk, bus, taxi, mini van, small truck.
- Inbound freight or shipping will be transported via the lowest environmental impact methods (such as avoiding shipment by air transport).
- Outbound freight or shipping will be transported via the lowest environmental impact methods
- Select couriers that have established a low environmental impact and are working towards carbon neutrality.

Piper & Skye requires that its Manufacturers abide by local and international environmental regulations and standards, that they obtain all requisite environmental permits and that they be able to prove effective implementation of the following:

- Application of an environmental management system (EMS)
- Improvements in the environmental performance of their sites and production resources, through proper waste management, elimination of air, water and soil pollution, reduction of greenhouse gas emissions with an emphasis on use of renewable energies, reduction of water and energy consumption and safe management of hazardous chemicals.
- Accommodate evolving standards, and integrate, where appropriate, the results of scientific investigation and technological innovation to enhance environmental protection.
- Measures to preserve biodiversity and guarantee regulatory traceability and compliance for raw materials and substances used.

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- Promote the protection and enhancement of biodiversity and ecosystems through employee awareness programmes and stakeholder engagement.
- Contributions to continuous improvements in environmental performance throughout the lifecycle of the products of Piper & Skye.
- Ensure that staff whose work has direct environmental impact are trained, skilled and have the resources required to effectively perform their work.
- Promote waste reduction, reuse, recovery, and recycling, as appropriate through waste management strategies.
- Strive to ensure that the uses of natural resources are fair and sustainable, taking account of the needs of a diverse society.
- Incorporation of energy efficiency measures into the company's facilities and promoting efficient energy use in all areas of business activity.
- Use only 100% recycled paper for in-house office printing. Institute double-sided copying at least for internal documents. Narrow the margins on documents to conserve paper.
- Recycle discarded mixed office paper and corrugated materials.

Responsible Production Practices

Recognising that sustainable businesses should acknowledge the planet's finite resources; The Company expects its Manufacturers to support sustainable sourcing practices and principles to reduce their impact on the environment within which they operate. In addition, Piper & Skye's suppliers are expected to:

- Validate that all input materials and components were obtained from sustainable sources consistent with international treaties and protocols in addition to local laws and regulations.
- Disclose the material characteristics and health and safety information of the products that they supply to Piper & Skye in compliance with the relevant trading standards legislation, and where they exist, specific national or international regulations and generally accepted industry guidelines
- Commit to using responsibly sourced, sustainable SFI and/or FSC certified paper materials, packaging, and other timber-based products.

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- Commit to eliminating the use of all plastics and sourcing alternate options whenever possible. Piper & Skye is committed to using only recyclable, sustainably made packaging that is free from plastics and harmful ingredients and gives preference to suppliers who maintain these values.
- We utilize transportation couriers that have established a low environmental impact and are working towards carbon neutrality.
e.g. FedEx: <https://newsroom.fedex.com/newsroom/asia-english/sustainability2021>
- The Company, Manufacturer or Supplier will be capable of disclosing all certifications and the potential sources of countries of origin associated with raw materials used. Please refer to sections below on Transparency & Traceability

Manufacturers are required to advise the Company of the chemicals noted below that its products are free-from under 1000 ppm and shall provide the Company with written confirmation on the Effective Date:

(Please select all that apply)

<input type="checkbox"/>	Alcohol
<input type="checkbox"/>	Aluminium
<input type="checkbox"/>	Artificial Colours
<input type="checkbox"/>	Beeswax
<input type="checkbox"/>	Bisphenol A
<input type="checkbox"/>	Butyl
<input type="checkbox"/>	Benzyl butyl phthalate (BBP)
<input type="checkbox"/>	DEA, MEA or TEA PEGS and PEG derivatives
<input type="checkbox"/>	Emulsifiers
<input type="checkbox"/>	Formaldehyde
<input type="checkbox"/>	Hydrogen Peroxide
<input type="checkbox"/>	Mineral Oil
<input type="checkbox"/>	Nanoparticles
<input type="checkbox"/>	Oxybenzone
<input type="checkbox"/>	Petroleum or Petroleum-based Products

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	Phenoxyethanol
	Phthalates
	Propylene Glycol
	Sodium Lauryl Sulphate
	Synthetic Fragrances
	Synthetic Preservatives
	Sodium Laureth Sulphate
	Micro Beads
	Parabens

The Manufacturers are required to advise the Company that hazardous waste is always disposed of responsibly across the supply chain and shall provide the Company with written confirmation on the Effective Date

