



# ETHICAL SOURCING REQUIREMENTS

Version September 2022





## INTRODUCTION

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.

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.

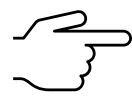


# SCOPE

## RISK COUNTRIES

The amfori BSCI risk countries are defined as those production countries in which the local working conditions fall below the international standard, which exhibit a low degree of rule of law, or which the international community has deemed to require considerable overall development.

The list of these countries is updated on a regular basis. The outputs of this can be found in the [Countries Risk Classification](#)<sup>[1]</sup>.



Suppliers should use this list to identify which of their production sites are located in risk countries.

## SUPPLIERS

The Ethical Sourcing Requirements stipulated in this document apply to all raw material & packaging Suppliers of Ontex.



<sup>[1]</sup> For a current overview, please refer to <https://www.amfori.org/resource/countries-risk-classification>



# AUDIT & CERTIFICATION REQUIREMENTS

Independent third-party social and ethical audits/certificates are required for all production facilities within the scope of this document and which are located in risk countries as defined in section ‘Scope’ of this document.

Audits must be conducted on a semi-announced basis, unless otherwise agreed by the Ontex sustainability team.

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

## ACCEPTED AUDIT/CERTIFICATION SCHEMES

Social audits are recurring audits. The audit validity & minimum scores depend on the chosen audit scheme. We do not accept other audit schemes than the ones mentioned in the table below.

Audit scheme	Minimum score	Validity		Accepted by Ontex	Viewing platform
BSCI	A minimum score of C is required. If the supplier scores a D, 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.	24 months (Full audit only)	A. Outstanding B. Good	Yes  Yes	BSCI platform
		12 months	A. Acceptable B. Insufficient C. Unacceptable	Yes Conditional No	
		Not valid	ZT- Zero tolerance	No	
SMETA 4-Pillar	Not applicable	12 months	Not applicable	Yes	Email report
SA8000	Not applicable	36 months	Not applicable	Yes	BSCI platform

Table: Accepted social audit schemes & required audit frequencies



# AUDIT & CERTIFICATION REQUIREMENTS



## APPROVED CERTIFYING BODIES

The auditing firms authorized to conduct amfori BSCI and/or SMETA and/or SA8000 audits are those directly accredited by amfori BSCI, Sedex & SA8000.<sup>[1]</sup>

## PROOF OF VALID AUDIT REPORT OR CERTIFICATION

Our aim is to ensure that social compliance of each production facility is considered at an early stage of the buying process. Consequently, within the scope of the tendering process, we request the following information:

- Social audit scheme you prefer to use (amfori BSCI, Sedex or SA8000)
- amfori BSCI DBID, Sedex ZS number, and/or certificate number
- Last valid<sup>[2]</sup> audit result

If a Supplier uses the BSCI or SA8000 audit scheme, we will connect with the Supplier via the amfori BSCI platform. If a Supplier wishes to use the SMETA audit scheme for a production facility used for Ontex production, the Supplier will email the most recent valid SMETA report to the sustainability department<sup>[3]</sup> of Ontex.

If the production facility in question has not been audited and/or certified at the time of tendering or if the audit and/or certificate expire(s) prior to the production period, a valid audit report/certificate must be provided at a later date, maximum 6 months after starting to supply for Ontex.

If there is an existing audit report, the audit must be current and completed within the past 12 months from the date the supplier became a supplier of Ontex.

## AUDIT RESULTS & CORRECTIVE ACTIONS

All Suppliers must work towards continuous improvement in the social and working conditions throughout their supply chain.

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 and within the timing agreed with the auditors. The CAP should be uploaded on the BSCI platform according to the BSCI described process or sent via email when using SMETA.

<sup>[1]</sup> For a list of accredited certifying bodies, please refer for BSCI to <http://www.bsci-directory.org/auditors/view/fa.php>, for SMETA to <https://www.sedex.com/affiliate-audit-companies/> and for SA8000 to <https://sa-intl.org/resources/sa8000-accredited-certification-bodies/>.

<sup>[2]</sup> See previous slide for info about validity of social audit reports (frequency & score)

<sup>[3]</sup> Sustainability department Ontex: [sustainability@ontexglobal.com](mailto:sustainability@ontexglobal.com)



## CONSEQUENCES



### FAILING TO MEET THE REQUIREMENTS

In case a Supplier is non-responsive to deliver a valid social audit report, Ontex can organize the social audit. The costs of the audit shall be borne by the Supplier.

If a Supplier fails to meet one or more of the ethical sourcing requirements, Ontex reserves the right to act 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.



[sustainability@ontexglobal.com](mailto:sustainability@ontexglobal.com)

