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## Supplier Code of Conduct – Commitment

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## Statement and Commitment

CLINIC & JOB DRESS GmbH as a member of the United Nations Global Compact embraces and is committed to its guiding 10 principles for Corporate Responsibility on Human Rights, Labour, Environment and Anti-Corruption and our Code of Labour Standards is based on those of the International Labour Organisation (ILO).

We recognise that our business has an impact on environmental and social aspects far beyond our own immediate operations and we expect our suppliers and each of their factories to share the same values.

CLINIC & JOB DRESS Supplier Code of Conducts lists the minimum requirements for supplier's performance pertaining to human rights, labour rights, environmental management, and anti-corruption.

It is a non-negotiable requirement from our side that all our suppliers commit to our standards, follow this code, communicate the obligations set out herein and ensure compliance with the code throughout their organisations, supply chain, and of the factories that produce CLINIC & JOB DRESS' products. For this reason, sub-contracting is prohibited without prior permission from CLINIC & JOB DRESS. Permission will only be granted when social and environmental standards at the sub-contractors are also fulfilled.

## Core Principles

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### *HUMAN RIGHTS AND LABOUR STANDARDS*

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CLINIC & JOB DRESS suppliers and of its factories are expected to conduct their activities in respect of human rights as set out in The United Nations Universal Declaration of Human rights and Labour Standards, based on the Conventions of the International Labour Organisation (ILO). In the text below, reference is made to specific conventions. Where clarifications of ILO Conventions are required, the standards follow ILO Recommendations and existing jurisprudence. The standards apply to all worker categories in the factory, also to migrant workers, temporary workers, etc..

#### **1. No exploitation of child labour**

There shall be no use of child labour. The age for admission to employment shall be no less than the age of completion of compulsory schooling and, in any case, not less than 15 years. (ILO Convention 138).

Appropriate mechanisms must be established as part of the recruiting process to prevent child labour. If child labour is detected, suppliers must introduce required actions for remediation and social reintegration in accordance with the protection and well-being of the child.

There shall be no forms of slavery or practices like slavery, such as the sale and trafficking of children, debt bondage and serfdom and forced or compulsory labour. [...] Young workers [in the age of 15 – 18] shall not perform work which, by its nature or the circumstances in which it is carried out, is likely to harm their health, safety, morals, or development. (ILO Convention 182).

Furthermore, the working hours of young workers must not interfere with their attendance at school or their participation in vocational training in the relevant business sector and shall not include work at night.

#### **2. Prevention of Involuntary Labour and Human Trafficking**

There shall be no use of servitude, forced, including bonded or prison, labour. (ILO Conventions 29 and 105). Suppliers shall not engage in human trafficking or exploitation, and shall not retain employees' government-issued identification, passports or work permits as a condition of employment. This includes the transportation, harboring, recruitment, transfer, or receipt of persons by means of threat, force, coercion, abduction, fraud, or payments to any person having control over another person for the purpose of exploitation. All work must be voluntary, and employees shall be free to leave work or terminate their employment with reasonable notice according to the law. The use of labour brokers is prohibited.

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## 3. There is no discrimination in employment

In recruitment, wage policy, admittance to training programmes, employee promotion policy, policies of employment termination, retirement, and any other aspect of the employment relationship shall be based on the principle of equal opportunities, regardless of race, sex, gender, age, religion, political affiliation, sexual orientation, family responsibilities, marital status, pregnancy, union membership, nationality, ethnicity, social origin, deficiencies, or handicaps and no employee shall be discriminated, harassed, or disciplined on any of the reasons listed above. (ILO Conventions 100 and 111)

## 4. Freedom of association and the right to collective bargaining

The right of all workers to form and join trade unions, elect their representative freely, and bargain collectively shall be recognised (ILO Convention 87 and 98). The company shall, in those situations in which the right of freedom of association and collective bargaining are restricted under law, facilitate parallel means of independent and free association and bargaining for all workers in accordance with legal forms. Workers' representatives shall not be the subject of discrimination and shall have access to all workplaces necessary, be able to interact with workers and to carry out their representation functions. (ILO Convention 135 and Recommendation 143).

## 5. Payment of a living wage

Wages and benefits paid for a standard working week shall meet at least legal standard, or, if higher, industry minimum standards, or collective bargaining agreements and always be sufficient to meet basic needs of workers and their families and to provide some discretionary income. (ILO Conventions 26 and 131). Whenever the legal or industry minimum standards are not sufficient to meet these basic needs, suppliers are encouraged to provide adequate compensation to their employees for the basic needs to be met.

Employees shall receive legally granted social benefits without negative impacts.

Deductions from wages for disciplinary measures shall not be permitted nor shall any deductions from wages not provided for by national law be permitted. Deductions shall never constitute an amount that will lead the employee to receive less than the minimum wage. Employees shall be adequately and clearly informed about the specifications of their wages including wage rates and pay period.

