#### **MESSAGE A/S - CODE OF CONDUCT**

#### **I. INTRODUCTION**

The intent behind this Code of Conduct, hereinafter referred to as CoC, is to ensure that the entirety of our supply chain adheres to current legislation in the country of operations, international standards and the ethical business code of MESSAGE A/S by always demonstrating a responsible business conduct. The focal points of this CoC are derived from the eight fundamental areas of FLA's regulations regarding international labour standards as well as the International Labour Organisation's Declaration on Fundamental Principles and Rights at Work and UN's Universal Declaration of Human Rights.

MESSAGE A/S requests all suppliers to be certified by or adhere to any of the following standards: the *BSCI*, *SEDEX*, *WRAP* or *SA8000* in order to ensure workers' rights globally. Should a supplier not be able to obtain either of these certificates, we will work closely with affected supplier as a means to obtain a relevant certificate in near future. Furthermore, this CoC contains aspects concerning the environment, animal rights, corruption and whistle-blowing – all of which we expect our suppliers to respect with regards to current legislation and this CoC. Moreover, we expect our suppliers to remain informed on potential changes in current legislation and abide by any new stipulated legislation that applies to the supplier in question.

MESSAGE A/S reserves the right to put forward additional or more specific requirements and conditions related to sustainable development; e.g. on use of chemicals, animal rights, labour rights etc.

#### **II. LABOUR & HUMAN RIGHTS**

#### **II.A EMPLOYMENT**

Employers must always work to ensure employees' national and international rights by adhering to current rules and legislation aimed at establishing a safe, fair and decent working environment. The following rules adhere to all local workers, migrant workers, guest workers or any other type of employee.

#### **II.B COMPENSATION**

All employees must receive a payment that adheres to national legislation and meets minimum requirements. Employees shall receive their payment within the time agreed between employer and employee. All legal requirements must be met at all times and the employer must provide any benefit of compensation required by law and contract, be it due to working overtime, injuries, illness, emergencies etc.

# **II.C WORKING HOURS**

The amount of working hours must never exceed that of the applied legislation in the country where the workers are employed. Working overtime must always be agreed upon between employer and employee and must not be requested on a regular basis. Employers must ensure that workers receive a minimum of 24 consecutive hours of rest once a week. A regular workweek should be no longer than 48 hours. 12 hours of overtime can occur on special occasions by way of agreement between employer and employee. A workweek must not exceed 60 hours except on rare occasions.

## **II.D HEALTH, SAFETY AND HOUSING**

The employer must always ensure that the employees work in a safe and healthy environment that meets local requirements and national legislation. The workplace must meet relevant standards that ensure a work environment aimed at preventing accidents, injury, disease, exposure or other harmful circumstances.

The employees must always be allowed to leave the premises. The employer must provide free, clean drinking water for all employees and ensure that the seating capacity accommodates the number of employees during breaks.

## **II.E DISCRIMINATION**

Discrimination of any kind is non-tolerable at all times. Suppliers must adhere to current legislation as well as provide a work environment in which no one is discriminated based on gender, religious belief, ethnic background, age, disability, sexual orientation, political opinion, nationality, social group or race.

# **II.F CHILD LABOUR**

No individual under the age of 15 or under the age for completion of obligatory education, whichever is highest, shall be employed. Child labour is under no circumstances tolerated by MESSAGE A/S.

MESSAGE A/S is aware of and takes very seriously the reports of forced child labour in the harvest of cotton in Uzbekistan. Therefore, MESSAGE A/S refrains from sourcing cotton from Uzbekistan all together. Additionally, it is a requirement that suppliers do not source cotton from Uzbekistan subcontractors.

## **II.G FORCED LABOUR**

Forced labour of any kind is strictly prohibited. Suppliers must ensure that any kind of forced labour does not occur at any level of their supply chain.

#### **II.H ABUSE**

No employee shall be exposed to sexual harassment, verbal, physical or psychological abuse of any kind.

### **II.I FREEDOM OF ASSOCIATION**

Employees have the right to join or form organisations as well as the right to partake in/initiate collective bargains.

### **III. ENVIRONMENT**

#### **III.A ENVIRONMENTAL PROTECTION**

Suppliers must endeavour to employ the necessary measures to safeguard the environment from preventable harm by reducing pollution when possible and embark on activities aimed at minimising the supplier's carbon footprint. Suppliers should always promote a sustainable usage of natural resources. Suppliers are obligated to always adhere to local legislation regarding environmental protection.

#### **III.B WASTEWATER MANAGEMENT**

Suppliers must always adhere to current legislation in the country of operations when managing wastewater. Suppliers should always work to optimise the efficiency of water disposal in a manner that favours the wellbeing of the environment as much as possible. We encourage our suppliers to adhere to the BSR wastewater standard and strive to improve our suppliers' wastewater management.

### **III.C POLLUTION AND HAZARDOUS SUBSTANCES**

Suppliers must always adhere to current legislation in the country of operations when managing energy consumption, air emissions or any other polluting substance. In any case, suppliers should work towards improving the manner in which their operations consume energy in an endeavour to reduce waste and preserve the surrounding environment.

