



**BEELINE GROUP
SUPPLIER CODE OF CONDUCT**

PREREQUISITES

The beeline GmbH Code of Conduct is based on standards set by the International Labour Organization (ILO) and combines other current international standards.

LEGAL COMPLIANCE & INTELLECTUAL PROPERTY RIGHTS

beeline requires all suppliers at all levels of the supply chain to comply with national and other applicable laws and regulations at all times. Where the provisions of the laws, regulations and the beeline Supplier Code of Conduct address the same subject, suppliers have to apply that provision, which affords the greater protection of workers or the environment.

The intellectual property rights of third parties will be respected by all concerned. Thus, unlawful copies are neither offered, nor produced.

EMPLOYMENT CONDITIONS

In addition to the general requirement that all suppliers extend the principle of fair and honest dealings to all others with whom they do business, we also have specific requirements relating to employment conditions based on respect for fundamental human rights. These requirements apply not only to production of beeline, but also to the production for any other third party.

MONITORING & TRANSPARENCY

Suppliers ensure an open and transparent attitude towards beeline which includes full access to documents, facilities and employees, if required. Suppliers have to allow beeline and its representatives, as well as authorized third parties, to conduct audits, no matter if announced or unannounced. If the supplier prohibits beeline or its representatives to conduct an audit, beeline reserves the right to suspend open orders or to terminate the business relationship. If any violation is found during the assessment, a reasonable timeframe will be given to improve the infringements. Depending on the severity of the violation, beeline reserves the right to stop placing orders, expects the production to be immediately suspended until all corrective actions have been completed or terminate the business relationship.

I PROHIBITION OF CHILD LABOR

Suppliers ensure that no worker younger than 16 years, or older, if it is required by local laws, is engaged in the production of beeline goods. Workers performing hazardous activities or working during night shift have to be at least 18 years of age. Suppliers shall apply preventive measures to avoid the hiring of children.

II PROHIBITION OF INVOLUNTARY LABOR

Suppliers have to assure that workers are only hired on the basis of their own free choice. All kinds of direct and indirect forced labor are strictly forbidden and thus not tolerated at all, which also includes the withholding of salary or personal documents.

Disciplinary measures shall include effective conciliation procedures, be respectful and in line with local laws at all times.

III PROHIBITION OF DISCRIMINATION & HARASSMENT

No worker has to be discriminated by any reason, harassed, abused or treated harshly, physically or verbally, at no circumstances.

Suppliers shall offer equal job opportunities and show consideration for diversity management. Vulnerable groups, such as female, migrant, disabled, agency or home workers among others have to be seen with special consideration according to their rights and needs.

IV MANAGEMENT SYSTEM

IV.1 MANAGEMENT SYSTEM & BUSINESS DOCUMENTS

Suppliers have to apply an effective management system and maintain records properly. Business-related documents, permissions and licenses have to be up-to-date and in line with local laws and regulations at all times.

IV.2 HUMAN RESOURCE MANAGEMENT

Personnel files, employee roster, labor contracts, attendance and payroll records have to be in line with local laws and regulations at all times and up to date. Suppliers have to outline in a policy how to protect the privacy of personal data.

IV.3 HUMAN RIGHTS IMPACT ASSESSMENT (HRIA)

Suppliers are required to perform a Human Rights Impact Assessment (HRIA). Suppliers have to establish grievance procedures for managing workers' complaints.

V OCCUPATIONAL HEALTH & SAFETY (OHS)

V.1 OHS MANAGEMENT SYSTEM

Suppliers have to provide employees a safe and hygienic working place with appropriate light, heating and ventilation. All necessary preventive and emergency response measures have to be prepared and applied on the basis of an effective risk assessment. Each worker has to be trained according to OHS laws and regulations prior to starting a new job as well as on a regular basis, at least annually. Each worker who is engaged in special and/or dangerous operations has to receive a special training fitting to the performed task. These workers have to undergo an occupational health check prior to starting a new job, on an annual basis as well as after quitting a job. Suppliers are requested to assign a Safety Officer or Safety Committee. The Safety Officer or Safety Committee has to carry out regular inspections on all safety-relevant issues.

V.2 BUILDING SAFETY & FIRE SAFETY

beeline requires all production buildings to be unobjectionable which has to be proven by governmental or qualified third-party certificates. Additionally, there have to be firefighting and fire preventing equipment and preventive and emergency response procedures provided. Fire and emergency evacuation drills have to be held at least every 6 months.

For reasons of building and fire safety there are provisions suppliers have to comply with if they are not the only tenant of the production building or the production area. Please refer to the Guidelines of the beeline Code of Conduct for detailed information.

V.3 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Suppliers have to provide Personal Protective Equipment (PPE) to each employee according to the risk assessment of their working place, the Material Safety Data Sheets (MSDS) and Safety Data Sheets (SDS), if applicable.

