

Code of conduct – TRESS AS

TRESS' vision

TRESS wishes to be the customer's preferred supplier and the most attractive workplace in the business.

TRESS wishes to be a value based and innovative company making a living of its originality and a strong closely-knit employee culture.

TRESS wishes to develop, experience and sell quality products and services promoting a movement culture. Focus will be on solidarity, happiness, health and experiences.

TRESS wishes to work actively and focused with the environment and quality.

To be able to meet our vision and constantly be leading within our area, it is very important for us that we can always vouch 100% for the products we sell.

With this Code of Conduct we wish to make it clear which conditions we expect you do your utmost to meet. We also require that our suppliers put similar demands on their potential subcontractors. Transparency in the supply chain is required to ensure compliance with this Code of Conduct. To follow up on this, TRESS can make specific monitoring of this Code of Conduct for suppliers; request for documentation, perform audits, review and approve action plans and control the implementation of these. Suppliers are encouraged to take appropriate action to the contents of this Code of Conduct and make sure it is implemented in their own operations and in the supply chain.

If the supplier does not meet our Code of Conduct we will discuss which actions we must take towards our supplier.

We expect suppliers to confirm that the country, in which production takes place, has acceded to the UN convention of the rights of the child (Convention of the Rights of the Child came into force on 2 September 1990) and that the suppliers do their utmost to comply with this convention.

This Code of Conduct refers to international conventions such as the universal declaration of human rights, The International Labour Organization (ILO) conventions and recommendations relevant to improve working conditions and other international human rights and labour norms and international labour laws.

The ILO convention and the convention of the Rights of the Child are highly relevant, but with this Code of Conduct - TRESS has a specific focus at the ILO convention No 29; 87; 98; 100; 105; 111; 138 and 182. In the United Nations convention of the Rights of the Child article 29 is in specific focus.

<http://www.ohchr.org/EN/ProfessionalInterest/Pages/CRC.aspx>

<http://www.ilo.org/global/standards/introduction-to-international-labour-standards/conventions-and-recommendations/lang--en/index.htm>

The Code of Conduct of TRESS is among other inspired by SA8000:2014 standard. If you company already is certified according to AS 8000:2014 or similar then let us know.

The Code of Conduct deals with the following topics:

- Child labour
- Forced labour
- Freedom of association and right to collective bargaining
- Discrimination
- Working hours
- Wages
- Health and safety
- The environment
- Use of chemicals

Child labour

Child: Any person under 15 years of age, unless the minimum age for work or mandatory schooling is higher by local law, in which case the stipulated higher age applies in that locality.

Young worker: Any worker under the age of 18 but over the age of a child, as defined above.

The supplier of TRESS shall not engage in or support the use of child labour. The supplier of TRESS has to effectively communicate to personnel and other interested parties, written policies and procedures for remediation of child labour.

The supplier of TRESS may employ young workers but when such young workers are subject to compulsory education laws, they shall work only outside of school hours.

Under no circumstances shall any young worker's school, work and transportation time exceed more than 8 hours a day. Young workers may not work during night hours.

The supplier of TRESS shall not expose children or young workers to any situations – in or outside of the workplace – that are hazardous or unsafe to their physical and mental health and development.

Forced labour

The supplier of TRESS shall not engage in or support the use of forced labour and shall not require personnel to pay 'deposits' to the supplier of TRESS upon commencing employment.

The supplier of TRESS shall not withhold any part of any personnel's salary, benefits, property or documents in order to force such personnel to continue working.

The supplier of TRESS shall ensure that no employment fees or costs are borne in whole or in part by workers.

The supplier of TRESS shall not engage in or support human trafficking

All work has to be voluntary and the personnel shall have the right to leave the workplace premises after completing the standard workday and be free to terminate their employment provided that they give reasonable notice to the supplier of TRESS.

Freedom of association and right to collective bargaining

All personnel shall have the right to form, join and organise trade union(s) of their choice and to bargain collectively on their behalf with the supplier of TRESS. The supplier of TRESS shall respect this right and shall effectively inform personnel that they are free to join a worker organisation of their choosing without any negative consequences or retaliation from the supplier of TRESS. The supplier of TRESS shall not interfere in any way with the establishment, functioning or administration of workers' organisation(s) or collective bargaining.

In situations where the right to freedom of association and collective bargaining are restricted under law, the supplier of TRESS shall allow workers to freely elect their own representatives.

The supplier of TRESS 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, representative(s) of workers or engaged in organising workers, and that such representatives have access to their members in the workplace.

