

# VENDOR CODE OF CONDUCT

---

AS OF JULY, 2017

This Code of Conduct (CoC) applies to all ALDO Group Vendors. Vendors are defined as suppliers, manufacturers, contractors, subcontractors and agents who provide ALDO Group with goods and/or services.

1. The **Laws and Regulations** of the countries where goods are made and services provided shall be complied with, including all applicable labour and employment laws and regulations.
2. **Forced Labour** shall not be used, whether in the form of prison labour, indentured labour, bonded labour, or otherwise.
3. **Child Labour** shall not be used. Workers will be at least 15 years of age, or meet the minimum age established by local law, whichever is greater.
4. Corporal punishment and other forms of coercion, abuse or harassment, whether psychological, sexual or physical, shall be prohibited. **Disciplinary Practices** will be fair and communicated clearly.
5. There shall be no **Discrimination** in hiring, remuneration, access to training, promotion, termination or retirement based on race, nationality, caste, religion, disability, gender, sexual orientation, family responsibilities, marital status, political opinions or age.
6. **Working Hours** shall not exceed 60 hours of work in any consecutive 7 day period, except under extenuating circumstances. Employees shall be entitled to at least one day off in every seven-day period.
7. Conditions in all work and residential facilities shall be safe, clean, and consistent with all applicable laws and regulations regarding **Health and Safety**.
8. Employee **Wages, Benefits and Overtime Premiums** shall be paid in compliance with all applicable laws in a timely manner. Wages and benefits must meet or exceed the minimum required by local laws or the prevailing industry standard, whichever is higher. Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions outside of those legally required without the express consent of the employee.
9. All applicable local and national **Environmental** laws and regulations shall be complied with. Vendors shall manage their environmental impacts, including but not limited to energy, air emissions, wastes, chemicals, hazardous materials and water discharges.
10. To the extent permitted by the laws of the manufacturing country, employees' right to **Freedom of Association** shall be respected without harassment, interference, or retaliation.
11. Clear and recognized **Regular Employment** relationships shall be established according to country and local laws.
12. **Management Systems** shall be established with documented policies and procedures. Responsibility shall be clearly assigned within employee job descriptions.
13. Vendors shall conduct their business ethically, without **Conflicts of Interest** and corrupt practices, including **Bribery** or any other practice that is unlawful or encourages non-compliance with any of ALDO Group requirements.

---

Any non-compliance with this Code of Conduct should be reported immediately.

Should you have questions, please contact ALDO Group's Social Compliance team: [social.compliance@aldogroup.com](mailto:social.compliance@aldogroup.com)

# ALDO