## 6. Working hours

Hours of work shall comply with applicable laws and industry standards. In any event, workers shall not on a regular basis be required to work more than 48 hours per week and shall be provided with at least one day off for every 7-day period (ILO Convention 1). If local law allows employees may voluntarily work overtime up to 12 hours per week and shall always be compensated at a premium rate of 125% of the standard rate or based on legal requirements or the collective bargaining agreement, whichever is higher.

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## 7. Legally binding employment relationship

Working relationships shall be legally binding, a written employment contract shall be handed to the workers, and all obligations to employees under labour or social security laws and regulations or international labour standards shall be respected, whichever provides the greater protection.

Workers shall be provided with understandable information about their rights, responsibilities, working conditions including working hours, wage, and payment terms. No subcontracting shall be used that undermines the right of workers.

## HEALTH AND SAFETY

### 1. Decent working conditions

A safe and hygienic working environment shall be provided, and either national occupational health and safety legislation or international standards shall be followed, whichever provides greater protection. The stability and safety of all buildings, including accommodations, shall be ensured by the employer.

In the event of direct hazards, the workers have the right and responsibility to leave the workplace without permission.

Attention shall be paid to occupational hazards specific to this branch of the industry and appropriate measures shall be taken to avoid these hazards.

Effective regulations shall be implemented to prevent work-related accidents, injuries, and illnesses and minimise health and safety risks as much as possible. (Following ILO Convention 155). Where necessary and appropriate, workers will be supplied with appropriate personal protection equipment, taking in consideration the needs of different worker categories.

Physical abuse, threats of physical abuse, unusual punishments or discipline, sexual and other harassment, and intimidation against any employee are strictly prohibited.

Disciplinary measures must be set out in written form and explained to the workers verbally in clear and understandable terms.

Clean bathrooms, safe and clean eating and resting areas, and access to potable, free, and clean drinking water shall be always provided to all workers. If dormitories are available for the workers these shall be designed and maintained in a way that ensures human dignity and an acceptable degree of personal privacy and comply with all legal requirements.

### 2. Fire safety

Fire safety is an important concern in manufacturing operations. CLINIC & JOB DRESS insists that proper safety conditions be maintained both in the factory workplace as well as all office, living, dining, and recreational facilities.

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## ENVIRONMENTAL STANDARDS

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At CLINIC & JOB DRESS we believe in the value of a precautionary approach to environmental challenges, the idea that prevention is better than cure, and the importance of continuous improvements. In addition to the requirements listed below, we encourage suppliers to develop a formal Environmental Management System (EMS) and to monitor their environmental performance so that they can maintain a process of continuous improvement.

Suppliers are required to follow the national laws and regulations or if the topics are not covered, the international standards.

### **1. Conditions outside the workplace**

Marginalized populations: production and extraction of raw materials for production should not contribute to and destroy the resource and income base for marginalized population groups, for example by claiming large areas of land or other natural resources on which these populations depend.

### **2. Emissions to air, water, and ground**

Supplier shall ensure compliance with all applicable laws and regulations pertaining to air, water, and noise pollution and if required obtain the necessary permits and be able to demonstrate compliance with those permits, as well as with all applicable laws and regulations pertaining to ground contamination.

### **3. Waste management**

Supplier must ensure that waste is stored and disposed properly as per legal regulations without any harm to employees and the environment.

### **4. Chemicals management in the factory**

*(Below, the word chemicals refer to both substances and products, such as lubricant oil, glue, solvents, and dyes.)*

Supplier shall ensure compliance with applicable laws and regulations pertaining to procurement, storage, handling, and use of chemicals. Supplier shall have a valid permit for chemicals that are legally restricted. The supplier shall demonstrate compliance with those permits. Specific requirements regarding chemicals in products related to information provision, limit values for chemical residues in products, banned chemicals and testing requirements are detailed in the CLINIC & JOB DRESS Restricted Substances List (RSL).

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## **5. Records and provision of information**

Supplier shall establish and maintain a list of all chemicals used in production and maintenance, including the name of the chemical product, the purpose or area of use and a reference to a Material Safety Data Sheet. Supplier shall have valid Material Safety Data Sheets (MSDS) for all chemicals used in production and maintenance.

## **6. Procedure for chemical management**

Supplier shall have a written procedure for the storage, handling and use of chemicals. The procedure shall specify who is responsible to ensure that proper procedure for handling chemicals is always followed at the supplier.

## **7. Employee information and training**

Supplier shall ensure that employees that procure, store, handle and use chemicals have the right competence and are adequately trained. Records from training shall be kept by the supplier.

Information regarding the risks and safe handling of chemical compounds and substances shall be displayed at storage areas and in production areas where the chemical is used. The information can be either the Material Safety Data Sheet, or specific instructions for safe handling and use (following the MSDS). Information must be in a language understood by the workers.

## **8. Labelling of chemical**

Supplier shall ensure all containers of chemicals – including temporary containers – are properly labelled with appropriate danger symbols and chemical names to ensure the contents are known and the potential risk minimised.

