

ZIMMERMANN

Zimmermann Supplier Code of Conduct

Zimmermann requires that working conditions in its supply chain are safe, that workers are treated lawfully and with respect, and that manufacturing processes are environmentally responsible. This Supplier Code of Conduct (**Code**) is based on the Ethical Trading Initiative code, and sets out the required standards and conditions of doing business with Zimmermann.

Know Our Code

As a valued supplier, Zimmermann requires that you understand the terms of this Code, and implement policies and procedures to ensure that their business and its supply chains are meeting the standards of the Code and compliant in all aspects.

Throughout Your Business

You must extend the terms and content of the Code through your business and supply chain, including secondary suppliers, subcontractors and all sources of labour. .

Records

Record keeping to appropriate standards is mandatory, and you must at all times keep and maintain complete records that detail your ongoing compliance with this Code.

1. Integrity

You must conduct your business with honesty, fairness and integrity and be committed to the highest standards of ethical conduct. You must not engage in bribery, corruption, criminal activity, fraud or any other method of obtaining an undue or improper advantage.

2. Labour Practices

You must uphold the human rights of workers, and treat them with dignity and respect, as understood by the international community. To that end, you must ensure that workers are afforded the higher level of protection offered either under local law or the ETI principles embodied in this Code. This obligation applies to all workers of any kind regardless of place of work or the nature of your relationship.

Child labour must not be used

Child labour must not be used. You must take reasonable steps to determine the age of labour within the business. The minimum age for employment is 15 years of age, the minimum local legal age for employment, or the minimum local age for completing mandatory schooling, whichever is higher. You must 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.

Living wages

You must pay each worker such wages and benefits for a standard working week that meet national legal standards or industry benchmark standards in that worker's location of employment, whichever is higher. In any event, you must always pay wages that permit that worker to meet his or her basic needs and to provide some discretionary income.

Employment freely chosen

You must employ all reasonable efforts to eliminate the use of forced, bonded or involuntary prison labour within your supply chain, and to avoid supporting, directly or indirectly, human trafficking.

Freedom of association and the right to collective bargaining

Workers must have the right to join or form trade unions of their own choosing, and to bargain collectively.

Working conditions

You must provide a safe and hygienic working environment. You must ensure the safety of all facilities used within your supply chain and take adequate steps to prevent accidents and injury to health arising out of or in connection with work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment. You must provide access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage.

Working hours

You must ensure that working hours comply with national laws and benchmark industry standards, whichever affords greater protection to workers. In any event, you must not require workers to work in excess of 48 hours per week on a regular basis, and must provide at least an average one day off for every seven day period. Overtime must be voluntary, no more than 12 hours per week, not demanded on a regular basis and always compensated at a premium rate.

Regular employment

To the extent possible, you must engage all workers on the basis of a recognised employment relationship established through national law and practice.

You must not avoid obligations to workers under labour or social security laws and regulations arising under a regular employment relationship through the use of labour-only contracting, subcontracting, or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall you avoid any such obligations through the excessive use of fixed-term contracts of employment.

Discrimination

You must not discriminate in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, nationality, religion, age, disability, gender, marital status, sexual orientation, health condition, pregnancy, union membership or political affiliation.

Treatment

You are strictly prohibited from engaging in physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation.

3. Environmental practices

You must not use harmful materials, dyes or chemicals that have any unacceptable risk to health or the environment during production, use or disposal.

Generally, you must comply with all relevant local and national environmental laws, regulations and standards. This includes all applicable laws and regulations regarding storage, handling and disposal of hazardous chemicals and non-hazardous solid waste, as well as the treatment and disposal of wastewater and air emissions.

4. Product quality and safety

You must ensure that all products and services you supply meet the quality and safety standards required by law, or as set out in Zimmermann's product specifications or other instructions provided to you by Zimmermann from time to time.

5. Disclosure of information

You must accurately record and disclose information regarding your business activities, structure, financial situation, and performance, in accordance with applicable laws and regulations and prevailing industry practices.

6. Subcontracting

You are required to have systems and processes in place to manage and document any subcontractors and sub-suppliers, including their compliance with this Code and commitment to social and environmental accountability.

7. Compliance

You must implement and maintain systems for delivering compliance with this Code, and ensure that this Code is communicated to all employees, and each participant in your supply chain.

You must, within 30 days of a written request (such request not to occur more than once in any twelve month period), conduct a self-evaluation to ensure your compliance with this Code. You must report the findings of such evaluation to Zimmermann, and ensure that these reports are true and accurate.

Zimmermann may request that you measure and disclose data on key performance indicators relevant to this Code. If you identify any areas of non-compliance, you must notify Zimmermann of the breach, and your proposed course of remedial action within 30 days.

Zimmermann, either by itself or a third party will conduct regular audits of your business and its compliance with the code. You may be required by Zimmermann to implement a corrective action plan to correct any non-compliance with this Code identified by us or an external audit, assessment, inspection, investigation or review (**Corrective Plan**). The Corrective Plan must define reasonable timelines for achieving compliance. If you fail to meet the timelines identified in the Corrective Plan, Zimmermann may curtail or terminate its relationship with you.

Zimmermann and/or its representatives may visit your facilities, with or without notice, to assess compliance with this Code or any Corrective Plan. You must provide such assistance as Zimmermann reasonably requires in order to carry out such an audit. This Code supplements the obligations set out in any other agreements between you and Zimmermann. Zimmermann reserves the right to amend or modify this Code at any time without notice.