

PIPER & SKYE

Piper & Skye has agreed to abide by moral and ethical values in the management of the Company, based on fairness, honesty, transparency and in respect with the standards in force at the national and international level. Therefore the Company expects its internal and external stakeholders to respect and adhere to the same philosophy, respecting and enforcing such principles in the management of their own Companies.

The present Internal and External Code of Ethics is an expression of the Company's principles and values, and requires strict compliance with these standards.

Any breach or violation of this code and/or of the national or international standard shall potentially cause an immediate termination by the Company of the business relationship.

It is understood that the Internal and External Code of Ethics requires respect for 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.

CODE OF ETHICS (INTERNAL)

We are working hard to create a world-class company here and example of how this works is: Piper & Skye's Internal Code of Ethics outlines our expectations regarding employees' behavior towards their colleagues, supervisors, external vendors and suppliers, and within the overall organization.

We promote freedom of expression and open communication. We also, however, expect all employees to follow our code of ethics. Employees (whether permanent or contract) should avoid offending, participating in serious disputes and disrupting our workplace. We also expect them to foster a well-organized, respectful and collaborative environment.

Scope

This policy applies to all our employees regardless of employment agreement or rank.

Policy Elements

Compliance with law

All employees must protect our company's legality. They should comply with all environmental, safety and fair dealing laws. We expect employees to be ethical and responsible when dealing with our company's finances, products, partnerships and public image.

Respect in the workplace

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All employees should respect themselves, their colleagues, and anyone outside the organization with which they have contact. Any kind of discriminatory behavior, racism, harassment or victimization is simply not allowed and will be dealt with under our disciplinary procedures policy. Employees should adhere to an equal opportunity and inclusive mindset in all aspects of their work, ranging from recruitment and performance evaluation to interpersonal relations.

Our organization is committed to providing safe and inclusive spaces, relationships and environments. We simply will NOT tolerate racial slurs or comments, gender-related remarks, anything related to socio-economic status, discriminatory behaviour of any kind, or any act that can be taken as exclusionary or simply unkind. We are committed to providing a workplace where everyone feels safe, protected, valuable, and productive in their duties.

Protection of Company Property

All employees should treat our company's property, whether material or intangible, with respect and care.

Employees:

- Shouldn't misuse **company equipment** or use it frivolously.
- Should respect all kinds of **company property**. This includes trademarks, copyright and other property (information, reports etc.) Employees should use them only to complete their job duties.

Employees should protect company facilities and other material property (e.g. company property of any kind, company cars, and company equipment) from damage and vandalism, whenever possible.

Professionalism

All employees must show integrity and professionalism in the workplace:

● Personal appearance

All employees must show themselves to be professional and dignified in their personal appearance, including but not limited to wearing clothing that is office appropriate and personal hygiene that matches societal norms.

● Corruption

We discourage employees from accepting gifts from clients or partners. We prohibit bribes for the benefit of any external or internal party.

● Job duties and authority

All employees should fulfill their job duties with integrity and respect toward customers, stakeholders, and the community. Supervisors and managers must not abuse their authority. We expect them to delegate duties to their team members taking into account their competencies and

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workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner, respecting the wishes of their superiors without challenge or questioning.

We encourage mentoring throughout our company, as well as 360-degree feedback and communication (we encourage feedback to flow both directions, from supervisor to employee and from employee to supervisor, in a structured and productive manner).

● **Absenteeism and tardiness**

Employees should follow their schedules. We can make exceptions for occasions that prevent employees from following the agreed upon hours and duration of time worked. But, generally, we expect employees to be punctual for meetings and when attending events or functions on behalf of the company. We expect employees to be honest in their reporting of hours worked during a pay period. We trust our hourly-paid contractors/consultants to be honest and fair when documenting hours worked and invoicing.

● **Conflict of interest**

We expect employees to avoid any personal, financial or other topics of discussion that might hinder their capability or willingness to perform their job duties. We are an organization that prefers our employees to work together in such a manner as to avoid conflict or negative communication.

● **Collaboration**

Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

● **Communication**

All employees must be open to communication with their colleagues, supervisors and team members. We do not tolerate intimidating, unkind, unpleasant, defamatory, or harassing communication at any level of business that we are conducting. This must be adhered to at all times.

● **Benefits**

We expect employees to not abuse their employment benefits. This can refer to time off, overtime, vacation pay, use of facilities, subscriptions, gifts or bonuses offered by our company.

● **Knowledge of Company Certifications and Accreditations**

Employees must have a thorough understanding of the company standings with certifications achieved or applied for. Employees must have an understanding of what those certifications require to achieve and why they are important to the organization. This is necessary for communication both within the company and with external stakeholders/customers.

● **Misrepresentation**

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Employees must not knowingly make any claims or misrepresentations relating to company products, sourcing of materials, sale of goods, or anything else that may be misleading or false. When in doubt, the employees should refer to someone within the organization (a person with seniority and authority to confirm and/or explain in further detail the information which can be shared with others. This person shall be an individual who can clarify with certainty the topic at hand.

- **Confidentiality**

Employees must adhere to strict confidentiality regarding current, former, and prospective creative ideas, organizational plans and ideas, or any professional agreements that exist or may exist in the future. Employees are expected to keep private any current or future-coming negotiations with showrooms, boutiques, retailers, or other sales outlets unless given prior written consent. Employees shall at all times maintain the personal and professional confidentiality of their colleagues, coworkers, superiors, and anyone outside of the organization with whom business is being conducted. Adherence to this confidentiality Code of Ethics must be honoured at all times unless:

- 1) The information concerns illegal activities on the part of the employer or other related party.
- 2) Disclosure is required by law.
- 3) The employer or related party permits disclosure of the information.

