



Ethical sourcing requirements

Intro

Ontex is fully committed to making sure that we are doing our part to promote human rights and to address significant societal challenges by working in partnership with suppliers.

Our Supplier Code of Conduct explains the expectations we have towards our suppliers. This document aims to further elaborate on the social audit requirements towards our suppliers which are mentioned in our Supplier Code of Conduct, zooming into the scope of the social audits, accepted audit schemes & results.

Our risk-based approach to auditing

Any facility disclosed to Ontex may be subject to a social audit at any time. However, we allocate audits based on the risk level of the country in which a facility is located so we can drive the biggest impact in our supply chain.

We believe that taking a third-party audit approach will help to reduce audit duplication and give you the autonomy to work with an approved audit program that best suits your business.

We accept two third-party programs we have approved for this new audit approach:

- [Business Social Compliance Initiative \(BSCI\)](#)
- [Social Accountability International \(SA8000\)](#)

Please review the approved audit programs listed above and become familiar with the one of your preference. Information about both programs is available by clicking the links above.



Supplier and site registration on the BSCI platform

All direct supplying sites located in high risk countries¹ must be registered on the BSCI platform and linked to Ontex. The supplier should make sure the information is present and updated.

Ontex’ audit requirements

All direct supplying sites in high risk countries must have an audit report within the 6 months after starting to supply for Ontex.

- The amfori Country Risk Classification¹ is used to map the sites that fall under audit requirements. Suppliers should identify whether they are sourcing from high risk countries. Always the latest version of this list should be used and can be requested via email at the Ontex sustainability team.
- The audit frequency is defined by BSCI & SA8000.
- Audits must be conducted on a semi-announced basis (at any point within a 4 week window) unless otherwise agreed by the Ontex sustainability team.
- Audits must be conducted when the site is fully operational, preferably in peak production periods (i.e. not during public holidays, maintenance periods or other times of reduced operation).

Audit scheme	Minimum score	Validity		Viewing platform
BSCI	A minimum score of C is required. If the supplier scores a D or E, an improvement plan will need to be set up by the supplier. During the re-audit (n+1) a minimum score of C should be obtained.	2 years	A-Outstanding	BSCI platform
		(Full audit only)	B-Good	
		12 months	C-Acceptable	
			D-Insufficient	
			E- Unacceptable	
SA8000	Not applicable	3 years		BSCI platform

¹ Country risk classification accessible at <https://www.amfori.org/sites/default/files/amfori%20BSCI%20CRC%20V2019%20Final.pdf>



- Audits must be conducted by an audit body recognised for ethical auditing in the relevant region.

The cost of the audit, travel and any associated costs of uploading the report onto the BSCI platform will be borne by the supplier.

Ontex requires suppliers to cooperate fully with the audit process, including:

- Ensuring auditors have timely access to all areas of the site (including any areas which are shared or leased to other organisations), personal, temporary / agency labour and relevant records.
- Ensuring all records presented are truthful.
- Ensuring staff interviews are allowed to be conducted confidentially in a suitable location agreed by the auditor, without observation or interference from management. Interviewees must not be coached in advance or asked afterwards to reveal what was discussed.

Audit results & corrective actions

Suppliers must proactively review social audit reports and provide corrective action for non-compliances in a timely manner. It is the responsibility of the supplier to review the audit report, discuss the findings and complete the Corrective Action Plan (CAP) accordingly. The CAP should be uploaded on the BSCI platform according to the BSCI described process.

Non-compliance management

If a supplier fails to meet one or more of the requirements of the ethical sourcing program, Ontex reserves the right to take any action and exercise its rights and remedies as it believes is appropriate or necessary in respect of any such breach or non-compliance, including by immediately cancelling or refusing to take delivery of an order for the products, terminating any contract with the Supplier.

Further information

For any questions, please contact the Ontex Sustainability team

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