

# Velvet Canyon

Supplier Code of Conduct — 2022

### **Our Values —**

Environmental sustainability and social responsibility are essential pillars of our brand. We have made an ongoing commitment to uphold our values across every aspect of our business. As our supplier, we require that you share our commitment to uphold the highest standards of ethical and environmental practices.

### **Scope —**

This Code applies to all our suppliers, their employees, parent, subsidiary or affiliate entities, and subcontractors. As our supplier, we expect you to ensure that this Code is accurately communicated and agreed to by all aforementioned parties. In order to do business with Velvet Canyon, we require all suppliers to read this code and acknowledge it in writing.

### **Collaboration & Continuous Improvement —**

We are committed to working with you as a team to improve upon any areas you feel are not exceeding our standards. We understand that there is always room to learn and evolve. If there is an area you feel your business needs to improve upon in order to meet the terms outlined in our Code, we welcome the opportunity to work with you on making this achievable, and to continue progressing on our journey together.

### **Governance & Ethics —**

We require our suppliers to adhere to all local and national laws, as well as international best practices.

### **Product Quality & Safety —**

Suppliers must adhere to international laws regarding product quality and safety standards. Lenses must pass the drop-ball test and materials must not contain prohibited chemicals.

### **Respect, Kindness & Safety —**

All employees must be treated with kindness and respect. Suppliers must provide a safe and comfortable environment for their workers and protect them from harassment, abuse, threats and violence at all times.

### **Modern Slavery —**

Velvet Canyon believes that every living person has the right to a life free from slavery in any form.

We will not tolerate any form of recruitment that involves coercion, violence or threat of violence, deceit, forced or bonded labour, child labour, any form of labour without fair and agreed upon compensation and conditions, or any form of labour or working condition which undermines the freedom and rights of any human being.

It is a requirement that any supplier of Velvet Canyon does not participate in slavery in any form including all those listed above, and must ensure good labour standards and the protection of human rights for any person employed, whether or not these employees are directly linked with Velvet Canyon or not.

### **No Discrimination —**

Suppliers agree to not discriminate against any person for any reason, including but not limited to gender, age, religion, social background, disability, origin or nationality, sexual orientation, union membership, marital status, family responsibility nor any other condition that give rise to discrimination. Furthermore, employees shall not be disciplined or treated unfairly on any of the grounds listed above.

### **Living Wage —**

Suppliers must pay all workers with fair financial compensation that is sufficient to provide them with a decent living for themselves and their family, as well as any social benefits necessary by law. Suppliers must comply with wages mandated by governments' minimum wage legislation, or industry standards approved on the basis of collective bargaining, whichever is higher. Wages must be paid in a timely matter, regularly and fully in legal tender. Wages must not be withheld or deducted for disciplinary purposes. Wages must meet the criteria for a Global Living Wage as laid out below.

According to the Global Living Wage Coalition, a living wage is defined as;

“The remuneration received for a standard workweek by a worker in a particular place sufficient to afford a decent standard of living for the worker and her or his family. Elements of a decent standard of living include food, water, housing, education, health care, transportation, clothing, and other essential needs including provision for unexpected events.”

### **Decent Working Hours & Overtime —**

Suppliers must ensure that their employees hours of work comply with local laws. Any overtime must be exceptional, voluntary and compensated at a premium rate that fairly reflects the additional undertaking, while complying with local labour laws. Workers must be provided with, at a minimum, one non-working day out of every seven.

**Health & Safety —**

Suppliers must respect the right to healthy working and living conditions of their workers and local communities. Suppliers must adhere to international occupation health and safety standards and ensure there are adequate systems in place to detect, assess, avoid and respond to any potential threats to the health and safety of their workers. This includes minimising any risk of any future illness or injury arising from work-related activities. Suppliers must ensure access to drinking water and safe and clean eating and resting areas. In addition, where applicable workers must be provided with effective Personal Protective Equipment (PPE) free of charge.

**Infectious Disease —**

Suppliers must prepare and plan in accordance with local and international laws and recommendations, to help limit the spread of infectious diseases. Commercial pressures must never take priority over the health and well-being of people.

**No Child Labour —**

Employees must not be under the age of 16.

**The rights of Freedom of Association & Collective Bargaining —**

Workers must be allowed to form and join unions or workers' associations without punishment or discrimination. Suppliers must respect their workers right to bargain collectively. Suppliers must not take any steps to prevent access of or to the workers' representatives.

### **Protection of the Environment —**

All suppliers must comply with local and national environmental regulations. However, we also expect our suppliers to truly care for the environment and to ensure the impact of their business practices is minimised. They should strive for more environmentally conscious practices, going above and beyond what is required by law with a goal of a neutral environmental footprint, or indeed a positive one.

### **Responsible Chemical Use —**

Policies and procedures must be implemented to ensure chemical use is safe to workers, the environment and the community. All use of chemicals must be in adherence to relevant local and international laws and regulations.

### **Responsible Water Use —**

Suppliers must comply with all applicable local laws and regulations relating to the use of water including their management of wastewater. In addition, suppliers should strive to reduce water use as much as safely possible.

### **Greenhouse Gas Emissions —**

Suppliers must comply with all applicable local and national air emission laws and take appropriate steps to minimise or offset their emissions.

### **Waste —**

Suppliers must adhere to all local waste disposal laws. In addition, we expect our suppliers to implement processes for recycling waste wherever possible, and to strive to reduce waste in every reasonable way.

## **Animal Welfare —**

Velvet Canyon does not use any animal-derived products or materials.

Although we do not use animal derived products, we require that our suppliers adhere to the highest standards of care and treatment for all animals within their supply chains. This includes adhering to local laws and international regulations, and implementing processes to ensure cruelty-free practices within your supply chain.

We respect the Five Animal Freedoms and ask that suppliers acknowledge and adhere to these principles within their operations.

- 1— Freedom from hunger and thirst by ready access to fresh water and a diet to maintain health and vigor.
- 2— Freedom from discomfort by providing an appropriate environment including shelter and a comfortable resting area.
- 3— Freedom from pain, injury or disease by prevention or rapid diagnosis and treatment.
- 4— Freedom to express normal and natural behavior by providing sufficient space, proper facilities and company of the animal's own kind.
- 5— Freedom from fear and distress by ensuring conditions and treatment which avoid mental suffering.

**Audits —**

At any point, with reasonable notice, Velvet Canyon may audit or engage third-party representatives to assess the supplier's compliance of our Code, or any other audit we deem necessary. This may include but is not limited to inspection of the Suppliers workplaces.

**Non-Compliance —**

Wherever possible Velvet Canyon will work with our suppliers to ensure compliance is possible. In the event of an ongoing code breach, Velvet Canyon will terminate the partnership.