



boohoo

Supply Chain Code of Conduct





0: Transparency

0.1 Suppliers must disclose the identity, physical location and ownership of all factories that will produce goods for Boohoo, including the use of sub-contractors. Any proposed change from one facility to another or the use of sub-contractors must be approved by Boohoo before production begins.

0.2 The organisation must allow unannounced inspections of their records and facilities by Boohoo or Boohoo's approved third-party auditing partner (Verisio Ltd) to verify compliance to these Standards, including confidential employee interviews.

0.3 Only preapproved factories may carry out production for Boohoo and changes to the ownership or directorship must be notified to Boohoo.

1: Employment is Freely Chosen

1.1 All personnel shall have the freedom to accept or leave a job voluntarily and without punishment or penalty.

1.2 Personnel 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 The organisation shall ensure that involuntary prison, forced, bonded, or indentured labour, as well as human trafficking and slavery, are strictly prohibited.

2: Freedom of Association and Right to Collective Bargaining

2.1 All personnel shall have the right to or not to form, join and organise trade unions of their choice to bargain collectively on their behalf with the organisation without fear of reprisal, intimidation, or harassment.

2.2 The organisation shall ensure that union members, representatives of workers and any personnel engaged in organising workers are not subjected to discrimination, harassment, intimidation or retaliation for being union members and that representative(s) of workers have access to their members in the workplace.

3: Safe & Hygienic Working Conditions

3.1 The organisation shall provide a safe and hygienic workplace environment bearing in mind the prevailing knowledge of the industry and of any specific hazards.

3.2 The organisation shall appoint a senior management representative to be responsible for ensuring a safe and healthy work environment for all personnel and for implementing this Code of Conduct's Health and Safety requirements.

3.3 The organisation shall provide and shall take practical steps to prevent potential health and safety incidents and occupational injury or illness arising out of, associated with or occurring in the course of work for all categories of workers. It shall minimise or eliminate, so far as is reasonably practicable, the causes of all hazards in the workplace environment.

3.4 The organisation shall provide personnel with appropriate personal pro-



protective equipment as needed when hazards remain after adequate minimisation or elimination of the causes of all hazards in the workplace environment.

3.5 In the event of a work-related injury, the organisation shall ensure that adequate employees are trained to provide first aid.

3.6 The organisation shall ensure that all personnel receive regular and recorded health & safety training, and such training shall be repeated for new or reassigned workers.

3.7 The organisation shall provide, for use by all personnel, free access to clean toilet facilities, potable water, suitable spaces for meal breaks, and, where applicable, sanitary facilities for food storage.

3.8 All personnel shall have the right to remove themselves from imminent danger without seeking permission from the organisation.

4: Child & Young Workers

4.1 The organisation shall not engage in or support the use of child labour as defined below.

4.2 Underage labour is any person under the minimum employment age according to the laws of the facility's country, or, in the absence of regulation, under the minimum age for completing required education. If the country's minimum working age is either not defined or younger than 15, suppliers, facilities and subcontractors within their supply chain shall not

employ anyone younger than 15. Underage labour is not to be used to produce or distribute goods or services. Underage labour laws protect children and benefit communities.

4.3 The organisation shall develop, document, maintain and effectively communicate to personnel and other interested parties, written policies and procedures for remediation of child labourers, and shall provide adequate financial and other support to enable such children to attend and remain in school until no longer a child as defined above.

4.4 The organisation may employ young workers, but where such young workers are subject to compulsory education laws, they shall work only outside of school hours.

4.5 The organisation shall ensure that young worker's working hours and days are in line with the relevant legislation in which the factory operates.


4.6 The organisation shall not expose children or young workers to any situations in or outside of the workplace that is hazardous or unsafe to their physical and mental health and development.

5: Fair Wages are Paid

5.1 The organisation shall ensure that personnel are compensated according to the law including minimum wage, if applicable overtime premium pay.