V.4 FIRST AID

Suppliers have to train at least 5% (in any case not less than two employees) of the total workforce to be first aiders. Where legally required, an occupational nurse or doctor has to be hired. First-aid kits have to be well stocked, and the medicine has not to be overdue.

VI WORKING TIME & OVERTIME HOURS

Workers shall not exceed the working hours permitted by local laws, which are usually 40 or 48 hours per week, excluding overtime hours. Information about working time and overtime hours has to be provided to each employee and in line with local laws and regulations.

Proper rest periods have to be provided during the working day and between two working days. At least one day off during a seven-days period or two days off during a fourteen-days period has to be given.

Suppliers have to provide paid annual leave, personal leaves and bank holidays, at least as stipulated by local laws and regulations.

VII REMUNERATION

Payments, including wages, benefits and compensations, have to be in line with local laws, on time, above the legally fixed local minimum wage and paid directly to the worker. Cash payments are not accepted. Suppliers have to provide a suitable premium rate for overtime hours, not less than 125% of the regular pay rate basing on 30-days period, or higher, if required by law. Workers have to be informed about all remuneration regulations.

VIII SOCIAL INSURANCES

Employees are entitled to receive occupational social insurances as stipulated by local laws. Suppliers have to pay the contributions on time and keep the receipts.

IX. ENVIRONMENT, SUSTAINABILITY & ANIMAL WELFARE

IX.1 ENVIRONMENTAL MANAGERMENTS SYSTEM (EMS)

Suppliers have to comply with local laws according to environmental issues at all times. Furthermore, beeline requires an efficient and proactive Environmental Management System (EMS).

IX.2 CHEMICAL MANAGEMENT SYSTEM (CMS) & CHEMICAL SAFETY

Suppliers have to set up a Chemical Management System (CMS) in order to assure the compliance with beeline's RSL/MRSL. A safe handling of chemical substances according to the risk assessment is mandatory for protecting employees. Chemical substances always have to be labelled and stored properly and a chemical inventory and related MSDS have to be kept. Suppliers have to establish efficient exposure control measures.

IX.3 WASTE MANAGEMENT & EMISSIONS

Suppliers have to set up an efficient waste management system. Waste disposal has to be in line with local laws and regulations at all times. Suppliers have to keep records about their emissions. Suppliers are requested to work towards the elimination of hazardous substances from the supply chain according to the → Zero Discharge of Hazardous Chemicals (ZDHC) Programme.

IX.4 XIV. ANIMAL WELFARE

beeline loves animals. Thus, beeline perceives the right of treating animals with respect as universal. beeline does not accept any product from animal-derived raw materials of which production processes included harsh treatment of animals or even torturing animals. Thus, live plucking of feathers and downs is strictly forbidden.

Animal-derived products are allowed only as by-product of the food industry. Suppliers have to disclose information, such as the scientific name among others, about plant-based or animal-derived raw materials.

Suppliers have not to use any kind of animal-derived materials, such as, but not limited to, bones, leather, feathers, skin or hair used from: cashmere, shearling, karakul, vicuña, shahtoosh, angora (mohair), cat, dog, rabbit, angora rabbit, marten, racoon, fox, squirrel, chinchilla, pashmina, any exotic animal, such as reptiles. Excluded from sale are products containing leather processed in Bangladesh, any kind of real fur, cotton from Uzbekistan and sandblasted items.

beeline does not accept products including raw materials, no matter if plant-based or animal-derived, that are listed as any kind of endangered on the – IUCN Red List. Suppliers have to buy natural-derived materials from domesticated animals and species.

X. HOMEWORKERS

Suppliers have to disclose and maintain records about homeworking activities. All regulations outlined in this Supplier Code of Conduct are also applicable for homeworkers.

XI. SUB-CONTRACTORS

Suppliers have disclose and maintain records about sub-contracting activities. All regulations outlined in this Supplier Code of Conduct are also applicable for sub-contractors. Sub-sub-contracting is strictly forbidden.

XII. FREEDOM OF ASSOCIATION & THE EFFECTIVE RIGHT TO COLLECTIVE BARGAINING

Every worker is entitled to form, join and organize trade unions of their own choice and to bargain collectively on their behalf with the company. The rights have not to be restricted by the supplier. The supplier has to accept and implement collective agreements and inform the employees about their rights.

XIII. BUSINESS INTEGRITY

Suppliers have to apply anti-corruption and bribery-preventive procedures. Supplier have not to offer, pay, solicit or accept bribes, including facilitation payments. Above that compliance with all applicable anti-bribery and corruption laws and regulations is mandatory at all times.

Hinrich Tode
beeline Managing Director

Marc Olivier Oeuvarard
beeline Managing Director

Supplier's name

Name of Managing Director

Name of Owner

Date

Signature of Managing Director and supplier's stamp

Signature of Owner and supplier's stamp