



Code of Conduct

Oct. 2021



INTRODUCTION

The following B&D Textiles **Code of Conduct** applies to all B&D Textiles GmbH team members (“B&D”), cooperation partners and suppliers. It lays down the essential principles and basic rules of doing business at, for, or with B&D.

Our Code of Conduct concerns the behavior of management and all employees towards other employees, colleagues, business partners, customers, suppliers, the public and the environment.

The contents of B&D Code of Conduct are mandatory

It is not possible to establish a partnership with B&D without applying to the B&D Code of Conduct. We demand our partners not only to comply with the following code of conduct but also to monitor their subcontractors to act accordingly.

Please support us in our mission

If, in the course of any work related to activities performed by or for B&D, you ever experience or learn of events that are in contrast to the following values and expectations, we strongly ask you to contact us.

You can reach us via the known contact channels:

<https://bd-textiles.de/kontakt/>

If privacy is an issue, please reach out via the confidential e-mail address help4friends@bd-textiles.de. We will support you in any case.

The B&D Mindset

We as B&D believe that a respectful, cooperative and sustainable cooperation with all the people that cross our way when doing business forms the base of any long-term corporate success and people's future in general. Thus, B&D is committed to its social responsibility, the responsibility towards its own company and employees, its customers, suppliers and the environment in the context of its entrepreneurial activities.

We know that this is not a finite task but a never ending process of effort, observation and improvement. We are even more aware of the challenge this task means because the textile industry in particular has shown both in past and present days inglorious and sometimes even horrifying examples of the dark sides of capitalism and the international division of labour.

Guidelines and role models for the B&D mindset

The B&D Code of Conduct is based on internationally recognized principles for the protection of human and labor rights.

This means not only following national and international law, this also means following the United Nations Universal Declaration of Human Rights, the ILO (International Labour Organisation) Core Labour Standards, the United Nations Sustainable Development goals, the UN Guiding Principles on Business and Human Rights as well as the OECD Guidelines for Multinational Enterprises.

In addition, the code strongly orients towards some of the most recognized international standards on the protection of the environment in their latest version, like Oekotex Made in Green or GOTS.

Suppliers and Subcontracting

B&D considers its suppliers as partners. Once the selection process is completed, each new partner agrees to act in compliance with the conditions as described in this Code of Conduct. Since B&D selects its partners according to these criteria, subcontracting is not actually foreseen. Should subcontracting be unavoidable, we will be informed in advance about the subcontractor in question. We reserve the right to reject the subcontractor if there are concerns about labour, human rights or environmental issues.

1. LEGAL COMPLIANCE

All business must be done in compliance with national and international laws and other relevant provisions of the countries in which it is active in all business activities and decisions. Both internal researches and external experts consulting help B&D guarantee that we are following laws at any point of doing business. B&D and its partners take care - especially in countries with a weak state structure – that the principles of this Code of Conduct are followed in all actions.

2. SOCIAL RESPONSIBILITY

Working Conditions

B&D and any signing partner declare that the conventions of the International Labor Organization (ILO) form the basis of doing business and guarantee their implementation to all processes. This means:

Right to Organise and Collective Bargaining

B&D and any signing partner respect the right of employees to form, without prior authorisation and of their own choosing, organisations whose purpose is to promote and protect the interests of employees, to join such organisations and to elect their representatives freely. The right of employees to bargain collectively on pay and working conditions is respected. Employees shall not be discriminated against in respect of employment because of their membership of employees' organisations. In countries where the principles of freedom of association, right to organise and collective bargaining are not respected or the exercise of these rights is restricted or prohibited, employees must be allowed to freely elect their own representatives with whom they can engage in dialogue on workplace issues. Businesses should respect the right of their employees to raise grievances without being disadvantaged in any way. These grievances should be handled in a socially responsible manner.

The abolition of forced labour

B&D and any signing partner reject economic activity based on forced or compulsory labour, debt bondage or servitude. This includes any kind of work or service that is required of a person under threat of punishment and for which he or she has not volunteered. Any detection of forced labour must be reported immediately to the B&D management (help4friends@bd-textiles.de).

The abolition of labour by children

Child labour is unacceptable. B&D and any signing partner observe the respective legal minimum age for admission to employment or work in the respective country of cooperation, which must not be lower than the age at which schooling ends and in no case lower than 15 years. Young people under the age of 18 shall only be employed if the nature or conditions of the work performed by them do not endanger their life or health. In addition, such young persons must receive appropriate instruction and training in the relevant industry. Any detection of child labour must be reported immediately to the B&D management so that necessary social reintegration measures can be initiated that focus on the welfare and protection of the child.

