

# OUTERKNOWN

## Supplier Code of Conduct

### WHAT ARE WE WEARING AND WHERE IS IT COMING FROM?

At Outerknown, we understand that every garment we make has an impact. We are committed to doing everything we can to minimize, control and reduce these impacts on the environment and in the communities where we live and work.

Our success is based on our relationships with our suppliers, customers and peers in a dynamic global landscape with an ever evolving supply chain. The Outerknown Code of Conduct (“Code”) outlines the high expectations we have of ourselves and our partners.

Every Outerknown supplier must meet or exceed these guidelines as laid out in our Code and permit regular and independent monitoring. Our goal is to fairly and consistently evaluate performance in our supply chain and to actively support continuous improvement. If we determine a supplier is out of compliance with any of these guidelines, we require immediate collaborative corrective action.

While we recognize there are different legal and cultural environments in which our suppliers operate, we are committed to applying our Code across all aspects of our operations, including raw material suppliers and subcontractors. Our Code and the Supplemental Guidelines were developed to provide a framework to evaluate supplier performance and determine who we partner with.

Outerknown aspires to engage with civil society, governments, the private sector, and peers to affect systemic change of labor and environmental challenges in countries where we live and work. We intend to do business with suppliers that are already committed to these principles and are themselves in relentless pursuit of continuous improvement. We believe that partnerships based on transparency and collaboration will promote responsible and sustainable practices.

#### **Code Compliance**

The supplier shall implement this Code and applicable laws into its business practices and submit to verification and monitoring along with an applicable Code training program. The implementation of this Code is required for all Outerknown manufacturing partners including, agents, vendors, manufacturers, factories and subcontractors.

All suppliers are required to post the Outerknown Code in the local language in a conspicuous public area and communicate the Code to all supplier employees.

When differences or conflicts in standards arise, suppliers are expected to comply with the highest standard that is, when applicable, the most in favor of the employees.

### **Employment Relationship**

Employers shall adopt and adhere to rules and conditions of employment that respect workers and, at a minimum, safeguard their rights under local, national, and international labor and social security laws and regulations.

### **Nondiscrimination**

Outerknown suppliers may not discriminate against its employees during any stage of the employment relationship on the basis of race, religion, gender, sexual orientation, color, national origin, age, physical or mental disability, medical condition, political opinion, union affiliation, social group, marital status, pregnancy or any other classification protected by local, national, and international law.

All employment relationships should include effective mechanisms to protect migrant, temporary or seasonal workers from any form of discrimination.

### **Harassment or Abuse**

Suppliers are required to treat all employees with respect and dignity. No employee shall be subject to physical, sexual, psychological or verbal harassment or abuse or to monetary fines as a disciplinary practice.

### **Forced Labor**

Outerknown suppliers must not use involuntary or forced labor, whether indentured, bonded, prison or labor obtained through slavery or human trafficking. Suppliers are required to monitor any third party assisting in recruitment or hiring employees to ensure no individual is compelled to work through force, deception, intimidation, coercion or as punishment for personally held views.

Workers must not be required to lodge deposits or identity papers upon commencing employment with the supplier.

### **Child Labor**

Suppliers will not employ anyone under the age of 15 or under the age for completion of compulsory education, whichever is higher.

Young workers, under the age of 18, must not be exposed to hazardous, unsafe or unhealthy working conditions or materials. Adequate protection against such hazards must be provided to all young workers.

### **Freedom of Association and Collective Bargaining**

All suppliers' employees must be free to join organizations of their own choosing. This includes the right to form and join trade unions and other worker organizations and participate in collective bargaining without fear of harassment, interference, or retaliation.

Suppliers must develop effective, respectful, and transparent grievance mechanisms to resolve disputes, complaints and ensure effective communication between employees, employee representatives and management.

## **Health & Safety**

Outerknown's suppliers must provide their employees with a safe, healthy and clean workplace, designed to prevent accidents and injuries arising from, or occurring during, the course of work.

Suppliers must comply with all applicable laws of the countries in which they operate regarding work environment, sanitation and safety.

Suppliers providing employee housing must ensure clean, safe and adequate sleeping quarters, bathing and toilet facilities.

## **Hours of Work**

Suppliers shall not require employees to work more than the regular and overtime hours allowed by the law of the country where the workers are employed. The regular work week shall not exceed 48 hours or the maximum allowed by the law of the country of manufacture, whichever is less. Employees shall be allowed at least 24 consecutive hours of rest in every seven-day period. All overtime work shall be consensual and free from reprisal if declined. Employers shall not request overtime on a regular basis and shall compensate all overtime work at a premium rate. The sum of regular and overtime hours in a week shall not exceed 60 hours or the maximum allowed by the law of the county of manufacture, whichever is less.

## **Compensation**

Every worker has a right to compensation for a regular work week that is sufficient to meet the workers' basic needs and provide some discretionary income. Employers shall pay at least the minimum wage or the appropriate prevailing wage, whichever is higher, comply with all legal requirements on wages, and provide any benefits required by law or contract. Where compensation does not meet workers' basic needs and provide some discretionary income, each employer shall work to take appropriate actions that seek to progressively realize a level of compensation that does.

## **Environment**

We do business with suppliers who share our urgency for and commitment to preserving the environment. We ask all suppliers to commit to excellence in innovative technologies that reduce the impacts their manufacturing has on the environment, and favor those who invest in renewable energy and report their environmental impacts publically.

Suppliers must have policies and procedures in place to manage and minimize their environmental impacts. This includes resource consumption, as well as water and air emissions. Additionally, suppliers must meet all requirements related to chemical restrictions, safely labeling, handling, and storage of approved substances while preventing or mitigating the release of chemicals and hazardous materials. All employees who handle chemicals must be adequately trained to do so.

Suppliers must comply with all applicable environmental laws and regulations where they do business and undertake initiatives to promote greater environmental responsibility.

## **Community**

Outerknown encourages and aligns with suppliers who are engaged in their communities. By investing in infrastructure and creating education opportunities we take a leadership position alongside our suppliers in promoting social development in the communities where we work and live.

**Transparency**

Suppliers must be fully transparent when submitting to onsite inspections as well as maintain all accurate documentation necessary for demonstrating compliance with the Code. This includes full access to production facilities, employee records and employees for confidential interviews.

**Remediation & Continuous Improvement**

All suppliers are expected to take necessary corrective actions to promptly remediate any noncompliance and strive for continuous improvement. Outerknown reserves the right to terminate business relationships with any supplier who is unwilling or unable to comply with the Code.

**Animal Welfare**

Suppliers must respect and commit to promoting ethical animal welfare practices with a focus on the five freedoms. This includes capture, maintaining, breeding, raising, transportation, handling and slaughter. We believe that all such animals, while taking into account their species' needs, should benefit from freedom from thirst, discomfort, pain, injury or disease, fear and distress and have the freedom to behave naturally. Our expectations are above national and international animal welfare, social and environmental laws and regulations, as well as internationally accepted human and labor rights standards.

**Traceability and Material Sourcing**

Suppliers must use only designated suppliers for raw materials and components to maintain supply chain transparency. Prior written approval must be obtained before any portion of the product is vendor-sourced or substituted. Outerknown is committed to sourcing recycled and organic content where ever possible and choosing partners who demonstrate leadership in protecting biodiversity, land and water use, low emissions, and chemical management.

**Unauthorized Subcontracting**

Outerknown suppliers must not engage any subcontractor to perform any work for Outerknown products or components without prior written approval, and only after the subcontractor has agreed to comply with this Code.