



# Definite Articles

## Supplier Code of Conduct

Definite Articles (DA) is driven by doing right by our planet and our community. This belief is embedded in every decision we make.

DA aims to conduct business with a leading level of environmental and ethical standards and we assume the same of our supply chain partners. It's DA's expectation that partners will abide by this Code of Conduct (Code) – focused on leaving the environment better than we found it, treating workers respectfully and valuing all supply chain partners.

DA's suppliers shall operate in full compliance with all laws, rules, and regulations in the countries they operate. This Code draws on ILO Core Labor Standards and strives to do good by people and the environment.

DA seeks partners that share our passion for the environment and our desire to advance social conditions. Thus, we favor vendors who lead the industry in best practices.

### The Environment Is Paramount

**Protect The Environment** – We believe being a steward of the environment is an absolute must. No exceptions. Suppliers shall comply with environmental laws and adopt credible, proactive measures to mitigate negative impacts on the environment.

Compliance shall include, among other things: A) Obtaining and maintaining environmental permits, B) Proper handling and disposition of hazardous materials, and C) Monitoring, controlling, and treating emissions and discharges generated from operations.

**Transparency**– All suppliers must be transparent about environmental impacts of their activities and commit to working with DA to identify priorities for action and opportunities for improvement.

### Our Suppliers Are Part Of The Team

**Transparency** – Suppliers shall be fully transparent when submitting to onsite visits and maintain all accurate documentation necessary for demonstrating compliance with the Code.

**Traceability and Material Sourcing** – This Code applies to all factories that produce goods for DA and any subsidiaries, divisions, affiliates, or agents including (but not limited to) sub-suppliers, sub-contractors, and farms. Suppliers must use only designated suppliers for raw materials and components to maintain supply chain transparency and prior written approval must be obtained before any portion of the product is substituted. DA requires suppliers to map and continuously track all levels of their supply chain and provide documentation, if requested.

**Assessment and Monitoring** – Supply chain partners are required to allow DA representatives to conduct, announced or unannounced, onsite visits and/or assessments to evaluate supplier practices related to this Code. Suppliers shall provide open access to requested documents and records, employees for confidential interviews, and access to all physical facilities.

**Subcontracting** – Suppliers shall be transparent about their supply network and no subcontracting will be permitted without written approval from DA. If subcontracting is required, the supplier shall ensure compliance to this Code and applicable laws by any subcontractors producing items for DA.

## **We Treat Workers With Dignity + Respect**

**Health and Safety** – DA suppliers shall provide all employees with a safe, healthy and clean workspace. This is vital in the effort to prevent accidents and injury to health arising out of, linked with, or occurring in the course of work or because 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. (ILO Convention 155)

**No Discrimination** – As within DA itself, DA suppliers shall employ workers based solely on their ability to do the job. DA suppliers may not discriminate during any period of the employment relationship, including recruitment, wage, training, promotion, working conditions, compensations, benefits, discipline, termination or retirement on the basis of race, gender, sexual orientation, marital status, pregnancy, age, color, sexual orientation, gender identity, religion, disability, political affiliation, union membership, nationality, social or ethnic origin or any other type of discrimination or any other classification protected under applicable law. Migrant, temporary, and seasonal workers shall receive the same protection as regular, annual staff. DA considers discrimination of any kind a zero-tolerance issue and will result in re-evaluating its partnership.

**No Child Labor** – DA will not tolerate any use of child labor. No person shall be employed under the age of 15 or under the age for completion of compulsory education, whichever is higher. Juvenile workers (ages 15-17) shall not perform work which, by its nature or the circumstances in which it is carried out, is likely to compromise their physical and mental health, safety or morals. (ILO Convention 138 and 182)

**No Forced Labor, Modern Slavery or Human Trafficking** – Employees shall be free to work of their own free will whether they work for DA or a supplier. There shall be no use of forced, involuntary or compulsory labor, including bonded or prison labor or other forms of forced labor. No one shall be held in slavery or be the object of human trafficking. Suppliers are required to monitor any third-party entity recruiting or hiring employees, particularly migrant workers, to ensure there is no withholding of wages or identity documents nor sexual exploitation in addition to other mistreatment. In addition to being a violation of fundamental human rights, the use of forced labor, slavery or slave-related practices constitute a criminal offense and/or a crime against humanity. As such, liability can be traced throughout the supply chain.

**No Harassment, Abuse or Disciplinary Practices** – Vendors will treat employees with respect, dignity and fundamental fairness. Any form of physical, sexual, psychological, verbal abuse or harassment is not allowed. Employees shall not be subject to monetary fines or embarrassing acts as a means of discipline or any kind of corporal punishment.

**Working Hours** – Working hours shall be defined by contract. They shall not exceed 48 regular hours per week or 60 regular hours plus overtime hours per week. Employers shall allow workers at least 24 consecutive hours of rest in every seven-day period. Overtime shall be voluntary, capped at 12 hours per week, not demanded on a regular basis and always be compensated at a premium rate. Only in the event of exceptional circumstances or a succession of shifts may the 48-hour-week limits may be exceeded where allowed by national law. (ILO Convention 1)

**Wages and Terms of Employment** – Worker compensation including wages, overtime pay, benefits and paid leave must meet or exceed legal minimum or industry standards or collective bargaining agreements – whichever is higher. They also must provide any fringe benefits required by law and/or contract. Every worker, regardless of their position, has a right to be compensated for a regular work week at a level that meets the worker's and their family's basic needs and provide some discretionary income. Where compensation does not meet workers' basic needs and provide some discretionary income, each supplier should work with DA to realize an appropriate level of compensation that does. (ILO Conventions 26 and 131)

**Overtime Wages** – 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 percent. (ILO Convention 1 and 30)

## **We Lead By Example**

**Management Commitment** – DA believes in the entirety of this Supplier Code of Conduct. It's built into the ethos of our company. We take it seriously and expect the same of our partners.

**Comply with the Laws, Codes and Regulations** -- All DA partners must comply with 1) local laws, codes and regulations including those at the country, state, and local community where they operate, 2) DA's Supplier Code of Conduct and 3) where applicable, Collective Bargaining Agreements. Labor laws shall be made available to workers in a language they understand. If no clear labor law or code is available, the factory shall communicate this to DA and adopt the highest standard available by International Labor Standards.

**We Don't Tolerate Corruption** – While some cultures support gift giving, a gift or a favor intended to influence the recipient's conduct or gain benefit will be considered a bribe and an act of corruption. Corruption is illegal and falls under federal and United Nations anti-corruption regimes when applicable. DA does not tolerate corruption and gives preference to companies with anti-corruption policies.