

REISS SUPPLIER CODE OF CONDUCT

REISS is committed to ensuring that its operations and supply chains promote safe, fair, legal and humane working conditions. The Reiss supplier code of conduct builds on the Ethical Trading Initiative base code and sets out our requirement and expectations regarding the conditions in which Reiss products are made.

This Code of conduct is the minimum standard that all Reiss factories, suppliers, sub-contractors (all referred to as Suppliers) must meet. Reiss expects Suppliers to continually improve their sourcing practices and ensure these standards are implemented within their own operations and throughout their supply chains as a safeguard to their workers and the environment.

In signing up to the Reiss code of conduct, all suppliers agree that we are entitled to audit any factory site in which you or your sub-contractors produce Reiss products, and this may also include any other suppliers of raw materials etc.

If, at any time, the Supplier is aware of a breach of the Code within its own business, or a sub-contractor or any other supplier, the Supplier must immediately notify Reiss and disclose any details that are deemed necessary by Reiss in order to accurately assess the problem. The Supplier is required to co-operate with Reiss to implement all measures necessary in order to resolve the issue.

Failure to conduct business in accordance with the Code of Conduct is a material breach of contract and Reiss reserves the right to terminate or suspend any Supplier in breach of this Code.

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DEFINITIONS

CHILD

Any person less than 15 years of age unless local minimum age law stipulates a higher age of mandatory schooling, in which case the higher age shall apply. If, however, local minimum age law is set at 14 years of age in accordance with developing country exceptions under ILO Convention No.138, the lower will apply.

CHILD LABOUR

Any work by a child or young person younger than the age specified in the above definitions. This also includes any work that is likely to be hazardous or interfere with their education, or cause harm to their physical, mental, spiritual, moral or social health or development.

MIGRANT

Any person living and/or working in a region different to their region of origin.

MODERN SLAVERY

A term used to encapsulate all offences in the Modern Slavery Act 2015. This includes slavery, servitude, and forced or compulsory labour; and human trafficking.

YOUNG WORKER

Any worker over the age of a child but under the age of 18.

A. WORKERS AND HUMAN RIGHTS

1. Modern Slavery is prohibited and Employment is freely chosen

REISS condemns the practice of Modern Slavery. The Supplier is required to ensure that reasonable efforts are employed to eliminate Modern Slavery and deceptive practices in the

recruitment of workers in their operations, in their subcontractors and within their supply chains including raw material producers.

The Supplier should make provisions to accommodate for individuals who are particularly vulnerable to these practices. This includes, but is not limited to; women, migrants and minorities.

The Supplier shall ensure that there is no forced, bonded, involuntary or prison labour prevalent in its supply chains. Workers are not required to lodge 'deposits' or their identity papers with any party in order to gain employment and are free to leave employment with reasonable notice. Neither the Supplier nor any entity supplying labour to the Supplier shall engage in or supports human trafficking.

The Supplier shall allow all workers to leave the factory site and shall never physically prevent or delay workers from leaving the factory site unless for reasonable safety grounds.

The Supplier shall encourage openness and will support anyone who raises genuine concerns in good faith about incidences of Modern Slavery within the Supplier its supply chain, even if they turn out to be mistaken. Reiss is committed to ensuring no one suffers any detrimental treatment as a result of reporting in good faith their suspicion that modern slavery of whatever form is or may be taking place. Detrimental treatment includes dismissal, disciplinary action, threats or other unfavourable treatment connected with raising a concern. The Supplier shall provide a whistle blowing procedure for all reporting of concerns within its organisation.

The Supplier shall ensure that all relevant staff receive regular and appropriate training in respect of Modern Slavery, how to spot it and what action should be taken.

2. Child Labour will not be used

The Supplier shall not engage in the recruitment of Child Labour. The Supplier shall develop or participate in programmes that enable children to remain in quality education until no longer a Child. All policies and procedures relating to Child Labour shall conform to the provisions of the relevant ILO standards. Young Workers shall not be employed at night or in hazardous conditions.

The Supplier shall have effective age verification procedures in place; the personnel file of

each worker shall include copies of relevant identification documents.

3. Freedom of association

Employees shall have the right to join or form trade unions of their own choosing and to bargain collectively. The Supplier shall have an open attitude towards the activities of unions and their organisational activities.

Worker representatives shall not be discriminated against and have access to carry out their representative functions in the workplace.

Where the rights to such unions are restricted under law, the Supplier shall not hinder the development of alternate organisations for free association and bargaining. The Supplier shall effectively communicate this right to workers.

4. Working conditions are safe and hygienic

A safe and hygienic working environment shall be provided. Adequate steps shall be taken to prevent accidents and injuries occurring in the course of work, by minimising the causes of hazards in the working environment. Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers.