Social Interaction and Discrimination

B&D and any signing partner guarantee that their employees are treated with dignity and respect. All forms of undignified treatment, abuse, harassment and intimidation and unlawful punishment of employees shall be refrained from. Disciplinary measures shall be set out in writing and in a form that the worker can understand. Any form of discrimination, exclusion or preference based on ethnic origin, colour, sex, religion, political opinion, national descent and social origin which has the effect of nullifying or impairing equality of opportunity or treatment in employment or occupation shall be refrained from. Furthermore, the principle of equal pay for male and female employees for work of equal value shall apply.

Working time

Unless applicable national laws or applicable collective bargaining regulations set a lower maximum working time, the regular working time should not exceed 48 hours per week plus a maximum of 12 hours of overtime per week. Overtime shall be voluntary and remunerated at least in accordance with the relevant legal or collective agreement provisions and its imposition should remain an exception. Employees shall be granted the right to rest breaks on each working day. The relevant statutory holidays shall be observed. After six consecutive working days, a 24-hour day off shall be granted.

Payment

State or collectively agreed minimum wages must not be undercut; wages for regular full working hours should be sufficient to meet the basic needs of employees. At the same time, we know that enterprises cannot secure a livelihood commensurate with human dignity on their own, but that supplementary state benefits and other social protection measures may be necessary. Wages are not withheld and are regularly paid in a form suitable for the worker. Wage deductions are only permissible within the legal or collectively agreed framework and must be shown. Employees shall be regularly informed about the composition of their wages.

Information Policy and Employment Relationship

The rules of national labour law shall be complied with. Employees shall be provided with comprehensible information on the essential terms and conditions of employment, including working hours, remuneration and payment and settlement modalities. The right of employees to terminate their employment relationship with the relevant notice period shall be respected. The professional qualification of employees shall be promoted.

Safety and health in connection with work

In order to prevent occupational accidents and protect the health of employees in the course of their activities, appropriate measures shall be taken to ensure health and safety at work, taking into account national requirements.

Applicable local regulations on occupational health and safety, health and safety at work, building safety and fire safety shall be complied with in order to minimise the risk of accidents and occupational diseases. Where necessary and appropriate, employees are provided with adequate personal protective equipment. In situations of immediate danger, employees have the right and duty to leave their workplace immediately and without permission. Vulnerable persons, such as young employees, young mothers and pregnant women, as well as persons with disabilities, shall be given special protection.

3. ENVIRONMENTAL RESPONSIBILITY

Finding the best way of doing business that reduces negative impacts on natural resources, biodiversity and the climate must be an ongoing goal for all activities related to B&D and its business partners. Compliance with any applicable environmental laws and regulations is the prerequisite for this. The standards required from B&D side – e.g., the latest versions of the requirements as listed in the OekoTex Made in Green standard, GOTS and also the B&D Restricted List of Substances – must be followed, reviewed and checked on a regular basis. Any B&D business partner will establish a system which allows them to monitor their operational activities for harmful environmental impacts and to take all necessary and appropriate measures within the framework of their possibilities to reduce and avoid the effects that doing business has on the environment.

4. CONSUMER INTERESTS

B&D and any signing partner take appropriate measures to ensure the quality of the products produced for and offered by B&D. They furthermore ensure that their products comply with all legal regulations relating to health and safety. The support of external partners such as independent and accredited testing institutes is regarded as essential when fulfilling this task.

Any B&D supplier provides B&D with all relevant product information, as well as B&D provides its clients with this information so that the optimal use of the respective products can be shared with the clients. B&D can ask its suppliers and partners anytime for relevant test reports and documents that give proof that the required standards are met for the correlating raw materials or products.

5. COMMUNICATION

B&D and any signing partner communicate the contents of this Code of Conduct to employees, contractors and, where appropriate, third parties. The Code of Conduct must be communicated to all B&D and B&D partners employees in a manner that enables each individual to know and understand its core contents.

B&D and all signing partners guarantee that they empower their employees to contact their supervisors, officials as well as the B&D management at any time without fear of consequence.

DECLARATION OF CONFIRMITY

_____ (Name of Supplier) has read and understood this document and declares that it will comply with the above standards.

[For the signing supplier:
Name, Date, Position of the person in charge]

[For B&D Textiles GmbH: Sebastian Bartke, General Manager, Date]

[For B&D Textiles GmbH: Thomas Daschner, General Manager, Date]