- **Loyalty**

Employees must act for the benefit of the employer and the company and not deprive the company of the advantage of their skills and abilities, divulge confidential information, or otherwise cause harm to their employer.

- **Policies**

All employees should be familiar with all company policies. Any questions or concerns regarding company policies, guidelines, and/or code of ethics can be directed to Joanna MacDonald.

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Social Media Policy

These policies are reflective of our company values: Responsibility, Respect and Community.

As an employee and representative of Piper & Skye, you are expected to demonstrate best practices and appropriate etiquette on social media, including but not limited to the following:

- Be respectful to all: Be careful discussing subjects where emotions run high (e.g. politics and religion) and show respect for others' opinions, race, ethnicity, religion.
- Do not use hate speech, or participate in conversations of a sensitive matter. If in doubt, say nothing.
- Do not share, discuss or disclose confidential company information; internal documents, messages, communication, financials, etc.
- Be professional. Others will associate you with Piper & Skye when you identify yourself as an employee or contractor. Please ensure that your social media profiles and related content is consistent with how you wish to present yourself with colleagues, clients and customers.
- When posting copy on behalf of Piper & Skye, be sure to double check your spelling and grammar. If you're unsure please have another individual proofread your copy.
- Don't cite or reference clients, vendor partners or suppliers without their approval. When you do make a reference, where possible, link back to the source.
- Please note the following prohibited statements and materials: Defamatory, Racially offensive, Discriminatory, Pornographic, Personal attacks, and/or Illegal activity. Promotion of private ventures (services, campaign, political organization) is strictly prohibited.

Customer Inquiries

When a customer reaches to Piper & Skye via a social media channel or e-mail communication Piper & Skye recommends the following:

1. You may respond to the customer in a kind and professional manner.
2. If further information is needed from the customer, you may ask any appropriate questions in order to better understand how you can help.
3. If you are unable to provide assistance, Piper & Skye recommends asking for the customer's contact information in order for the appropriate person to follow up with the customer. Do not go into lengthy debates, keep it short and sweet.

Questionable content

When coming across misinformation, news leaks, confidential information, or other questionable content regarding the company on social media, the employee or company representative is expected to follow these provided steps:

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1. Please screenshot the content in question, or collect supporting documents.
2. Report it to the marketing department or other company representative.

TACTICAL GUIDELINES FOR EMPLOYEES

What kind of information am I allowed to post related to my work on social media?

We encourage you to share your employment status on social media platforms (Facebook, LinkedIn, etc.). But we expect you to adhere to the guidelines set forth in this policy when doing so.

CONSEQUENCES OF BREACH

Piper & Skye expects all employees to use their best judgment at all times. We assume discretion will be used in all forms of communications to do with the company. Any ongoing breaches will be addressed on a case by case basis.

ANNUAL REVIEW

This policy will be reviewed once per year. All employees will be provided with access to a copy.

Disciplinary Actions

Our company may have to take disciplinary action against employees who repeatedly or intentionally fail to follow our code of ethics. Disciplinary actions will vary depending on the violation.

Possible consequences include but are not limited to:

- Demotion.
- Reprimand.
- Suspension or termination or more serious offenses.
- Detraction of benefits for a definite or indefinite time.

We may take legal action in cases of corruption, theft, harassment, embezzlement or other unlawful behavior.

Examples of what would lead to termination of employment include but are not limited to:

- Threats of violence or threats of any kind towards anyone within the organization.
- Physical violence toward any person in the organization.
- Harassment and/or discrimination of any kind towards any person in the organization.

The company reserves the right to terminate employment under any circumstances, but also commits to a process of discipline whenever possible (verbal warning, written warning, termination).

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Piper & Skye's Values Statements:

All internal and external stakeholders must comply with Piper & Skye's value statements:

1. Industry Leadership in Responsible Luxury

Piper & Skye has set out to purposefully create rare and luxurious handbags 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 handbag 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 suppliers. 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.

2. Sustainability & Ethical Sourcing Criteria

Piper & Skye has developed a checklist for use in its careful selection of materials (exotic skins and leathers) used for production of its luxurious handbags. The following are the items we require in order to proceed with a certain raw material.

- The species has to be in **over-population** in its natural habitat.
 - The species has to be used as a **food source** somewhere in the world.
 - The skins and leathers would be considered a **waste product** (headed for a landfill) unless passed-on to designers and artisans who create beautiful handbags and accessories with them.
 - Management of 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.*

3. Diversity and Inclusion

The 2019 - 2020 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. As individuals and a brand, we have spent the past two weeks pausing to listen, learn and better educate ourselves to further act against systemic racism.

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

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Simply put, 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.

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.

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.

Piper & Skye has confidence in its suppliers and manufacturers. Piper & Skye is thankful that these suppliers already do much more for working conditions and the environment than the minimum requirements. Piper & Skye is privileged to align with suppliers leading the industry in their conduct on social and environmental matters, and we look forward to continuing to make supply chain improvements with your support.

Click [here](#) to read our Supplier Transparency Policy.

To read Piper & Skye's Environmental Policy, please click [here](#).

To read Piper & Skye's most recent Internal Social Compliance Report, please click [here](#).

For more information, please contact Piper & Skye at info@piperandskye.com.

If you have any further questions, please contact our Founder, Joanna MacDoanld, at 416-618-0873 or joanna@piperandskye.com.