Any form of hazardous substances must always be managed according to current legislation in the country of operations and it is the responsibility of the supplier to ensure the safety of employees at all times.

## **III.D ANIMAL WELFARE**

MESSAGE A/S condemns animal cruelty of any kind and wants to ensure the wellbeing of animals throughout our supply chain. Therefore, we require that suppliers adhere to current legislation in the country of operations or this CoC; whichever is strictest, when managing animals in their productions. Additionally, the raw materials must only be derived from animals that have been bred for other purposes than providing raw materials for clothing.

In an effort to ensure the wellbeing of animals, MESSAGE A/S operates under a strict no-fur policy and we do not accept any fur in our clothing line. Suppliers shall refrain from using subcontractors who apply mulesing and must always treat animals respectfully. Finally, suppliers must never use feathers or other animal products from animals that have been subjected to live plucking.

#### **III.E CHEMICAL RESTRICTION**

The MESSAGE Chemical Restrictions, hereinafter referred to as MCR, describes the limitation and prohibition of substances in products manufactured for MESSAGE A/S. The MCR applies to and cover all garments and accessories and include all types of trim, such as buttons, zippers, lining etc. In addition to the MCR, all suppliers must observe and comply with all legislation and product requirements from EU countries and other relevant countries of exports. The suppliers shall always operate in compliance with all environmental laws and regulations that apply in their respective countries and in compliance with this MCR.

In general, MESSAGE A/S expects suppliers to always ensure that business activities have a minimum impact on the environment. This MCR is directed at any supplier and related subcontractors who manufacture products for MESSAGE A/S. The supplier is responsible for the communication of this MCR to related sub-contractors.

### FORBIDDEN OR LIMITED CHEMICALS

All MESSAGE A/S suppliers must abide by Regulation EC1907/2006, and Restriction of Chemicals (REACH). We request that all MESSAGE A/S suppliers visit the webpage<sup>1</sup> of the European Chemicals Agency (ECHA) regularly and ensure that they are always fully updated on the requirements of REACH. Furthermore, suppliers must never utilise chemicals listed on the candidate list, which is available on:

## http://echa.europa.eu/web/guest/candidate-list-table

#### TESTING

It is required that suppliers ensure that all subcontractors, suppliers of fabric and trim and dye-houses, print-houses etc. are fully aware of the MCR and agree to comprehensively follow them. It is each and every supplier's responsibility to conduct the obligatory tests necessary to adhere to these requirements.

MESSAGE's Purchasing Department also requires to have finished garments from bulk production tested in order to complete an audit. MESSAGE A/S will make the request in time to complete the test prior to hand-over of the order.

# MESSAGE's nominated testing agency is: Bureau Veritas

(The local offices for Bureau Veritas can be found on http://www.bureauveritas.com/)

<sup>&</sup>lt;sup>1</sup> <u>www.echa.eu</u>

# COSTING

For all tests required by MESSAGE's Purchasing Department, the costing shall be covered as follows:

- If all tests on the garment are stated with a "PASS" result, MESSAGE A/S will cover the cost of the test.
- If any test made on the garment is stated with a "FAIL", the supplier is held responsible to cover the cost of the entire test.

Moreover, the supplier is held responsible to cover all expenses necessary to rectify the production in order to remove the chemical(s) present in the garment.

MESSAGE A/S reserves the right to demand reimbursement from the supplier should a failed test result in loss of turnover, either due to delay, inadequate commodities, legal requirements or any other reason for loss of turnover. Additionally, the supplier must compensate for the potential air shipping of the goods.

# **IV. ETHICAL BUSINESS CONDUCT**

# IV.A DUE DILIGENCE

On a regular basis, the supplier must identify potential and actual adverse impacts on human rights including labour rights, environmental, and anti-corruption principles. When actual adverse impacts are identified, suppliers must take action to prevent or mitigate such adverse impacts. Actions to prevent or mitigate identified adverse impacts must be closely tracked to ensure effectiveness. Suppliers are expected to communicate their findings, actions and tracking to MESSAGE A/S.

Should the supplier identify that it causes or contributes to actual adverse impacts on human rights including labour rights, environmental, and anti-corruption principles, the supplier must enable access to remedy those affected and/or inform relevant authorities.

Suppliers must be fully aware of all factories, companies, subcontractors and sites in their production network and must at all times be capable of informing MESSAGE A/S of these upon enquiry. MESSAGE A/S reserves the right to enquire further information at all times if deemed necessary.

# **IV.B ANTI-CORRUPTION**

MESSAGE A/S expects all suppliers to uphold a high moral standard and remain an ethically responsible operation at all times. Any deviation from current legislation in the country of operations is not accepted by MESSAGE A/S. Suppliers should initiate anti-corruption and anti-bribery policies as a means to maintain a fair and ethical standard within the organisation.

# **IV.C WHISTLE-BLOWING**

Should the supplier notice any suspicious behaviour or identify any unlawful practices, MESSAGE A/S strongly encourages the supplier to make contact with relevant authorities as well as MESSAGE A/S.

MESSAGE A/S reserves the right to terminate relations with a supplier that fails to fulfil the requirements presented in this CoC and/or remedy identified adverse operations. By signing this CoC, the supplier is obligated to adhere to all of the demands presented in this CoC.