

# **Maggie Marilyn**

Supplier Code Of Conduct

# Supplier Code of Conduct

---

At Maggie Marilyn, we are committed to revolutionising the fashion industry. We are here to do things differently. We aim to have a regenerative impact on the environment, and ensure the health and well being and development of every human being in our supply chain. For us to achieve this we need to work with other businesses. This Supplier Code of Conduct (Code), which is influenced by internationally accepted standards including the International Labor Organization's (ILO) core conventions and the Universal Declaration of Human Rights, outlines the minimum level of standards we expect from our suppliers.

*"I simply cannot turn a blind eye. I believe it is my responsibility to do better than those before me. Of course, I want to produce clothing that enriches the lives of the customer, but for me to want to be any part of this industry, my clothing also has to enrich the lives of the people involved in my textile and garment production as well."*

- Maggie

To ensure our suppliers are complying with these minimum standards we research each supplier, provide them with a questionnaire, and engage with them directly to fully understand their operations. Further to this, and where applicable, we will visit our suppliers or have a third party visit on our behalf. It is our strategy to build strong, trusted, sustainable relationships with a few suppliers who meet our requirements.

As well as holding our suppliers to the highest standards of ethics and environmental management we hold ourselves accountable for our purchasing practices. Please see [below](#).

Last Updated- March 2019

# Contents

---

As a trusted supplier to the Maggie Marilyn brand, we consider you and your employees to be part of our extended family. The responsibility that we as a company take for the well-being of our employees extends to those who work for Maggie Marilyn at any stage of the supply chain.

This Code is a transparent document that shares our commitment to supporting the positive development of our business relationships with our suppliers. We expect the highest standards of ethical, environmental, and governance practices to be upheld by the businesses we operate with. These are outlined below.

- Scope
- Collaboration
- Continuous Improvement
- Governance and Ethics
- Bribery and Corruption
- Management, Monitoring and Evaluation
- Commitment to Transparency
- Animal Welfare
- Environmental Management
- Responsible Chemical Use
- Responsible Water Usage
- Minimise Greenhouse Gas Emissions
- Waste
- Community Development
- Wages and Employment
- Working Conditions
- New Zealand Specific
- Commitment to a Living Wage
- Updates
- Audits
- Non Compliance
- Acknowledgement

## Scope

---

This Code applies to all our suppliers, their employees, parent, subsidiary or affiliate entities, and subcontractors. We expect suppliers to ensure that this Code is accurately communicated to the aforementioned stakeholders and that it is done in the local language where required. In order to do business with Maggie Marilyn, we require all suppliers to read this code and acknowledge it in writing.

## Collaboration

---

We encourage open and prompt conversation of any concerns you may have about the expectations outlined in our Code. If there is an area you are not confident your business is upholding, we welcome the opportunity to work with you on making this achievable. We take a collaborative approach with our suppliers to build strong, trusting, long term, and mutually beneficial relationships.

## Continuous Improvement

---

We understand revolutionising the fashion industry to become restorative to the environment while providing kind and fair working conditions for all will take time. This document outlines the minimum level of standards expected by Maggie Marilyn, but we expect suppliers to strive to exceed these standards, to continuously improve and to aim for international best practice.

## Governance and Ethics

---

We expect all our suppliers to illustrate international best practice in terms of their governance and ethics. This includes, but is not limited to adhering to all relevant local and national laws.

## Bribery and Corruption

---

Maggie Marilyn has a strict zero-tolerance policy for accepting bribery or engaging in corrupt business practices. We define corruption as “the misuse of a person’s position of power for the purpose of influencing an outcome within their control.” Bribes can involve anything of value including money, employment, discounts, gifts, or payment of expenses including travel and entertainment. Accepting bribes for the express purpose of influencing an outcome will not be tolerated by Maggie Marilyn.