Sustainability & Ethical Sourcing Criteria

Piper & Skye has developed a checklist for use in its careful selection of raw materials (exotic skins and leathers) used to produce its luxurious products. The following are 5 factors which must be true for Piper & Skye to continue purchasing and working with the main materials used in our designs. We feel that this checklist, when applied and followed, ensures that we are sourcing leathers and skins in the most responsible way possible:

- The species must be in **over-population** in its natural habitat.
- The species must be used as a **food source** somewhere in the world.
- The skins and leathers are a **waste product** (headed for a landfill) unless passed-on to designers and artisans who create beautiful handbags and accessories with them.
- The species is overseen by a **governing body** (CITES, Fish and Wildlife Licensing, etc.) which seeks to ensure the healthy and thriving ecosystem in which the species lives.

There is no **undue suffering** in any form during the process of culling, fishing, or other.

*** This list will be continuously edited and modified, as needed. The Manufacturers are required to comply with all amendments, updates and/or modifications.**

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Animal Welfare

The Manufacturer must respect animal welfare and work progressively towards adopting healthy and humane practices towards animals based on best available technology and standards.

- All Manufacturers must adopt healthy and humane practices that respect animal welfare and are based on best practice (for example, the Sustainable Luxury Working Group Animal Sourcing Principles)
- Upon request, the Manufacturers must provide documentation and/or allow audits of their supply chain regarding animal welfare due diligence.

Piper & Skye firmly believes it is not acceptable for animals to suffer in the name of fashion or cosmetics. No animals should be slaughtered specifically to produce products sold by Piper & Skye. All animal materials used must be by-products of the food and/or agricultural industry.

Piper & Skye is committed to working with industry expert groups to support the ongoing research, development and implementation of animal welfare standards and transparency in the leather supply chain. Piper & Skye is a member of the Leather Working Group and is working towards sourcing all skins from LWG rated tanneries, to ensure good compliance and traceability.

Piper & Skye requires the Manufacturers that are supplying animal material to adopt industry best practice with respect to rearing, transportation and slaughter standards, based on the internationally recognised Five Freedoms which recommend animals should be afforded:

1. freedom from hunger and thirst.
2. freedom from discomfort.
3. freedom from pain, injury and disease.
4. freedom to express normal behaviour.
5. freedom from fear and distress.

These higher welfare standards are referenced throughout this policy under the term “*Good Animal Husbandry*”.

Leather & Skins

Of traditional hides, only cow, buffalo, sheep, goat, pig leather or fish skin, all of which must be sourced as a by-product of the meat industry or deemed an ‘invasive species’ and from producers with Good Animal Husbandry can be used in the Company’s products.

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Leather or skin must not be obtained from aborted animals, while the animal is still alive or from calves or lambs. Leather or skin must not be obtained from animals kept in confinement systems, i.e in veal or sow crates.

Endangered Species

Materials derived from vulnerable or endangered species appearing on either the International Union for the Conservation of Nature (IUCN) or the Convention of International Trade in Endangered Species (CITES) lists must not be used in products sold by Piper & Skye.

Invasive Species

Leather or skin must not be obtained from wild-caught animals, exotic animals or vulnerable and endangered species unless specifically allowed in the region due to invasive population levels which require management via eradication.

Transparency

The Manufacturers are required to provide clear and accurate information regarding the methods and resources used, production sites and characteristics of the products or services supplied, and to refrain from making any misleading claims.

The Company requires the Manufacturers to sign up to the Positive Luxury Suppliers Assessment framework enabling Piper & Skye to evaluate the Manufacturers' Environmental, Social, Governance and Innovation (ESG+) profile, and how the Manufacturers integrate those principals into their business management systems

Traceability

The Company requires the Manufacturers to guarantee material and product traceability. The Manufacturers shall not assign any work to third parties without the Company's prior written authorisation. Those Manufacturers who outsource any work shall require third parties to abide by the Code and shall be responsible for the enforcement of the Code by these third parties, their employees, and affiliates. Likewise, Manufacturers and suppliers shall apply the principles of this Code to any homeworker involved in their supply chain and shall give transparency to the locations and working conditions of said homeworkers.

