

HUFFER

RESPONSIBLE SOURCING CODE OF CONDUCT

This code is based on the core labour standards of the International Labour Organization (ILO) and requires compliance with all local laws as established within each individual country Suppliers are located.

All Suppliers to Huffer must respect and comply with this Responsible Sourcing Code of Conduct, these standards are non-negotiable.

All Suppliers are subject to regular Ethical and Social Compliance Audit inspections to confirm that they are operating in compliance with these requirements. These audits are to be conducted by an independent certified body nominated by Huffer.

1. LEGAL COMPLIANCE

In all activities the Supplier must follow the legal requirements and standards of their industry under the national laws of their country and under any New Zealand-applicable laws.

2. CHILD LABOUR

Child labour shall not be used.

The Supplier shall not engage in or support the use of child labour under 15 years of age, unless the minimum age for work or mandatory schooling is higher by local law, in which case the stipulated higher age applies in that locality.

3. FORCED LABOUR

Forced Labour shall not be used.

The Supplier shall not engage in or support the use of forced, bonded or compulsory labour, including prison labour, and shall not retain original identification papers or require employees to pay 'deposits' to any organization upon commencing employment.

Employees must be free to leave their employment after reasonable notice without consequence.

4. DISCIPLINARY PRACTICES

All employees must be treated with dignity and respect.

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The Supplier shall not engage in or tolerate the use of corporal punishment, verbal abuse, or mental or physical coercion towards any employees.

Deductions from wages as a disciplinary measure shall not be permitted.

No harsh or inhumane treatment is allowed.

5. REGULAR EMPLOYMENT IS PROVIDED

All employees shall have their labour and social security rights recognized.

The Supplier shall not use labour-only contracting, sub-contracting, home-working arrangements, apprenticeship schemes where there is no real intent to impart skills or provide regular employment, or excessively use fixed-term contracts to avoid their obligation in relation to local labour and social security laws.

The Supplier must provide current, accurate information regarding the name and location of any sub-contracting facilities that are being used to manufacture Huffer product on request. All standards outlined in this code of conduct are to also be applied to any approved sub-contractors.

6. WORKING HOURS

Normal hours of work per week must not exceed the maximum hours established by local law.

The Supplier must comply with applicable local laws, collective bargaining agreements (where applicable) and legal industry standards, whichever provides greater protection to employees, on; working hours, breaks and public holidays.

Employees shall not on a regular basis be required to work in excess of 48 hours per week and shall be provided with at least one day off for every 7-day period on average.

Overtime shall be voluntary, shall not exceed 12 hours in one week and shall not be demanded on a regular basis.

7. WAGES & BENEFITS

The Supplier must ensure that wages paid for a standard working week shall always meet at a minimum, either the national legal standards, industry benchmark standards, or collective bargaining agreement (where applicable), whichever is highest. All legally mandated benefits must be provided.

Wages must be sufficient to meet the basic needs of employees and provide some discretionary income at least.

All overtime shall be reimbursed at a premium rate as defined by national law or established by a collective bargaining agreement (where applicable).

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8. FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING

All employees shall have their right to freedom of association and collective bargaining recognized.

The Supplier must ensure that all employees, without distinction, have the right to form, join or organize a trade union(s) of their choice to bargain collectively on their behalf with the Supplier. The Supplier shall not interfere in any way with the establishment, functioning or administration of workers' organization(s) or collective bargaining.

Where the right to freedom of association and collective bargaining is restricted under local law, the Supplier must facilitate and enable the development of a parallel means for independent and free association and bargaining.

9. DISCRIMINATION

There shall be no discrimination of any kind.

The Supplier shall not engage in or be supportive of discrimination in regard to hiring, remuneration, benefits, access to training, promotion, termination or retirement on the basis of race, national or territorial origin, social origin, caste, birth, religion, disability, gender, sexual orientation, family responsibilities, marital status, union membership, political opinions, age or any other condition that could give rise to discrimination.

10. HEALTH & SAFETY

All employees shall be provided with a safe and hygienic work environment.

The Supplier shall provide and promote a safe and healthy working environment with systems in place to reduce worker injury and accidents in the workplace. This must include compliance with up-to-date fire safety laws, the implementation of evacuation procedures and emergency plans, and regular recorded training sessions for employees.

The Supplier must take effective steps to prevent accidents, occupational injury or illness arising out of, associated with, or occurring in the course of normal work by minimizing or eliminating, so far as is reasonably practicable, the causes of all hazards in the workplace environment based upon the prevailing knowledge of the industry and of any specific hazards. Hazards shall include, but not be limited to; fire safety, building safety, machine safety, chemical safety, and health safety.

11. RAW MATERIALS

All raw materials must be sourced responsibly.

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The Supplier must ensure that all raw materials used in the manufacture of Huffer products are sourced responsibly and the standards outlined in this Code of Conduct are applied to all parts of their supply chain.

The Supplier must not under any circumstance use feather or down products in the manufacture of Huffer garments that are purchased from a source that is not Certified by RDS (Responsible Down Standard).

The Supplier must not under any circumstance knowingly use cotton that is sourced from Uzbekistan or from any origin where child labour is known.

12. ENVIRONMENTAL RESPONSIBILITY

All manufacturing operations shall be carried out in an environmentally responsible manner and in compliance with all local environmental law.

The Supplier must take effective steps to minimize or eliminate, so far as is reasonably practicable, any potential environmental impact arising from their manufacturing activities within the prevailing environmental protection knowledge of the industry sector and of any specific local initiatives or directives.

13. BRIBERY & CORRUPTION

There shall be no bribery or corruption of any kind.

The Supplier must imbed a written anti-corruption and anti-bribery policy and provide regular, adequate training to employees who may encounter bribes on the basis of their position.

14. RIGHT OF INSPECTION

The Supplier must provide current, accurate information regarding the name and location of all production and raw material facilities that are being used to manufacture Huffer products upon request.

Huffer reserves the right to make unannounced visits to all Suppliers and any associated manufacturers by Huffer staff, or by nominated third-party inspection companies operating on our behalf.

15. NON-COMPLIANCE

Non-compliance with any of the requirements in this Responsible Sourcing Code of Conduct will result in the immediate cancellation of all outstanding orders and termination of any ongoing business relationship with the Supplier.