

# **JACK WOLFSKIN**

## **SUPPLIERS` CODE OF CONDUCT**

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## Suppliers' Code of Conduct

Outdoors is our business: With JACK WOLFSKIN our customers should be able to feel "At Home Outdoors" at all times because our products combine best possible functionality with high levels of comfort. True to these principles, we have been producing functional apparel, equipment and footwear for outdoor activities, leisure and travel since 1981.

To this end, we aim to ensure that all of our products fulfil both the specific requirements of the user and the varied demands of differing activities.

To ensure that this remains the case in the future as well, it is essential to place the focus firmly on humans and nature during production of our products.

On the one hand, we hold the people who produce JACK WOLFSKIN products in high regard, and we are not unaware of the inequity that they may be confronted with. For this reason, our business partners (suppliers, producers and sub-contractors) have to live up to their obligation to care for their employees and comply with nationally and internationally valid standards.

On the other hand, we also hold the amazing beauty and variety of nature in high regard. As a result, potentially negative influences should be minimised and nationally and internationally applicable environmental regulations must be complied with.

The basic principle behind any business relationship with JACK WOLFSKIN is that our business partners (suppliers, producers and sub-contractors) are obliged to authorise and implement the following standards:

### **1. Social Requirements with Regard to Employees**

The standards are applicable to all employees (all persons working in the company in question). Statutory regulations and internal rules and guidelines which specify these standards must be disclosed, and employees informed of them in a comprehensible manner. These rights must not be restricted either by contract or any other form such as contract placing, fake training schemes etc.

### **Work Agreement**

A written employment contract must be concluded with each employee when he/she joins the company. In addition to information specific to the individual in question, the contract must contain the following details as a minimum: function, entry date, regular working time, salary (salary level/details, social security contributions, date of payment and payment arrangements), probation period (if applicable), duration of validity for temporary employees, leave entitlement, terms of termination, signature of employee and employer and date.

### **Prohibition of Child Labour**

The company may only employ people above the age of 15 (or who have completed their 14th year in accordance with ILO Convention 138) or older in those cases required by national statutory regulations.

Young employees must have completed compulsory education and the working time must not be more than 8 hours per day. Furthermore young employees may not work during night hours.

Statutory regulations for the protection of young employees and apprentices must be adhered to. Young employees must not be exposed to any situations that are unsafe or hazardous to their physical or mental health and development.

ILO Conventions 79, 138, 142, 182 and ILO Recommendation 146 are applicable.

### **Prohibition of Forced Labour**

Employment must be voluntary. All employees must have the right to leave the factory compound after completion of the standard workday. Employees have to be free to terminate the work contract after giving appropriate notice to the employer.

No employee may be forced to work either with penalties or against his/her will or with restrictions on his/her mobility. This also includes a ban on measures such as security deposits, withholding original identification documents, or creating other obligations which pursue the objective of preventing the employees from leaving the factory compound.

The company must not engage in or support trafficking in human beings.

ILO Conventions 29 and 105 are applicable.

### **Anti-Discrimination**

Discrimination against persons in hiring, remuneration, access to training, promotion, termination or retirement due to group-specific attributes such as ethnic or national provenance, colour, language, political or religious affiliation, sexual orientation, gender, age, family responsibilities, marital status, disability or membership of a labour organisation or union is not allowed. Care must be taken to ensure that all applicants, employees and business partners are treated equally and have the same opportunities.

ILO Conventions 100, 111, 143, 158, 159, and 183 are applicable.

### **Working Time**

Working time must comply with statutory regulations as a minimum.

Under no circumstances may the regular working time exceed 48 hours a week and overtime must not exceed 12 hours a week. Overtime must be voluntary and has not to be demanded on a regular basis. It has to be paid at a premium rate at least in accordance with the law.

The employees must have minimum one day off following six consecutive days worked.

ILO Convention 1 and 14 are applicable.

### **Wage**

The wage paid for regular working time must conform to the valid statutory minimum wage, plus other legally required benefits as a minimum. The wage paid to workers must be adequate to cover living costs and allow some discretionary income in addition.

Remuneration must be paid for all overtime hours at a premium rate in accordance with statutory requirements. In countries where premiums for overtime are not regulated by law or collective

bargaining agreement, the employees must get the overtime remuneration at a premium rate or equal to current industry standards whichever is more favourable for the employees.

Employees must be registered in the statutory social insurance systems and social security contributions made in accordance with statutory requirements.

In countries where paid sick leave is not regulated by law, workers have to be compensated adequately. If there is no statutory insurance system or the existing system does not include health insurance or free medical service, the company has to pay medical services for the employees.

All kinds of illegal deductions as a disciplinary measure are prohibited.

The wage must be paid regularly and within the legal timeframe but not later than 7 days after the calculation period.