The Supplier shall appoint a senior management representative to be responsible for ensuring a safe and healthy environment for all workers and for implementing the health and safety elements of this standard, and establish systems to detect avoid or respond to these. The Supplier shall ensure that it is compliant with all PPE chemical safety requirements/ hazardous liquids / sanitation / accident risk assessment and machine maintenance, proper and safe operation of machinery.

In particular with fire safety: The Supplier shall ensure that all aisles, exits and stairwells are kept clear and unblocked at all times. Exits doors and evacuation routes shall be clearly marked and all exit doors shall open outwards and shall not be locked from the inside.

The Supplier shall ensure that there are regular, documented fire drills no less than once per year. The Supplier shall have sufficient working fire -fighting equipment.

In particular with regard to electrical safety: The Supplier shall ensure that wiring and circuit boxes adhere to local standards and that appropriate protection material such as rubber mats are provided.

The Supplier shall provide, at its own expense, appropriate personal protective equipment to its Workers and provide first aid training required by local law. Suppliers shall assist the worker in obtaining follow-up medical treatment following any work-related injury.

The Supplier shall undertake to assess all the risks to new and expectant mothers arising out of their work activity and to ensure that all reasonable steps are taken to remove or reduce any risks to their health and safety.

All Workers shall have the right to remove themselves from imminent serious danger without seeking permission from the Supplier.

Access to potable water and toilet facilities and, if appropriate, sanitary facilities for food storage shall be provided. Where provided, accommodation shall be clean, safe, and meet the basic needs of Workers.

5. Buildings will be structurally safe

It shall be the responsibility of the Supplier to provide workers with a safe working environment. All buildings shall be structurally safe and suitable for occupation. The Supplier shall have evacuation and response procedures prepared to protect the wellbeing of all workers from natural disaster or emergencies.

6. Living wages are paid

Wages and benefits shall meet the minimum national legal standards or industry benchmark standards, whichever is higher. Wages shall always be enough to meet basic needs and to provide some discretionary income.

All employees shall be provided with written information about their employment conditions and wages before they enter employment and about the particulars of their wages for the pay period concerned each time they are paid. Deductions from wages as a disciplinary measure are not permitted. All disciplinary measures should be recorded.

7. Working hours are not excessive

Working hours shall comply with national laws, collective agreements and benchmark industry standards, whichever affords greater protection.

The working hours shall not prohibit the worker from enjoying their private and family life.

In any event, workers shall not be required to work in excess of 48 hours per week and will be provided with at least one day off for every 7-day period. Overtime is voluntary, shall not exceed 12 hours per week or be demanded on a regular basis and shall be compensated at a premium rate.

8. No discrimination is practiced

There shall be no discrimination in hiring, treatment, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, social origin, religion, age, disability, gender, gender identity, marital status, sexual orientation, birth, family responsibilities, social union membership or political affiliation.

The Supplier shall not allow any behaviour that is threatening, abusive, exploitative, or sexually coercive including gestures, language, and physical contact, in the workplace and where applicable, in residences and other facilities provided by the company for use by personnel.

The Supplier shall not subject workers to pregnancy or virginity tests under any circumstances.

9. Regular employment is provided

Work performed must be on the basis of a recognised working relationship established through national law and practice.

Obligations to workers 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 these obligations be avoided through the excessive use of fixed term or zero hours contracts of employment.

10. No harsh or inhumane treatment is allowed

There shall be no exploitation of workers. This includes employing workers through dishonesty, the treatment of the worker whilst employed and the right to be free from oppressive treatment once the employment has been terminated. Physical, sexual, mental or verbal abuse is prohibited. As is the threat of any kind of abuse or other forms of intimidation.

11. The Code will be upheld by all Sub-Contractors

If a Supplier wishes to sub-contract any part of the manufacturing of REISS Products, they must have written permission and consent from REISS. If permission is granted, the Supplier must provide the sub-contractor with a copy of the Code and ensure that all sections of the Code are fully understood by the subcontractor and complied with.

12. Ensure Migrants are employed legally

Migrant workers must be employed in accordance with the immigration and labour laws of the country of manufacture. The Supplier shall have effective systems in place to verify the worker's entitlement to work and their status in the country of manufacture. The Supplier must hold copies of documentation which verifies that the migrant worker can be legally employed.

The migrant workers' right to freedom of movement and communications must not be interfered with and all original documentation necessary to exercise these rights must be left in the possession of the migrant worker.

