

Ontex Supplier Code of Conduct

Update 2018



Introduction

As a leading international producer of personal hygiene solutions in baby, feminine and adult care, we maintain a strong focus on product development and are investing continuously in innovation in order to further improve the comfort, fit and performance of our products. At the same time, we are committed to conduct business with integrity, respect for human rights and the environment. We strive for sustainable growth.

This Supplier Code of Conduct clarifies our global expectations with regard to (i) business integrity, (ii) human rights, (iii) safety & health and (iv) environmental sustainability. We expect our suppliers to share the ethical, social and ecological standards which are expressed in this Supplier Code of Conduct and to replicate these standards further down the supply chain.

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We expect our suppliers to share our ethical, social and ecological standards



1. Business integrity



Our suppliers will act at all times with integrity, fairness and legality in the markets in which they operate.



Anti-corruption

Our suppliers will fully comply with all anti-bribery laws in place. They will not engage in illegal or unethical practices and will not accept business if it requires giving or receiving a bribe or accepting any other form of extortion or corruption. Our suppliers will put the appropriate procedures in place to avoid corruption at all times.

No conflicts of interest

Our suppliers will avoid any situation where a conflict or the appearance of a conflict of interest may occur. They will disclose any conflict of interest to let us take the appropriate action.

Gifts and hospitality

Our suppliers will ensure that the gifts and hospitality given to/ received from our employees are not excessive and are entirely for the purpose of building solid and trustful business relationships. Our employees will only accept gifts and hospitality from suppliers in line with our Code of Ethics.

Fair competition

Our suppliers will conduct their business in line with the principle of fair competition and will comply with all antitrust and competition laws applicable to their business.

Business integrity

Anti-money laundering and fight against organized crime

Our suppliers will fully comply with all applicable laws, rules and regulations concerning the prevention of money laundering. They will have no connection with organized crime or the financing of terrorism.

Insider dealing

Our suppliers will be compliant with all laws regarding insider trading. No confidential information which relates to or concerns Ontex in the supplier's possession will be used to either engage in or support insider trading.

Economic sanctions

Our suppliers will not engage in any business, make any sales or exports, purchase or make any investments for the benefit of any supplier, customer or other business partner who is established in or has a link with an economic sanctioned country, entity or individual.

Intellectual property, confidential information and privacy of data

Our suppliers will respect the intellectual property rights of Ontex and of other third parties. They will ensure that all confidential, competitively sensitive and/or proprietary information about Ontex or other third parties is properly protected. Our suppliers will also respect the privacy of all individuals and the confidentiality

of the personal data they hold about them. They will comply with all applicable laws regarding the collection, use and disclosure of personal data.

Compliance with laws and regulations

Our suppliers will comply with applicable international and national laws and regulations. Ontex's requirements may however at times exceed the requirements set out in international and national laws and regulations, in which case our suppliers will comply with Ontex's requirements.

Origin

Our suppliers will be able to disclose all (potential) sources of primary origins when requested.

2. Human rights

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Ontex fully supports the United Nations Framework and Guiding Principles on Business and Human Rights and expects its suppliers to respect all human rights, including labor rights, throughout its business activities.

Freedom of association and collective bargaining

Our suppliers will grant their employees the right to Freedom of Association and Collective Bargaining in accordance with all applicable laws and regulations. Our suppliers will ensure that union members and workers' representatives are not subjected to discrimination, harassment, intimidation or retaliation for being union members or workers' representatives.



Human rights

Forced or compulsory labor

Our suppliers will under no circumstances use, or in any other way benefit, from forced labor in line with ILO Convention No. 29 on Forced Labour and ILO Convention No. 105 on Abolition of Forced Labour. Forced labor refers to any form of indentured servitude such as the use of physical punishment, confinement, threats of violence as a method of discipline or control such as retaining employees' identification, passports, work permits or deposits as a condition of employment.

Where our suppliers use migrant or prison laborers under a legal framework, we must be made aware to review appropriate documentation maintained by the suppliers.

Moreover, we do not allow engagement in or the support of human trafficking.

Employment practices

Our suppliers will only employ workers who are legally authorized to work in their facilities and are responsible for validating employees' eligibility to work through appropriate documentation. All work shall be voluntary, and workers shall be free to leave work or terminate their employment upon reasonable notice. To every extent possible work performed must be on the basis of a recognized employment relationship established through national law and practice.

Obligations to employees under labor or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labor-only contracting, subcontracting, or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

In the case of employment through third party labor agencies our suppliers will comply with Convention No. 181 of the International Labour Organization on Private Employment Agencies.



Human rights

Minimum age for employment

The use of child labor by our suppliers is strictly prohibited, in line with ILO Convention 138 on the Minimum Age, and Convention 182 on the Elimination of the Worst Forms of Child Labour.

The ILO Convention 138 on the Minimum Age indicates that no child below 15 years (or 14 in certain developing countries) is allowed to work, subject to exceptions allowed by the ILO or national law.

If our suppliers employ young workers, they must demonstrate that the employment of young people does not expose them to undue physical risks that can harm physical, mental or emotional development.

Our suppliers will establish robust age-verification mechanisms as part of the recruitment process, which may not be in any way degrading or disrespectful to the worker. This principle aims to protect children from any form of exploitation.

Special care is to be taken on the occasion of the dismissal of children, as they can move into more hazardous employment, such as prostitution or drug trafficking. In removing children from the workplace, suppliers should identify in a proactive manner, measures to ensure the protection of affected children. When appropriate, they shall pursue the possibility to provide decent work for adult household members of the affected children's family. More information can be found in our child labor remediation policy.

