

## CODE OF CONDUCT FOR SUPPLIERS

This Code of Conduct applies to all suppliers, companies, employers, factories and subcontractors that provide products to Zeeman Groep B.V. or its (indirect) subsidiaries (further: Zeeman). This Code of Conduct outlines the social, safety and environmental principles which Zeeman requires each party in Zeeman's supply chain to meet. Zeeman is a member of the Ethical Trading Initiative (ETI). Therefore the principles of the ETI Code of Conduct form an integral part of this Code.

The requirements as set out in this Code of Conduct are based on internationally agreed social and environmental standards, which include the OECD Guidelines, the ILO Conventions and the UN Sustainable Development Goals.

By signing this Code of Conduct the supplier acknowledges his/her responsibility to ensure that the companies, factories, employers, subcontractors and any other involved parties the supplier cooperates with also adhere to this Code of Conduct.

The provisions of this Code constitute minimum and not maximum standards, and this Code should not be used to prevent suppliers, companies, employers, factories or subcontractors from exceeding these standards. Parties involved applying this Code are expected to comply with national and other applicable laws and international treaties and, where the provisions of law and this Code address the same subject, to apply that provision which affords the greater protection.

Zeeman's business concept is to offer products of good quality at the best price to its customers. Quality also means that our products must be manufactured in a way that is environmentally and socially sustainable. We have a responsibility towards everyone who contributes to our success. We are therefore committed to working closely with our suppliers to achieve a long-term, sustainable social and environmental standard in the factories that manufacture Zeeman's products. This Code of Conduct clarifies and elevates the expectations we have of suppliers and factories we work with and lays down the minimum social and environmental standards we expect each factory to meet.

Our general rule is that all our suppliers and factories must, in all their activities, follow the national laws in the countries in which they operate. Should any requirements in this Code conflict with the national law in any country, the law will always be prevalent. The supplier is responsible to ensure that this Supplier Code of Conduct is implemented and adhered to by its subcontractors. It is our intention to only work with suppliers and factories that share our values and Zeeman does not wish to work with any supplier or factory that directly or indirectly through its (approved) sub-contractors violates the laws of the country where the products are manufactured or knowingly violates these standards. Zeeman will take immediate and appropriate action upon notification of such violation.

### **Monitoring**

This Code of Conduct is a mandatory requirement and will be subject to social audits. In order to achieve this, Zeeman expects its Suppliers to adopt an open attitude towards the monitoring activities that will be implemented. And to give all cooperation to the third party auditors to conduct audits in order to evaluate compliance with our Code of Conduct.

### **Corrective Actions**

Zeeman's audits aim to identify gaps between the requirements in this Code of Conduct and the actual practices and conditions in the factory. The factory will be given the opportunity to propose and implement a corrective action plan. Zeeman will follow up the implementation of the plan and verify that violations have been remediated. Factories failing to undertake sustainable improvements within the stipulated time-frame would seriously damage its relationship with Zeeman. Unwillingness to cooperate or repeated serious violations of Zeeman's Code of Conduct and local law may lead to reduced business and ultimately termination of the business relationship with Zeeman.

If you have any comments on this Code of Conduct or you would like to report a violation of this Code of Conduct, please do not hesitate to contact:

### **Zeeman textielSupers B.V. - CSR-department**

De Schans 15, 2405 XX Alphen aan den Rijn, The Netherlands  
Tel: +31 172482367 | E-mail: [csr@zeeman.com](mailto:csr@zeeman.com)

## **Code of Conduct**

### **1. Employment is freely chosen**

1.1 There is no forced, bonded or involuntary prison labour.

1.2 Workers are not required to lodge “deposits” or their identity papers with their employer and are free to leave their employer after reasonable notice.

### **2. Freedom of association and the right to collective bargaining are respected**

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

2.2 The employer adopts an open attitude towards the activities of trade unions and their organizational activities.

2.3 Workers’ representatives are not discriminated against and have access to carry out their representative functions in the workplace.

2.4 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.

### **3. Working conditions are safe and hygienic**

3.1 A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall 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.

3.2 Workers shall receive regular and recorded safety training, and such training shall be repeated for new or reassigned workers.

3.3 Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided. 3.4 Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers.

3.5 The company observing the code shall assign responsibility for health and safety to a senior management representative.

#### **4. Child labour shall not be used**

4.1 There shall be no recruitment of child labour.

4.2 Companies shall develop or participate in and contribute to policies and programs, which provide for the transition of any child found to be performing child labour to enable her or him to attend and remain in quality education until no longer a child.