## **9. Storage and handling of chemicals**

Supplier shall undertake all necessary precautions to prevent chemicals from leaking to air, ground, and water.

## **10. Disposal of chemicals**

Supplier shall dispose chemicals in compliance with legal regulations referring to their classification.

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## 11. Chemical Restrictions & Requirements

Supplier must always follow the legislation of EU (e.g., REACH, SVHC, biocidal product regulation etc.) The Products shall comply with all applicable laws and regulations (EU legislation).

Garments and textiles manufactured for CLINIC & JOB DRESS must follow the restricted substances list of the Oeko-Tex Standard 100 Product Class II Annex 4. These restrictions and requirements apply to and cover all products, including accessories, fabrics, and trimming (zippers, buttons, rivets and buckle etc.).

The garment / textile supplier certifies that all articles delivered by the supplier to CLINIC & JOB DRESS are produced in compliance with the Oeko-Tex Standard 100 Product Class II.

For an update of the chemical Restriction Substances List please request at [CJD-CSR@cjd-group.com](mailto:CJD-CSR@cjd-group.com).

REACH: Supplier must abide by Regulation (EC) No. 1907/2006 of the European Parliament and the Council of December 18th, 2006 regarding the Registration, Evaluation, Authorization and Restriction of Chemicals (REACH). Supplier must keep updated on the requirements of REACH. For an updated SVHC candidate list please follow the link: <http://www.echa.europa.eu/web/guest/candidate-list-table>

## ANTI-CORRUPTION

CLINIC & JOB DRESS follows a policy of zero tolerance for all forms of corruption, including extortion and bribery. Suppliers shall not engage in any form of bribery, corruption, extortion, and embezzlement.

We will not accept any kind of corruption related to our business and we expect all our employees and our partners in the supply chain to embrace this position.

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## ANIMAL WELFARE

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Animals should be treated humanely according to animal welfare laws and international recommendations. (For more information APPENDIX 1) In businesses where animals are used in labour and/or in the production (fur, wool, leather etc.), such animals must be fed and treated with dignity and respect and no animal must deliberately be harmed nor exposed to pain in their lifespan. Taking the lives of animals must always be conducted by using the quickest, least painful, and non-traumatic method available, approved by national and acknowledged veterinarians and only conducted by trained personnel. Supplier must seek to increase traceability in production – regarding the origin of the individual animal – and will thus increase awareness of animal welfare.

### Appendix 1

*ANIMALS: In businesses where animals are used in labour and/or in the production (fur, wool etc.) such animals must be fed and treated with dignity and respect and no animal must deliberately be harmed nor exposed to pain in their lifespan. Taking the lives of animals must always be conducted using the quickest and the least painful and non-traumatic (not in the vision of other animals) method available and approved by national and acknowledged veterinarians and only conducted by trained personnel. It is important to recognize and respect that animals have a mind and body which can both be harmed due to wrong, ignorant, and brutal treatment. Clinic & Job Dress regards the protection and respect of animals as very important. The supplier and subcontractor's warrants that they adapt the same view and stance. The supplier and subcontractors must submit documentation in writing with photographs and/or video footage of the daily handling of animals involved as labour or production in the full production line. Situations in which the animals are in the risk of being in pain (taking the life, precautions towards attacks from insects and the like etc.) must be submitted to Clinic & Job Dress in writing with a thorough description of the used method, available methods, business standards and why this chosen method is used and which efforts that are considered to reduce pain to the animals.*

# CLINIC & JOB DRESS

## AUDIT AND ASSESSMENT

CLINIC & JOB DRESS expects all its supplier to follow the Code of Conduct and ensure the implementation throughout their entire supply chain and at each of their sub-contractors.

CLINIC & JOB DRESS might require additional certifications, assessments, and audits, on which will be agreed on individually with the relevant supplier.

During the agreed audit CLINIC & JOB DRESS supplier and/ or factory shall cooperate fully with the audit team and shall grant full access to the premises and any documentation that the audit team ask for, as per CLINIC & JOB DRESS **Supplier Compliance Guidelines** document.

# CLINIC & JOB DRESS

## Supplier Commitment and Compliance Agreement

We hereby confirm that we have received, read, and fully understood CLINIC & JOB DRESS Supplier Code of Conduct and Chemical Restrictions and Requirements.

We commit ourselves to inform our suppliers and sub-contractors of the content and confirm compliance in all its aspects. Furthermore, we approve of Clinic & Job Dress's right to modify and/or add appendices and accept that it is our responsibility to keep ourselves, our suppliers, and sub-contractors up to date always.

Company: -----

Address: -----

Phone: -----

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Email: -----

Date: -----

On behalf of the Supplier/ Factory (Signature)

Company Stamp/Seal (when applicable)

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Name in Print: -----

Position: -----

**This document must be signed by a duly authorised representative of the company and returned:**

**By email to**     [CJD-CSR@cjd-group.com](mailto:CJD-CSR@cjd-group.com)

**By Mail to**     CSR Department

In der Welle 14

49565 Bramsche, Germany