Discrimination

The supplier of TRESS shall not engage in or support discrimination in hiring, remuneration, access to training, promotion, termination or retirement based on race, national or territorial or social origin, caste, birth, religion, disability, gender, sexual orientation, family responsibilities, marital status, union membership, political opinions, age or any other condition that could give rise to discrimination.

The supplier of TRESS shall not subject personnel to pregnancy or virginity tests under any circumstances.

Working hours

The supplier of TRESS shall comply with applicable laws, collective bargaining agreements (where applicable) and industry standards on working hours, breaks and public holidays. The normal work week, not including overtime, shall be defined by law but shall not exceed 48 hours.

Personnel shall be provided with at least one day off following every six consecutive days of working. Exceptions to this rule apply only where both of the following conditions exist:

- a) National law allows work time exceeding this limit; and
- b) A freely negotiated collective bargaining agreement is in force that allows work time averaging, including adequate rest periods

All overtime work shall be voluntary, except as provided below, shall not exceed 12 hours per week and shall not be requested on a regular basis.

In cases where overtime work is needed in order to meet short-term business demands and the supplier of TRESS is party to a freely negotiated collective bargaining agreement representing a significant portion of its workforce, the supplier of TRESS may require such overtime work in accordance with such agreement. Any such agreement must comply with the other requirements of this Working Hours element.

Wages

The supplier of TRESS shall ensure that wages for a normal work week, not including overtime, shall always meet at least legal or industry minimum standards, or collective bargaining agreements (where applicable). Wages shall be sufficient to meet the basic needs of personnel and to provide some discretionary income. The supplier of TRESS shall not make deductions from wages for disciplinary purposes. Exception to this rule applies only when both of the following conditions exist:

Deductions from wages for disciplinary purposes are permitted by national law;
A freely negotiated collective bargaining agreement is in force that permits this practice.

The supplier of TRESS shall ensure that personnel's wages and benefits composition are detailed clearly and regularly to them in writing for each pay period. The supplier of TRESS shall lawfully render all wages and benefits due in a manner convenient to workers, but in no circumstances in delayed or restricted forms, such as vouchers or coupons.

All overtime shall be reimbursed at a premium rate as defined by national law or established by a collective bargaining agreement. In countries where a premium rate for overtime is not regulated by law or there is no collective bargaining agreement, personnel shall be compensated for overtime at the organisation's premium rate or at a premium rate equal to prevailing industry standards, whichever is higher.

The supplier of TRESS shall not use labour-only contracting arrangements, consecutive short-term contracts and/or false apprenticeship or other schemes to avoid meeting its obligations to personnel under applicable laws and regulations pertaining to labour and social security.

Health and safety

The supplier of TRESS shall provide a safe and healthy workplace environment and shall take effective 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.

The supplier of TRESS shall assess all the workplace risks to new, expectant and nursing mothers including those arising out of their work activity, to ensure that all reasonable steps are taken to remove or reduce any risks to their health and safety.

Where hazards remain after effective minimization or elimination of the causes of all hazards in the workplace environment, the supplier of TRESS shall provide personnel with appropriate personal protective equipment as needed at its own expense. In the event of a work-related injury, the supplier of TRESS shall provide first aid and assist the worker in obtaining follow-up medical treatment.

The supplier of TRESS shall provide regular health and safety training, including on-site training and, where needed, job-specific training. Such training shall also be repeated for new and reassigned personnel, where incidents have occurred, and when changes in technology and/or the introduction of new machinery present new risks to the health and safety of personnel.

The supplier of TRESS shall ensure access to drinking water, safe and clean eating areas and resting areas as well as clean and safe cooking areas and food storage areas.

The supplier of TRESS shall take all appropriate measures within their sphere of influence, to see to the stability and safety of the equipment and buildings they use, including residential facilities to workers when these are provided by the employer as well as to protect against any foreseeable emergency. Business partners shall respect the workers' right to exit the premises from imminent danger without seeking permission

Environment

The supplier of TRESS has to take the necessary measures to avoid environmental degradation and has to act in accordance with the best principles for the mitigation of environmental harm.

The supplier of TRESS has to work continually to improve their environmental performance and will always try to use the best methods for avoiding contamination of air, water and soil. The supplier of TRESS will aim to continuously reduce the consumption of resources such as electricity, water, fuel.

Use of Chemicals

To ensure that we are always the customer's preferred supplier, we must ensure that no chemicals, restricted in the EU, are used during production.

We have our own "requirements for suppliers to TRESS" which is send to you together with this Code of Conduct. For further documentation of the use of chemicals, the supplier of TRESS has to fill in the document and return it to TRESS with a signed CoC.

Date, stamp and signature