4.3 Children and young persons under 18 shall not be employed at night or, in relation to their age, in hazardous conditions.

4.4 These policies and procedures shall conform to the provisions of the relevant ILO standards.

#### **5. Living wages are paid**

5.1 Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. In any event wages should always be enough to meet basic needs and to provide some discretionary income.

5.2 All workers shall 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.

5.3 Deductions from wages as a disciplinary measure shall not be permitted, unless provided for by national law, nor shall 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.

#### **6. Working hours are not excessive**

6.1 Working hours must comply with national laws, collective agreements, and the provisions of 6.2 to 6.6 below, whichever affords the greater protection for workers. Sub-clauses 6.2 to 6.6 are based on international labour standards.

6.2 Working hours, excluding overtime, shall be defined by contract, and shall not exceed 48 hours per week.\*

6.3 All overtime shall be voluntary. Overtime shall be used responsibly, taking into account all the following: the extent, frequency and hours worked by individual workers and the workforce as a whole. It shall not be used to replace regular employment. Overtime shall always be compensated at a premium rate, which is recommended to be not less than 125% of the regular rate of pay.

6.4 The total hours worked in any seven day period shall not exceed 60 hours, except where covered by clause 6.5 below.

6.5 Working hours may exceed 60 hours in any seven day period only in exceptional circumstances where all of the following are met:

- this is allowed by national law;
- this is allowed by a collective agreement freely negotiated with a workers' organisation representing a significant portion of the workforce;

- appropriate safeguards are taken to protect the workers' health and safety;

and

- the employer can demonstrate that exceptional circumstances apply such as unexpected production peaks, accidents or emergencies.

6.6 Workers shall 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.

\* 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.

### **7. No discrimination is practiced**

7.1 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.

### **8. Regular employment is provided**

8.1 To every extent possible work performed must be on the basis of recognized employment relationship established through national law and practice.

8.2 Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of 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 shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

### **9. No harsh or inhumane treatment is allowed**

9.1 Physical abuses or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

### **10. Protection of the environment**

Suppliers and factories observe this principle when they take the necessary measures to avoid environmental degradation. Therefore suppliers and factories should assess significant environmental impact of operations, and establish effective policies and procedures that reflect their environmental responsibility. They will see to implement adequate measures to prevent or minimize adverse effects on the community, natural resources and the overall environment.

### **11. Animal welfare**

Zeeman stands for ethical trading, and animal welfare is an integral part of that. All products or part of products manufactured for Zeeman should be produced without harm or cruelty caused to animals at any stage of production in the supply chain. We believe that animals should be treated with care, respect and dignity. As standard we follow the five freedoms as stated by the Farm Animal Welfare Committee (FAWC); freedom from hunger and thirst, freedom from discomfort, freedom from pain, injury or disease, freedom to express normal behaviour, freedom from fear and distress. Zeeman expects its suppliers to make sure this approach is standard practice across our supply chain.

## **12. Ethical business behaviour**

Zeeman has a reputation of reliability; our integrity must never be in doubt. Zeeman requires its employees and suppliers to interact honourably and treat information and discussions confidentially. Zeeman does not tolerate offering, paying, demanding or accepting money or favours to obtain commercial or financial benefits, either directly or indirectly. The same applies to requests or offers that might appear to be undue influence, therefore Zeeman employees are not allowed to accept any presents. Zeeman employees are only allowed to receive gifts not exceeding the value of 50 euro and limited to the following personal special occasions: wedding or birth of a child. We require our employees and suppliers to observe the applicable rules and laws and work according to our standards.

## **13. Product conformity**

All goods delivered by suppliers and factories to Zeeman should be in agreement with the Zeeman supplier manual, the Zeeman Restricted Substances List (RSL), and the Zeeman Purchase conditions.



**Zeeman Code of Conduct Compliance Commitment**

We hereby confirm that we have taken part of and fully understand the Code of Conduct.

We confirm that we have full knowledge of all relevant laws in the countries where we are operating.

We agree to comply with the Code of Conduct and will take the responsibility for informing all our subcontractors, companies, factories, employers and other parties involved in the supply process about the contents of the Code and make sure that they also comply.

Date: .....

Supplier code: .....

Company name: .....

Name C.E.O.: .....

Signature C.E.O.: .....

Company stamp: .....