



CODE OF CONDUCT FOR SUPPLIERS

VERSION	DATE
3.0	Jan 2019

Introduction

At Lorna Jane we want to ensure that the human rights of the people whose work is contributing to our business are respected.

Accordingly, we have developed a Code of Conduct for our suppliers. By signing Lorna Jane's Terms and Conditions, the supplier commits to working proactively to meet these requirements within its operations and its supply chain.

While Lorna Jane recognises that there are different legal and cultural environments in which our suppliers operate, we expect our suppliers to follow internationally accepted labour standards, including the conventions of the International Labour Organization (ILO) and to continuously work on improving the labour conditions for those involved in the production of our garments and other products.

I. Compliance with Laws

Suppliers that produce goods for Lorna Jane should operate in compliance with the laws of their respective countries and with other applicable rules and regulations. Where there are differences between the provisions of this code and national laws or other applicable standards, suppliers shall adhere to the higher requirements.

Our requirements may however not be limited to legal requirements.

II. Labour

Forced Labour, Human Trafficking (Modern Day Slavery)

We have a zero-tolerance policy towards forced or bonded labour. Suppliers or sub-contractors should not use any form of forced labour, including prison labour or bonded labour as defined by ILO conventions 29 and 105.

Suppliers or subcontractors should not require either their male or female employees to pay any kind of deposits, nor may they retain their employees' identity documents.

Child Labour

Lorna Jane does not accept child labour.

A child is defined as a person younger than 15 years of age, or as an exception, 14 years of age in countries referred to in article 2.4 of the ILO convention 138. If the national legal age for working is higher than 15 years of age, the supplier must adhere to the higher requirement.

The supplier shall establish and implement a child labour policy ensuring that no child is employed.

If child labour is detected in the production of goods for Lorna Jane, the supplier is obliged to offer a sustainable solution in the best interest of the child.

Young employees (below the age of 18 years) may only be employed in non-hazardous work, if they are above the country's legal age for working.

Freedom of Association and Collective Bargaining

All employees, without distinction whatsoever and irrespective of sex, must be able to exercise their legal right to form or join a trade union and participate in collective bargaining without threat of reprisal, intimidation or harassment (ILO conventions 87, 98 and 135).

In countries where freedom of association is restricted the company should strive to create an environment in which the company management and employees can discuss salaries and working conditions in a non-threatening manner.

Humane Treatment (Harassment and Abuse)

Suppliers or subcontractors should treat all employees with respect and dignity. Physical punishment or the threat thereof, sexual or racial harassment, verbal abuse or power abuse or any other form of harassment or intimidation is unacceptable in any circumstances.

- Sexual harassment, including unwelcome sexual advances, unwanted hugs and touches, suggestive or lewd remarks, requests for sexual favours, or the display of indecent, derogatory, or pornographic pictures, posters, drawings or videos, is prohibited.
- All workers are protected from retaliation for complaining about harassment.
- Security staff, doctors, nurses, managers and other key personnel (where relevant) are regularly trained to recognize signs of gender-based violence and understand laws and organisation policies on human trafficking and sexual exploitation.

Discrimination

Suppliers or subcontractors should not apply any type of discriminatory practice in relation to the recruitment, compensation, promotion or the termination of an employment agreement of women and men workers based upon race, caste, ethnicity, social origin, marital status, sexual orientation, disability, religion, nationality, age, gender and/or union membership or political affiliation (ILO conventions 100 and 111 and the CEDAW convention).

- Pregnancy tests or the use of contraception shall not be used as a condition of hiring or continued employment.
- Women workers shall be protected against threats of dismissal or any other employment decision that negatively affects their employment status to prevent them from getting married or becoming pregnant.
- Equal opportunities for women and men shall be provided in all aspects of training and personal and professional development.
- Works with family responsibilities shall be protected against discrimination with regard to dismissal (ILO convention No. 156)

Wages and Benefits

Suppliers and subcontractors should pay its male and female employees at least minimum wage or the prevailing industry standard, whichever highest. The amount should be sufficient to cover basic needs for the employee and their family as well as provide some additional income.

Wages and over time premiums and any incentive (or piece) rates should be paid directly to the employee on time and in full.

Suppliers or subcontractors should provide their employees with paid sick leave, annual leave and statutory holidays as required by law or the prevailing industry standard, whichever highest. Women employees are entitled to maternity protection (leave and benefits as well as protection against discrimination) as required by law or the prevailing industry standard, whichever highest.

Childcare benefits and special leave or working time arrangements for workers with family responsibilities shall apply to both men and women.

To make unfair or illegal deductions from wages or the removal of benefits as a disciplinary measure are not permitted.

Working Hours

Suppliers or subcontractors should set working hours in compliance with applicable laws, and regular working.

Employees, nth male and female should have at least one day off in seven and employees should be permitted to refuse overtime without any threat of penalty, punishment or dismissal.

Policies for the calculation of basic wages, overtime, bonuses and payroll deductions are the same for both men and women workers, and measures are taken to ensure that all personnel understand these policies.

Labour Contract

All employees should be entitled to a written labour contract in accordance with the law.

III. Working Conditions

Occupational Health and Safety

Suppliers and subcontractors should comply with applicable laws and regulations and provide employees with a safe and healthy work place.

Employees should be provided with sufficient personal protection equipment for the work performed. The employer is encouraged to introduce a health and safety policy for its operations in accordance with national law and international norms that also recognises gender differences where appropriate.

Dormitory

When dormitory facilities are provided, these should meet all applicable laws and regulations related to health and safety, including fire safety and electrical and structural safety.

IV. Environment

Suppliers should comply with existing environmental legislations and obtain all legally required permits, licenses and registrations applicable for their business.

The supplier should introduce and maintain a suitable environmental management system or equivalent to minimise environmental risks, and continuously improve the company's environmental performance.

Any waste, waste water or emissions with the potential to adversely impact human or environmental health should be appropriately stored, managed, controlled, disposed of and treated prior to release into the environment.

V. Management System

Lorna Jane encourages its suppliers to strive towards continuous improvement in their work to comply with the Code of Conduct.

We encourage our suppliers to implement the Code of Conduct into an existing management system or to introduce a management system in the workplaces being used in the production of goods for Lorna Jane. This management system should include policies and procedures, communication and training, gender-awareness and capacity-building, and gender-specific grievance mechanisms.

VI. Monitoring, Corrective Action and Non-Compliance

Lorna Jane expects its suppliers to respect the Code of Conduct and to actively do the utmost to fulfil Lorna Jane's requirements in their own organisation and throughout their supply chain. This should be done by cooperating in a transparent manner, by, for example granting Lorna Jane access to relevant documentation and premises.

Lorna Jane reserves the right to carry out announced and unannounced audits of all premises producing our goods at any time, either by Lorna Jane or by an independent third party of our choice.

If Lorna Jane determines that a production unit is violating this Code, we expect the supplier to take responsibility for the implementation of corrective actions.

If corrective action is advised but not taken, Lorna Jane may suspend the placement of future orders or terminate the business relation at its discretion.