## Management, Monitoring and Evaluation

---

It is the expectation of Maggie Marilyn that our suppliers establish and maintain appropriate management systems related to the content of this Code and that they actively review, monitor, and modify their management processes and business operations to ensure they continuously adhere to it. Suppliers must maintain and be able to provide Maggie Marilyn with documentation which demonstrates compliance with this Code on request.

We expect Maggie Marilyn or a designated third-party to be provided with full access to a suppliers facilities (including employee housing where applicable) on request, and that all documentation provided is true and accurate.

## Commitment to Transparency and Traceability

---

Maggie Marilyn reserves the right to request information such as the country of origin, identity and location of the sources of components and raw materials. We require full compliance and cooperation from all our suppliers in providing this information.

## Animal Welfare

---

Maggie Marilyn expect the highest standards of care and treatment of all animals within our supply chain and is committed to cruelty-free practices. Suppliers must ensure that no animal testing is conducted or commissioned. All raw materials supplied or procured must comply with international and local regulations, in particular, the Convention on International Trade of Endangered Species (CITES). All animal products supplied to Maggie Marilyn must be accompanied by documentation confirming the origin, and to confirm the humane treatment of any animal used. We do not use the following animal products in our supply chain.

Ivory

Fur

Exotic animal products

Leather

Mulesed wool

Angora wool

Down

## Environmental Management

---

All suppliers to Maggie Marilyn are expected to not only comply with local and national environmental regulations, but to go above and beyond to ensure the environmental impact of your business practices are minimised and made regenerative where possible.

We require that all information regarding chemicals, GMOs, and / or hazardous materials to be provided prior to order confirmation. Declaration of harmful or hazardous materials must be properly surrendered in accordance with local and international law or commonly used standards.

## Responsible Chemical Use

---

Policies and procedures must be established to ensure all chemicals are used safely and responsibly, and that all applicable laws and regulations are adhered to. The safety of all staff involved in chemical use is to be paramount, including providing all safety gear and training required. Suppliers must ensure no environmental harm is caused from the use of chemicals.

## Responsible Water Usage

---

Suppliers must comply with all applicable local laws and regulations relating to the use of water including their management of wastewater.

## Minimise Greenhouse Gas Emissions

---

Suppliers must comply with all local and national applicable air emission laws and take all reasonable steps to minimise and / or offset their GHG Emissions.

## Waste

---

We believe in the principles of the circular economy and are striving to be a fashion business that produces no waste. We expect our suppliers to also strive to produce zero waste and develop policies and procedures to reach this goal. As a minimum requirement, we expect the highest recycling standards (we appreciate that recycling capabilities can be heavily influenced by local factors and these vary greatly from region to region). We will always collaborate with our suppliers to help them work towards producing zero waste.

## Community Development

---

Maggie Marilyn views investment in local community development as a vital aspect of healthy business practice. We endeavour to invest in our surrounding community whether it be financially, on a volunteer basis, or otherwise. We expect our suppliers to also invest in their local communities, replicating our values and approach.

## Wages and Employment

---

All employees must be voluntarily employed and have complete freedom of movement. No person shall be forced to work against their will.

Suppliers must not hold possession of workers' IDs / passports or collect deposits at any time.

All persons must be paid a fair and competitive wage, in a timely manner, that allows them to meet their basic needs, have discretionary income, and the ability to save.

All overtime is voluntary and compensated at a rate that fairly reflects the additional undertaking and complies with local labour laws.

All employees have the right to freedom of association and collective bargaining and negotiation and shall not face any negative consequences for doing so.

All persons employed must be legally eligible to do so including being of legal working age. No employee shall be under the age of 15. It is the employer's responsibility to ensure the appropriate documentation is provided.

The privacy of all persons data and personal information must be respected.

All employees must be provided with opportunities for training and development.

## Working Conditions

---

Suppliers must provide all employees, agents and subcontractors safe and comfortable working conditions, minimise work-related illness or injury, and comply with all local employment law including establishing health and safety policies and procedures.