The Manufacturers shall institute a Management Systems that ensures that the Manufacturers and their subcontractors operate in conformance to all requirements of the Code, as well as the following:

- Commitment, Support and Accountability
- Risk Assessment
- Policies

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- Detailed Procedures
- Measurement
- Document Control
- Root Cause and Preventive Action Plans

In addition, Piper & Skye's Manufacturers are expected to be capable of disclosing all certifications and the potential sources of countries of origin associated with raw materials used, as outlined in the Manufacturing Agreement:

"Materials Disclosure. Upon Piper & Skye's written request, Seller shall promptly provide to Piper & Skye, in such form and detail as Piper & Skye requests, a list of all materials incorporated in the Goods, the amount of such materials, and information concerning any changes in or additions to such materials."

Other Laws

Manufacturers will comply with all applicable laws and regulations, including those pertaining to the manufacture, pricing, sale and distribution of merchandise

Environmental Policy

Energy Use

- Lights-out Policy. Adopt an internal policy that encourages employees to turn off lights, computers, and other equipment at the end of the workday and otherwise when not likely to be in use.
- Don't leave appliances on standby, turn off computer screens (when not in use), microwaves (at end of day)
- Energy-efficient Systems. Use other energy-efficient lighting (LEDs) and heating, ventilating and air conditioning systems to the extent this can be decided or influenced by Piper & Skye.
- Use natural lighting as much as possible to avoid the use of electrically powered lights.

Employee Travel

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- Energy-efficient Commuting. Encourage employee use of car-pooling, walking or bikes, or take other measures to reduce the energy consumed by employee commuting or other travel.
- Flexible Work Arrangements. Provide flexible work arrangements, such as early or late hours, compressed work week, telecommuting or other practices to eliminate or reduce employee-commuting time.
- Teleconferencing. Adopt guidelines on the use of web, telephone and/or video-conferencing and other means to avoid unnecessary travel and associated carbon emissions.

Waste Management

- Conduct an internal education session on the proper use of the following bins to ensure the materials in each bin are disposed of correctly;
 - Paper and cardboard recycling bin
 - Plastics and other recyclables
 - Compost
 - General waste
 - Soft plastics (eg. plastic bags, cling wrap, product wrapping, etc)
 - Ink cartridge bin to collect, refill and reuse
- Make a list/chart for each bin to explain what can go in. Ensure recycling items are clean and dry.

Single Use Plastic Free Office

- Eliminate the use of disposable coffee cups and takeaway food packaging
- Ensure the office is fully equipped with:
 - plates
 - bowls
 - cutlery
 - coffee mugs
 - glasses
- No plastic bag rule - promote reusable durable canvas tote bags. Have some bags stocked in the office for staff to borrow when running errands.
- No straws for drinks.
- No single use plastic water bottles - organize a bottle-free water cooler for office use.
- Buy glass bottled milk instead of plastic.
- Buy bulk tea and coffee supplies locally, to reduce packaging and emissions.

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General Waste Reduction

- Donate unwanted or outdated furniture, machinery and clothing – charity shops, schools, local businesses.
- Implement a waste reduction and management system for the office. Educate all staff on how to correctly use the system. Including: recycling, biodegradable, non-recycling.

Water Use

- Use natural rain water for in-house use.
- Scrape, rather than rinse, dishes prior to washing.
- Replace single-flush toilets with dual-flush toilets. Regularly check for leaks and fix them immediately.
- Talk to staff about your water savings initiatives. Encourage staff to contribute to water saving ideas. Discuss water efficiency at team meetings.

Chemical Use

- Change over all chemical cleaning products to be eco-friendly and natural.

Partners / Suppliers / Organisation

Prioritize partnering with companies, organizations and suppliers with similar environmental goals.

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Please sign and scan this copy to: info@piperandskye.com

Manufacturer's Acknowledgement

We, _____ [Insert supplier name here] confirm that:

- Have received and taken due note of the contents of the Codes
- Are aware of all relevant laws and regulations of the countries in which we operate
- Will report to Piper & Skye any case of violations of the Codes.
- Will comply with the Codes without amendment or abrogation.
- Will inform all our employees, affiliates and/or approved subcontractors of the content of the Code, and we will ensure that they comply with the provisions incorporated therein.

We hereby authorise Piper & Skye or any organisations acting on behalf of Piper & Skye to carry out audits with or without notice at our premises and the business premises of our subcontractors at any time to verify compliance with these Codes.

Name of Manufacturer _____

Name _____

Title _____

Signature or Company Stamp/Seal _____

Company's Business Registration/Statutory ID/Code/Number _____

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Date & Place _____

This document must be signed by an authorised representative of

_____ [Insert supplier name here] and returned to Piper & Skye.

Please return to:

Attention: Joanna MacDonald
Piper & Skye
info@piperandskye.com