5.2 The organisation shall ensure that personnel receive equal pay for equal work without discrimination.

5.3 The organisation shall ensure that deductions are not taken from the employees pay as part of any disciplinary action.



5.4 The organisation shall ensure that personnel's wages and benefits composition are detailed clearly and regularly to them in writing for each pay period.

5.5 The organisation shall lawfully render all wages and benefits due in a convenient to workers, but in no circumstances in delayed or restricted forms, such as vouchers, coupons or promissory notes. Cash payments for wage compensation are not permitted.

6: Working Hours are not Excessive

6.1 The organisation shall comply with applicable laws, collective bargaining agreements (where applicable) and industry standards on working hours, breaks and public holidays.

6.2 The organisation shall ensure working hours, excluding overtime, are defined by the contract, and shall not exceed 48 hours per week.

6.3 The organisation shall ensure workers do not work over 12 hours per day where allowed by local law.

6.4 The organisation shall ensure all overtime is voluntary and that overtime shall be used responsibly, taking into account all the extent, frequency and hours worked by individual workers and the workforce as a whole.

6.5 The organisation shall ensure that the total hours worked in any 7 days shall not exceed 60 hours.

6.6 The organisation shall ensure workers shall be provided with at least one day off in every 7 days or, where allowed by national law, 2 days off in every 14 days.

7: Discrimination

7.1 The organisation shall ensure that the environment provided is free from discrimination.

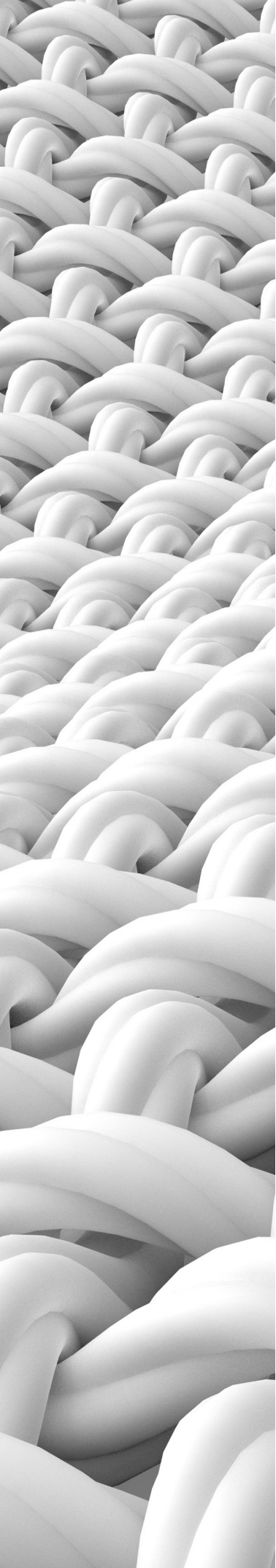
7.2 There shall be no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

7.3 The organisation shall not interfere with the exercise of personnel's rights to observe tenets or practices or to meet needs relating to race, national or social origin, religion, disability, gender, sexual orientation, family responsibilities, union membership, political opinions or any other condition that could give rise to discrimination.

7.4 The organisation shall not subject personnel to pregnancy or virginity tests under any circumstances.

8: Regular Employment is Provided

8.1 The organisation shall ensure that all work performed is on basis of a recognised employment relationship established through national law and practice. 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.



8.2 The organisation shall ensure that personnel understand their current employment terms with regards to wages, working hours and other employment conditions.

9: Workforce, Subcontractors, Agencies and Migrant Labour

9.1 The organisation shall ensure that third-party agencies, recruitment firms, labour brokers and subcontractors comply with legal and ethical employment practices. All standards also apply to temporary workers as well as regular workers.

9.2 The organisation shall ensure a full understanding of the entire recruitment process and assess all labour recruiters and intermediaries against legal and Boohoo requirements.

9.3 The organisation shall have an effective system in place to identify and monitor the hiring and management of all migrant workers, contract workers, agency workers, temporary or casual labour.

