

Forever New is a dynamic and fast growing global fashion brand with a unique signature style and a reputation for the highest levels of quality. We take pride in our strong relationships with our supply base and value honesty and transparency in our association. Forever New cares about the people who make our products and their working conditions. We will not accept exploitation or mistreatment of any type within our supply base and require suppliers full commitment to our ethical sourcing values.

*Forever New's ethical sourcing values are defined in the Forever New Supplier Code of Conduct detailed below. The Code is based on the Ethical Trading Initiative (ETI) Base Code\*, International Labour Organisation (ILO) conventions and the United Nations Declaration on Human Rights. \* See the ETI Base Code here: <http://www.ethicaltrade.org/eti-base-code>*

## FOREVER NEW SUPPLIER CODE OF CONDUCT

*Latest revision: July 2021*

### APPLICATION

This Supplier Code of Conduct (hereafter 'Code') applies to all suppliers, agents, trim and raw material suppliers of Forever New products including sub-contractors. It equally applies to suppliers of non-merchandise products and services and any third-party suppliers.

Suppliers are responsible for communicating the Code to all production facilities and sub-contractors, and ensuring their compliance with the Code.

This Code represents minimum standards for compliance. Suppliers must comply with national laws and all other applicable laws. Where the provisions of the law and this Code address the same subject, the provision which affords the greater protection should be applied.

#### **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.
- 1.3. Workers must be free to leave the work site when not working.

#### **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 organisational 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 minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.
- 3.2. Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers. Training records must be maintained.
- 3.3. Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.
- 3.4. The company observing the code shall assign responsibility for health and safety to a senior management representative.
- 3.5. Emergency exits must be unlocked, unblocked, adequately signed and exits and evacuation routes sufficient in number.
- 3.6. Emergency evacuation plans must be clearly marked including locations of fire safety equipment with regular evacuation drills held in accordance with local laws. Records must be maintained.
- 3.7. Equipment must be regularly serviced with maintenance records accessible. Specialised equipment must have valid and current permits with operators regularly trained in their safe use.
- 3.8. Suppliers must ensure the structural safety of all buildings, including accommodation facilities with building inspections conducted on a regular basis.
- 3.9. Accommodation, where provided, shall be clean, safe, meet the basic needs of the workers and be separate from the workplace.
- 3.10. Accommodation must be separate from the workplace with separate toilets and wash facilities for males and females.
- 3.11. Secure lockers or storage shall be available to all workers.

### 4. Child labour shall not be used

- 4.1. There shall be no recruitment of child labour.

- 4.2. Suppliers must not employ workers who are younger than the age of completion of compulsory education, the legal minimum age of each country and in any event, not under the age of 15 years.
- 4.3. An effective system to verify proof of age and identity documents must be in place.
- 4.4. Suppliers shall develop or participate in and contribute to policies and programmes 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; child labour being defined as work which, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of children.
- 4.5. Children and young persons under 18 shall not be employed at night or in hazardous conditions. Young persons being defined as any worker over the age of a child as defined above and under the age of 18.
- 4.6. These policies and procedures shall conform to the provisions of the relevant ILO standards.

Refer to the **Forever New Young Worker and Child Labour Policy** for further guidance.

### 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 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 and overtime is voluntary

- 6.1. Working hours must comply with national laws, collective agreements, and the provisions of clauses 6.2 to 6.6 below, whichever affords the greater protection for workers. 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 7 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 7 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 7 day period or, where allowed by national law, 2 days off in every 14 day period.

## 7. No discrimination is practiced

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 recognised employment relationships 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

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

## 10. Bribery and corruption are not allowed

- 10.1. Bribery and corruption is prohibited.
- 10.2. Suppliers must have appropriate monitoring and reporting mechanisms in place to prevent and detect fraudulent behaviour and disclose any suspicion or acts of corruption in their supply chain to Forever New immediately.
- 10.3. The manipulation of information, interference with audits or government assessments, or offer or payment of bribes to third party auditors, public officials or representatives of Forever New will not be tolerated.

## 11. Sub-contracting

- 11.1. Suppliers must not use unauthorised production facilities or sub-contractors without seeking prior approval.
- 11.2. Approved sub-contractors must comply with all provisions of this Code.
- 11.3. Suppliers are responsible for any breaches of this Code by their sub-contractors, trim and raw material suppliers.

**12. Environmental management and waste minimisation**

- 12.1. Applicable environmental laws must be complied with and relevant permits obtained and kept current.
- 12.2. An Environmental Management System (EMS) must be implemented to measure and minimise emissions and discharges and manage waste disposal and chemical storage.
- 12.3. Production waste shall be handled and disposed of in accordance with applicable laws and limits with records maintained.
- 12.4. Suppliers must take reasonable steps to reduce (over time) physical waste from its production processes.

**13. Grievance Procedure**

- 13.1. Suppliers shall make available to workers confidential channels through which to raise grievances.
- 13.2. Regular training on these channels in local language shall be provided on a regular basis.
- 13.3. Workers must be protected from intimidation, harassment or disciplinary action for raising grievances.

*Forever New may vary this Code of Conduct from time to time. The most up-to-date version will always be available on Forever New's website and on request for our suppliers.*