



# SUPPLIER CODE OF CONDUCT





## INTRODUCTION

Ontex is a leading international personal hygiene group. We engineer and make high quality products for baby care, feminine care and adult care and are the partner of choice for consumers, retailers, and institutional and private healthcare providers around the world.

We are committed to conducting business with integrity, respect for human rights and the environment.

We strive for sustainable growth.



## SCOPE



This document clarifies Ontex's requirements for raw material and packaging suppliers regarding:

- 1 BUSINESS ETHICS
- 2 HUMAN RIGHTS
- 3 SAFETY & HEALTH
- 4 ENVIRONMENT
- 5 REPORTING CONCERNS

Ontex fully supports international conventions such as the **Universal Declaration of Human Rights**, the **Children's Rights and Business Principles**, **UN Guiding Principles for Business and Human Rights**, **OECD Guidelines**, **UN Global Compact** and **International Labour Organization (ILO) Conventions and Recommendations** relevant to improving working conditions in the supply chain.

We expect our suppliers to share the environmental, social and governance requirements which are expressed in this Supplier Code of Conduct and to replicate these standards further down the supply chain. If a supplier is in breach of these principles and cannot agree on an improvement plan or does not implement it, Ontex reserves the right to terminate the commercial relationship.

The Supplier Code of Conduct is complemented by our **Human Rights Policy**, **Ethical Sourcing Requirements**, **Animal Testing Statement**, and the **amfori BSCI code of conduct**.



# 1 BUSINESS ETHICS

## ANTI-BRIBERY & 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.

## 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 enable 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. Our suppliers ensure that business decisions are merit-based and are not inappropriately influenced.

## 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.

## ANTI-MONEY LAUNDERING

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.

# 1 BUSINESS ETHICS

## ECONOMIC SANCTIONS

Our suppliers will comply with all trade restrictions and economic sanctions rules when engaging in any business, making any sales or exports, purchasing or making any investments for the benefit of any customer, supplier or other business partner.

## INTELLECTUAL PROPERTY, PROPRIETARY INFORMATION, AND PERSONAL DATA AND PRIVACY

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.

## INFORMATION SECURITY

Our suppliers will ensure that all proprietary information of their customers, suppliers, business partners and other third parties is properly protected from all threats, whether internal or external, deliberate or accidental. Our suppliers will ensure business continuity and minimize business damage by preventing and minimizing the impact of security incidents.

## ANIMAL WELFARE

If applicable to the supplier's industry, alternatives to animal testing shall be used when such alternatives are scientifically valid and predictive so as not to compromise the quality or safety evaluations of Ontex's products, and when they are acceptable to regulatory agencies.





## 2 HUMAN RIGHTS



Suppliers shall protect the human rights of their employees and treat them with dignity and respect. Details about our approach towards human rights are stipulated in our [Human Rights policy](#).

### CHILD LABOR AND FORCED LABOR

Ontex does not use child or forced labor in any of our global operations or facilities, and we expect suppliers or contractors with whom we do business to uphold the same standards. More specifically, we will not conduct business with suppliers employing child, prison, indentured or bonded labor, or using corporal punishment or other forms of mental and physical coercion as a form of discipline.

### WORKING CONDITIONS & DISCRIMINATION

Ontex expects suppliers to conduct their business without unacceptable worker treatment such as harassment, discrimination, physical or mental punishment, or other forms of abuse.

### WAGE AND HOUR PRACTICES

At a minimum, we expect our suppliers to comply with all applicable wage and hour laws, and rules and regulations, including minimum wage, overtime and maximum hours.

### RISK-BASED SOCIAL AUDIT APPROACH

To ensure compliance with this document, an independent auditing company will carry out audits in factory(ies) located in risk countries<sup>1</sup>. Details about our social audit approach are stipulated in our [Ethical Sourcing Requirements document](#).

<sup>1</sup> As defined by amfori BSCI



### 3 HEALTH & SAFETY

Suppliers are committed to the health and safety of their employees and shall provide a safe workplace for their employees in compliance with all regulations and applicable laws.

A safe and healthy work environment shall include as a minimum the provision of potable drinking water and adequate lighting, internal climate, ventilation and sanitation.

Appropriate communication and training on hazards, safety procedures and use of proper protective equipment is essential.

Monitoring of performance and setting of goals or targets is required for any program to be effective, these aspects should be included in the supplier's health and safety program.

Worker housing, where provided, must meet international recognized standards for hygiene, health and safety

Ontex values suppliers that implement a management system such as ISO45001.





## 4 ENVIRONMENT

Suppliers shall operate in an environmentally responsible and resource-efficient manner. 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 14001:2015), designed to identify, control and mitigate significant environmental impacts.





## 5 REPORTING CONCERNS



Suppliers must inform Ontex of any concerns or allegations against their organization or supply chain as soon as they are made aware.

If you as a supplier are aware of a violation or potential violation of our Supplier Code of Conduct, our Code of Ethics, our policies or the law, please raise your concern via our Speak Up web portal

In case of questions concerning our Supplier Code of Conduct, please contact:  
[sustainability@ontexglobal.com](mailto:sustainability@ontexglobal.com)