9.4 The organisation shall ensure that employment agencies only supply workers registered with them.

9.5 The organisation shall ensure workers do not pay any recruitment fees at any stage of the recruitment process.

9.6 The organisations worker contracts accurately reflect the agreed payment and terms in the recruitment process and are understood and signed by workers

9.7 The organisation shall only employ workers who are legally authorised to work in their location and facility and have a process for validating employees' eligibility to work status through appropriate documentation.

10: Homeworkers

10.1 Unless prohibited by law, the use of homework (as defined by the International Labour Organization (ILO) below) is acceptable.

International Labour Organization (ILO) Definition of Home Worker) The term homework means work carried out by a person, to be referred to as a home worker,

(i) in his or her home or in other premises of his or her choice, somewhere other than the work place of the employer;

(ii) for remuneration;

(iii) which results in a product or service as specified by the employer, irrespective of who provides the equipment, materials or other inputs use

10.2 Adequate controls shall be established to ensure workers' pay and hours comply with legal and ethical requirements and that the working environment meets relevant health and safety regulations.

10.3 There shall be no unauthorised homeworking without prior approval from Boohoo



11: Accommodation

11.1 The organisation shall ensure that dormitories or other housing that is provided, have sufficient living space that meets all emergency safety standards and applicable laws.

11.2 The organisation shall ensure dormitories or other housing provided (such as single dwelling homes, or apartments) includes the same standard of living for all residents.

11.3 The organisation shall ensure that the physical and structural integrity of living quarters are assessed by experts to guarantee that they are capable of and suitable for housing people.

11.4 The organisation shall ensure that the living quarters should afford a minimum of approximately 20 square feet (1.8 square meters) per person, which includes a sleeping area and available floor space. Everyone should be provided with a secure locker of at least one cubic foot (0.3 cubicmeters).

12: No Harsh or Inhumane Treatment is Allowed

12.1 The organisation shall ensure that all personnel are treated with fairness, respect, and dignity. No form of physical, sexual, psychological or verbal harassment or abuse shall be tolerated

13: Discipline Management

13.1 The organisation shall ensure disciplinary policies follow all legal requirements and ensure all personnel are treated fairly and consistently, including no monetary disciplinary deductions.

14: Grievance Management

14.1 The organisation shall establish a written grievance procedure that is confidential, unbiased, non- retaliatory and accessible and available to personnel and interested parties to make comments, recommendations, reports or complaints concerning the workplace and/or non-conformances to the Boohoo Code of Conduct.

14.2 The organisation shall have procedures for investigating, following up on and communicating the outcome of complaints concerning the workplace and/ or non-conformances to this Code of Conduct or of its implementing policies and procedures. These results shall be freely available to all personnel and, upon request, to interested parties.

14.3 The organisation shall not discipline, dismiss or otherwise discriminate against any personnel or the interested party for providing information on Boohoo compliance or for making other workplace complaints.

14.4 All sites must display Boohoo Whistle Blowing Poster in an obvious location inside the factory.



15: Environment

15.1 The organisation shall comply with the requirements of local and international environmental laws and regulations including having all necessary permits including for use and disposal of resources, e.g. water, waste etc.

15.2 The organisation shall have an environmental policy, covering their environmental impact, which is communicated to all appropriate parties.

15.3 The organisation shall be aware of the significant environmental impact of its site and its processes

Acknowledgement & Commitment

The provisions of this code constitute minimum not maximum standards and this code should not be used to prevent companies exceeding these standards.

Companies applying this code are expected to comply to national law and, where the provisions of law and the code address the same subject, to apply that provision which affords the greater protection.

Boohoo reserves the right to suspend, fine or terminate business relations with any supplier or factory in breach of the above standards.

Zero Tolerance approach to any physical / verbal abuse to any assessor.

By signing below, you agree to adhere to the Terms and Conditions of this Code of Conduct.

Company Name:

Company Representative & Job Title:

Signature:

boohoo