Reiss has a ZERO tolerance policy on the employment of undocumented workers. Whilst 2016 welcomed legislation of work permits for refugees in Turkey, Suppliers shall ensure that all relevant checks are made to determine the legal work status of migrants. In particular, the issue of discrimination and exploitative practice against Syrian refugees, is a concern to REISS and the Supplier shall ensure that it protects and respects the welfare of Syrian refugees who are entering the workplace.

13. Sourcing of Materials

The Supplier shall not source cotton from Uzbekistan, Turkmenistan or Syria whether directly or indirectly. The Supplier shall provide evidence of origin of source on demand.

14. Responsible Recruitment

Reiss is committed that no worker should pay for a job and has a zero-tolerance policy on the use of recruitment fees. Any costs of recruitment should be borne not by the worker but by the employer.

Suppliers confirm that workers shall not be required to pay for their employment.

Supplier confirms any fees associated with recruitment, travel and processing of migrant workers from their home community to the workplace, including through to return when the relocation is not permanent, shall be covered by the supplier.

Supplier confirms they will pay the costs of recruitment directly to the extent possible. When not possible, or where the migrant worker is legally required to pay a fee or cost directly, the migrant worker shall be reimbursed by the supplier as soon as practicable upon discovery.

B. ENVIRONMENTAL PROTECTION

REISS is committed to reducing its environmental impact. The Supplier shall consider its environmental performance and procedures to minimise any negative impact on the environment, community and natural resources. The Supplier shall operate with regard to national laws, regulations, administrative practices and policies relating to the preservation of the environment. All relevant international agreements, principles and standards in relation to the environment must be complied with.

This includes, but is not limited to, the reduction and management of: greenhouse gas emissions, water consumption, waterborne effluent, chemicals, industrial waste and the use of non-renewable resources. The Supplier must provide relevant data if requested to do so by REISS.

C. ANIMAL WELFARE POLICY

REISS has a zero tolerance for animal cruelty in our supply chain. The Supplier shall ensure that it complies with the following points at all times and be prepared to show evidence of the same on demand.

The Supplier shall ensure that it or its authorised sub-contractor meets higher animal welfare standards and the animals are free from hunger thirst discomfort pain, injury, disease fear, distress normal behaviours. Further the Supplier shall ensure that it safeguards a good quality of life throughout the rearing process, including transportation to slaughter as well as ensuring a humane death.

Suppliers shall provide Reiss with information on the name of the species of animal used in REISS products (common and Latin name) and it's Country of origin.

The Supplier warrants and represents that in respect of items supplied to REISS they:

- Do not include genuine fur
- Do not include feather, or down insulated products that are harvested through live plucking, instead only used where sourced as a by-product to the meat industry (except foie gras production). All producer must have good animal husbandry. Leather, skin or feathers must not be obtained whilst the animal is still alive and or from aborted animals. Skins from wild-caught animals and exotic animals must not be used in our products. Origin of the species must be known and stated.
- Any Merino wool used is only from farmers who do not practice mulesing.
- Any Cashmere, Alpaca and Mohair used is only from producers with good animal husbandry
- Do not include Angora
- Do not include any products in full or part sourced from endangered species from the CITES (Convention on International Trade in Endangered Species) or IUCN (International Union for the Conservation of Nature) lists.
- Do not permit animal testing to be carried out on cosmetics or fragrances during production or on the finished products.

D. SANCTIONS

The Supplier shall ensure that it operates in compliance with all Laws administered by the

US Office of Foreign Assets Control, the UN Security Council, the European Council and any other Governmental entity imposing economic sanctions and trade embargoes against designated countries including but not limited to Russia (including Crimea and Sevastopol), Iran and Syria, and any banned entities and persons as listed as part of the Economic Sanctions Laws.

E. REACH POLICY

REISS has a legal obligation under the EU Reach directive that all Suppliers conform with. Registration, Evaluation, Authorisation and restriction of Chemicals: EC1907/2006 REACH places responsibility on all manufacturers and importers of chemical substances: to identify and declare substances of very high concern in preparations (mixed solution) in articles (clothing/accessories/footwear) in packaging.

REISS expects all Suppliers to sign a 'Declaration of Reach Compliance' and where available submit supporting documents such as Oeko-tex certification or similar. It is the supplier responsibility to keep up to date with substances on the SVHC list and ensure that no products supplied to REISS are in breach of these requirements. An updated list of SVHC's (Substances of Very High Concern) can be found at:

An updated Table of Substances / group of substances, which are restricted by Annex XVII to REACH Regulation, can be found at:

<http://echa.europa.eu/addressing-chemicals-of-concern/restrictions/list-of-restrictions/list-of-restrictions-table>



**Ethical
Trading
Initiative**

Member