Fair and equal treatment

Our suppliers will operate with dignity, respect and integrity in regards to the treatment of their employees:

- Our suppliers will not discriminate in hiring and employment practices on the grounds of criteria such as of race, color, religion, gender, age, physical ability, national origin, sexual orientation, political affiliation, union membership, medical tests, or marital status, in line with ILO Convention No. 111 on Discrimination.
- Any form of psychological, physical, sexual or verbal abuse, intimidation, threat or harassment will not be tolerated.
- Our suppliers will respect the privacy rights of their employees whenever they gather private information or implement employee monitoring practices.
- When our suppliers retain direct or contracted workers to provide security to safeguard their personnel and property, they will make sure that security personnel apply the same standards on fair and equal treatment.

Human rights

Working time, rest days & fair remuneration

Our suppliers will ensure that their employees work in compliance with all applicable laws and mandatory industry standards pertaining to regular working hours, and overtime hours, including for breaks, rest periods, holidays, and maternity and paternity leaves. In absence of law, our suppliers will not require a regular work week over 60 hours, employees will be allowed at least one day off after six consecutive days of work, and any overtime worked will be voluntary and compensated at premium rate.

Our suppliers will respect the right of the employees to receive fair remuneration that is sufficient to provide them with a decent living for themselves and their families, as well as the social benefits legally granted. Business partners shall comply, as a minimum, with wages mandated by governments' minimum wage legislation, or industry standards approved on the basis of collective bargaining, whichever is higher.

Wages are to be paid in a timely manner, regularly, and fully in legal tender. Partial payment in the form of allowance "in kind" is accepted in line with ILO specifications. The level of wages is to reflect the skills and education of workers. Deductions will be permitted only under the conditions and to the extent prescribed by law or fixed by collective agreement.



3. Safety and health



At Ontex, we expect our suppliers' operating and management systems, as well as their employees, to work on preventing work-related injuries and illnesses.

Workplace environment

Our suppliers will provide their employees with a safe and healthy working environment. As a minimum, potable drinking water, adequate lighting, temperature, ventilation, sanitation, and personal protective equipment will be provided together with equipped work stations. In addition, facilities will be constructed and maintained in accordance with the standards set by applicable laws and regulations.

Housing conditions & respect of privacy

When provided by our suppliers, dormitory facilities will be constructed and maintained in accordance with all applicable laws and regulations, and they will be clearly segregated from the factory and production area.

All dormitory buildings will be clean and safe and workers will be able to enter and leave the dormitory buildings freely at any hour. There will be clean toilet facilities, access to potable water, and sanitary food preparation and storage facilities. All dormitory facilities will also provide workers with reasonable personal space, adequate heat and ventilation and clean shower and bathrooms.



Safety and health

Emergency preparedness

Our suppliers will be prepared for emergency situations. This includes worker notification and evacuation procedures, emergency training and drills, appropriate first-aid supplies, appropriate fire detection and suppression equipment, and adequate exit facilities. Our suppliers will regularly train employees on emergency planning and responsiveness, as well as medical care.

Product quality and safety

All products and services delivered by our suppliers will meet the quality and safety standards required by applicable law. When conducting business with or on behalf of Ontex, our suppliers will comply with our quality requirements, stipulated in the Quality Agreement.



4. Environmental sustainability

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At Ontex, we require our suppliers to comply with all applicable legal environmental requirements and to demonstrate continual improvement of their environmental performance.

Environmental permits and reporting

Our suppliers will make sure that they obtain, keep current, and follow the reporting guidelines of all the required environmental permits and registrations to be legally compliant at all times.

Environmental management system

Our suppliers will document and implement a relevant environmental management system (based on international standards such as ISO 14001:2004), designed to identify, control and mitigate significant environmental impacts.



Environmental sustainability

Hazardous materials and product safety

Our suppliers will identify hazardous materials, chemicals and substances, and ensure their safe handling, movement, storage, recycling, reuse and disposal. All the applicable laws and regulations related to hazardous materials, chemicals and substances will be strictly followed. Our suppliers will comply with material restrictions and product safety requirements set by applicable laws and regulations and will ensure that key employees are aware of and trained in product safety practices.

Resource consumption, pollution prevention and waste minimization

Our suppliers will optimize their consumption of natural resources, including energy and water. Our suppliers will implement and demonstrate sound measures to prevent pollution and minimize generation of solid waste, wastewater and air emissions. Prior to discharge or disposal, our suppliers will characterize and treat wastewater and solid waste appropriately and according to applicable laws and regulations.



5. Monitoring and compliance

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Any breach of our Supplier Code of Conduct by a supplier can give rise to the termination of our relationship with this supplier.



6. Reporting concerns

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Our suppliers will have a procedure in place which allows employees to report concerns or violations of this Supplier Code of Conduct and/or applicable laws and regulations. All employees who speak up in good faith will be protected from retaliation.

Any failure to comply with this Supplier Code of Conduct of which the supplier is aware of will be immediately reported to us. We will investigate any reported non-conformity made in good faith. Our suppliers will cooperate fully in case of investigation and will provide access to any information reasonably requested. We will discuss the findings with the supplier.

If remediation is requested our suppliers will inform us and implement a corrective action plan.



Supplier acknowledgement

The undersigned supplier hereby confirms that it has received the Ontex Supplier Code of Conduct and that it will abide by each and every term herein.

Company:

Printed name:

Title:

Date:

Signature:

In case of questions concerning our Supplier Code of Conduct, please get in touch with sustainability@ontexglobal.com.