Workers must be free to and know how to, raise complaints about their workplace or housing conditions without retaliation.

Adequate and regular breaks must be provided and working hours must not exceed hours allowed by the law of the country where the workers are employed, or eight hours in the day and forty-eight in the week unless agreed upon by both parties.

All workers must be allowed a minimum of one day of no work out of every seven.

All persons must be treated with respect, dignity, and kindness at all times.

No person shall be discriminated against for any reason.

No person shall be subjected to abuse, intimidation, threat or harassment of any kind.

Any supplier who provides housing must ensure this is also a safe, comfortable, respectful, and dignifying environment free of discrimination, abuse, intimidation, threat or harassment of any kind.

## New Zealand Specific

---

Maggie Marilyn are extremely proud to make our garments in New Zealand (all garments except knitwear) and are committed to helping revitalise the clothing manufacturing industry here.

Making our garments in Aotearoa makes it possible for us to have a strong and direct relationship with our manufacturers, and we can rest assured in the high standards of employment and health and safety laws here.

Further to the above standards, we expect our New Zealand suppliers/ manufacturers to follow all legislation relevant to employment relationships in New Zealand including health and safety.

## Commitment to a Living Wage

---

The minimum wage in New Zealand is currently \$16.50 per hour which is the common starting rate for those in our manufacturing industries. For many, this rate does not cover their basic living needs. In line with our values at Maggie Marilyn, we would like to see all those who manufacture our garments on an hourly rate no lower than that of the living wage (\$20.55), or the equivalent for other wage arrangements, e.g. per garment made.

## Updates

---

Suppliers to Maggie Marilyn acknowledge that the contents of this Code will be reviewed and updated on an annual basis and shared with our supplier network. Any revisions conducted outside of the annual renewal will be sent through at the time of the update and will take effect immediately. Transition periods will be negotiated where applicable to establish an agreed time frame.

## Audits

---

If any reasonable doubt is raised regarding a supplier's commitment to upholding this Code, Maggie Marilyn commits to working on an ongoing basis to verify supplier compliance. This may include and is not limited to inspection of the supplier's workplace (by Maggie Marilyn employees or third-party representatives), and a request for proof of compliance.

## Non Compliance

---

In the instance of an ongoing breach of this Code, a supplier's relationship with Maggie Marilyn may be terminated with immediate effect. If any supplier has been found at a later date to have misled Maggie Marilyn over any terms relating to this Code we will seek to recover costs and related expenses.

## Acknowledgement

---

Supplier written acknowledgement of this Code is a requirement for every contract for supply to Maggie Marilyn. The standards of this Code are in addition to, and not in lieu of, provisions of any legal agreement or contract between Suppliers and Maggie Marilyn.

## Purchasing Practices

---

As well as holding our suppliers to a minimum level of standards we will also hold ourselves to a minimum level of purchasing practices ensuring a mutually beneficial relationship for both parties. Please see these outlined below.

1. We will always provide a fair and responsible time frame for any cancelled orders;
2. We will always provide fair and achievable lead times that do not trigger excessive working hours or sub-contracting;
3. We will always provide accurate product specifications and forecasting;
4. We will take the utmost care to ensure we minimise changes to specifications. If changes are unavoidable, we will amend target delivery times accordingly;
5. We will always pay our invoices on time and in line with agreed payment terms;
6. We will always pay a fair and reasonable price;
7. We will always communicate with our suppliers should we have any issues or concerns ensuring they have an opportunity to work with us to solve them;
8. We too will provide the highest levels of care and safety for all our direct employees, do all we can to minimise our environmental footprint while striving to have a regenerative impact, and make a positive difference to our local community;
9. We will continually strive to improve;

To learn more about the impacts of purchasing practices on suppliers and supply chains see this report [here](#).

Acknowledged by the Supplier:  
*Please also initial each page*

---

(Signature)

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_