

# ettitude

Supplier Code of Conduct

At ettitude, our mission is to create sustainable comfort for people and planet by making today's decisions for our collective tomorrow. In alignment with our mission and as part of our ongoing sustainability efforts, we have developed the ettitude Supplier Code of Conduct ("Code") to ensure that all supplier business on behalf of ettitude meets ethical and legal standards that protect people and the environment. These standards are based on well-respected and recognized international standards, including the International Labor Organization, United Nations Universal Declaration of Human Rights, and industry best practices. Our Code applies equally to every level of our supply chain from farm to garment factory, including all subcontractors and sub-suppliers.

Compliance with these standards is an expectation of doing business with ettitude, as the Code defines the non-negotiable minimum standards that we ask our suppliers and their sub-tier suppliers or subcontractors ("suppliers"), to respect and adhere to. ettitude seeks to develop and strengthen partnerships based on a shared commitment to transparency, collaboration and mutual respect. We recognize that our suppliers are independent businesses and the exclusive employers of their workers. While ettitude appreciates that our suppliers operate in a variety of different legal, geographical and cultural environments, we expect all suppliers to comply with the Code, and hope that our suppliers will strive to exceed these standards. The standards of this Code are in addition to, and not in lieu of, the provisions of any legal agreement or contract between a supplier and ettitude.

## 1. Compliance with Law

Suppliers' business activities shall comply with all applicable laws and regulations in the countries and jurisdictions in which they operate. This Code applies to activities in the locations where suppliers' goods are produced, where any related services are performed, and where the goods enter the supply chain.

## 2. Child Labor

- 2.1 Suppliers shall not employ any person below the age of 18 years at the workplace. Suppliers shall not employ child labor and forced or compulsory labor at any of its facilities. No employee is made to work against their will or work as bonded/forced labor, or subject to corporal punishment or coercion of any type related to work.
- 2.2 In the case of a family-owned business, in accordance to local law, that business may be allowed to employ the owner's young children as long as the work isn't hazardous (e.g. mining, manufacturing). ettitude accepts this regulation, but we'll still dissolve our contract if it comes to our attention that these children are exposed to danger or are working consistently during school hours.

## 3. Forced Labor

All work must be conducted on a voluntary basis, and not under threat of any penalty or sanctions. In accordance to ILO Conventions 29, 105, 182, there shall be no use of human trafficking or forced labor, including prison, indentured, bonded, slave or other forms of forced labor. Suppliers shall not require workers to make deposits/financial guarantees and shall not retain identity documents (such as passports, identity cards, etc.) nor withhold wages outside a legal contractual agreement.

## 4. Discrimination, Harassment, Abuse and Disciplinary Practices

Every employee shall be treated with respect and dignity.

- 4.1 Our suppliers shall not engage in or tolerate any physical, sexual, psychological or verbal harassment, bullying or abuse.
- 4.2 All disciplinary actions shall be recorded and will not include any harassment, bullying, abuse, monetary fines or embarrassing acts.
- 4.3 No person shall be subject to any discrimination in any aspect of the employment, relationship including recruitment, hiring, compensation, benefits, work assignments, access to training, advancement, discipline, termination or retirement, on the basis of sex or gender, gender identity, gender expression, age, race, religious creed, color, caste, national origin, ancestry, political opinion, union affiliation, pregnancy, physical or mental disability, medical condition, genetic information, marital status, sexual orientation, any service, past, present, or future, in the uniformed services (military or veteran status), or any other consideration protected by local law.

## 5. Freedom of Association and Collective Bargaining

Workers have the right to join or form trade unions of their own choosing and to bargain collectively, without prior authorization from suppliers' management. Suppliers shall recognize and respect the right of employees to freedom of association and collective bargaining. All suppliers must give worker representatives access to the workplace in order to carry out their representative functions, in accordance with international labor standards.

## 6. Wages and Benefits

- 6.1 ettitude supports the right of workers to compensation for a regular work week that is sufficient to meet the worker's and their family's basic needs and provide some discretionary income.
- 6.2 Suppliers shall pay wages which equal or exceed minimum wage or the appropriate prevailing wage, whichever is higher, comply with all legal requirements on wages, and provide any fringe benefits required by law and/or contract.
- 6.3 In addition to compensation for regular working hours, employees must be compensated for overtime hours at the rate legally required in the country of manufacture or, in those countries where such laws do not exist, at a rate exceeding the regular hourly compensation rate by at least 125%.

## 7. Hours of Work

- 7.1 Suppliers shall not require workers to work more than the regular and overtime hours allowed by the law of the country where the workers are employed.
- 7.2 The regular work week shall not exceed 48 hours or the maximum allowed by the law of the country of manufacture, whichever is less.
- 7.3 Suppliers shall respect all workers' rights to breaks during work shifts and to at least one free day following six consecutive days worked, as well as public and annual holidays.
- 7.4 All overtime work is consensual. No person shall be subject to any threat, penalty of unfair treatment in relation to agreeing or not agreeing to overtime work. As noted in 6.2 all overtime hours will be compensated exceeding the regular hourly compensation rate either by the legal requirement in the country of manufacture or if none exist by at least 125%.

## 8. Health and Safety

Suppliers shall provide a safe and healthy workplace to prevent accidents and injury to health arising out of, linked with, or occurring in the course of work or as a result of the operation of employers' facilities. The employer shall take a proactive approach to health and safety by implementing policies, systems and training designed to prevent accidents, injuries and protect worker health.

## 9. Subcontracting

ettitude does not permit subcontracting without our prior written approval. All salesman-sample and bulk production orders must be placed within facilities that have been pre-approved by ettitude, without exception.

## 10. Transparency

ettitude acknowledges a joint responsibility with their suppliers to ensure social and environmental responsibility and the integrity of our product content claims. ettitude requires suppliers to track and monitor all locations in all levels of their supply chain and, upon request, to provide transparency information into the owned and/or subcontracted farms, mills, plants, factories and other sites that are involved in the production of our products. All suppliers must also ensure all material and finished product claims are backed by third party certifications.

## 11. Code of Communication

All suppliers are required to highlight the ettitude grievance email address within this document and post the full ettitude Supplier Code of Conduct standards in a conspicuous place frequented by all employees in the local languages spoken by employees, supervisors and managers.

## Grievance email address

ettitude would like to know if any of our suppliers are violating any of these codes. Please email us at [impact@ettitude.com](mailto:impact@ettitude.com) in your local language. All information that we receive will be kept in strict confidence and your identity protected.