The employees must be provided with written, comprehensible information about the make-up of their salary, including deductions and benefits. ILO Conventions 26, 102 and 131 are applicable.

Also for new workers all working time must be paid, even if workers decide to quit the job after some days.

### **Working Conditions, Occupational Health and Safety**

The company must provide the employees with healthy and safe working conditions. These healthy and safe working conditions include all measures which are necessary to protect the life and health of the employees. Measures include fire safety, building safety, machine safety, chemical safety and a medical emergency service at least in accordance to legal requirements.

The same standards are applicable for living accommodation if these are provided by the company.

The employees must receive regular training in the application of, and adherence to the safety standards. Adherence must be monitored regularly. ILO Convention 155 and ILO recommendation 164 are applicable.

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

Employees must have the statutory right to form, join and organise labour organisations. The right to bargain collectively must be adhered to.

If rights of freedom of association and collective bargaining are restricted by law, alternative forms of internal representation of interests must be allowed. It must be ensured by the company that workers' representatives and any personnel engaged in organizing workers are not subjected to harassment, discrimination, intimidation or retaliation because of their work.

Workers' representatives must have free access to the workplace in accordance with statutory regulations.

ILO Conventions 87, 98, 135, 154 and ILO recommendation 143 are applicable.

## **Disciplinary Measures**

All forms of illegal disciplinary measures e.g. physical and verbal assaults, psychological or sexual harassment and all other forms of intimidation must be forbidden in the company. The company rules which should be followed by the employees, as well as the legal consequences of misconduct, must be transparent to the employees. If superiors use illegal disciplinary measures, this behaviour must have disciplinary consequences. A functioning system must be implemented to enable the employees to complain about illegal disciplinary measures. Employees who complain against breaches of the Code of Conduct and / or their legal rights must not face punitive measures.

### **2. Environmental Requirements**

The company is required to comply with environmental protection laws, internationally valid standards as well as JACK WOLFSKIN requirements such as the GreenBook. In addition, we encourage our business partners to share JACK WOLFSKIN's passion for nature and to take preventive action with regard to existing ecological challenges and risks.

### **3. Bribery and Corruption**

JACK WOLFSKIN does not tolerate any form of bribery or corruption, whether direct or indirect, in the form of money, unsuitable presents or invitations, or other unfair advantages with the aim of favouritism or manipulation.

### **4. Management Practice**

By signing this document, the company acknowledges the standards defined in this Code of Conduct, and accepts its obligation to implement the standards in the company.

All employees must be informed about their rights and duties arising from this Code of Conduct and receive training in its practice. If an employee representation body is already in existence, it must receive a copy of the signed Code of Conduct and the standards must be explained to it. If there are any operating deviations from the Code of Conduct, employee representatives must be involved in developing and implementing corrective measures.

In order to fulfil the Code of Conduct requirements and legal regulations, a suitable management systematic must exist. The tasks must be allocated to personnel with the necessary skills. Compliance must be monitored.

Appropriate, transparent, accurate and complete records must be kept with regard to relevant activities so that evidence can be provided about the level of compliance with the standards.

In the event of deviations from the standards, the company is obliged to define corrective measures and to implement them within a reasonable timeframe. If the company has difficulties in implementing compliance standards, Jack Wolfskin can be asked to provide necessary support.

### **5. Complaints Procedure**

All employees have the right to report any breach of the Code of Conduct and / or supplementary statutory provisions to JACK WOLFSKIN, Fair Wear Foundation and / or other independent third parties if an internal solution could not be found.

## 6. Monitoring

The company is obliged to grant JACK WOLFSKIN employees or third parties appointed by JACK WOLFSKIN access to the company at any time in order to monitor the level of compliance with the standards no matter if announced or unannounced. The above-mentioned parties must be provided with the necessary truthful information, documents and resources on time. Repeated attempts to defraud in terms of providing auditors with faked or manipulated documents or pressure on the workforce to provide auditors with false information can lead to immediate termination of the business relationship.

In addition, the company is obliged to check compliance with these standards in its other production units and sub-contractors no matter if they are producing for Jack Wolfskin or not and must be able to provide evidence about the respective results. The company is also obliged to assist these units in implementing the standards if deviations exist. The correct performance of these monitoring activities will be monitored at random by JACK WOLFSKIN.

If you have any questions, suggestions or complaints you would like to make, please contact us using one of the following options:

1. Anonymous via internet [www.com-box.net](http://www.com-box.net)
2. Send a message to the global Sumations contact via email: [workers-voice@sumations.com](mailto:workers-voice@sumations.com)
3. Contact us directly in Germany:

JACK WOLFSKIN Compliance Team

Vendor Control Department

Jack Wolfskin Kreisel 1

65510 Idstein - Germany

Email: [complaints@jack-wolfskin.com](mailto:complaints@jack-wolfskin.com)

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Signature / Stamp Supplier / Date