



SUPPLIER CODE OF CONDUCT

Deane Apparel is dedicated to creating quality uniforms that do not compromise the people or the planet. Our supply chain partners are part of our extended family, and it is important to us that they are treated fairly and safely and that human rights are upheld throughout our supply chain.

Our *Supplier Code of Conduct* has been based on internationally agreed standards set out by the [Ethical Trading Initiative](#), [International Labour Organisation](#) (ILO) and the United Nations Global Compact. The Code outlines the minimum standards we expect of our suppliers and applies to all factories, agents, sub-contractors, and material/component suppliers who make or supply any products/services to Deane Apparel.

Compliance with the Law

In addition to our Code of Conduct standards, we expect suppliers, at a minimum, to comply with all relevant local and national laws and regulations in which they operate.

Anti-Corruption and Bribery

The use of bribery or any other practice that is unlawful or encourages non-compliance is prohibited. The offering, paying, soliciting, or accepting of bribes including facilitation payments is strictly prohibited.

Deane expects all suppliers to introduce an Anti-Bribery and Anti-Corruption policy in all areas of business, with which compliance is expected.

LABOUR PRINCIPLES

1. Wages & Benefits

- Employee wages and benefits must be paid in accordance with local laws, paid promptly and in full. Wages and benefits must meet or exceed the minimum required by local laws or the prevailing industry standard, whichever is higher.
- We encourage all our suppliers to pay their employees a living wage. A *living wage* must meet the basic needs of employees, such as nutritious food, housing, healthcare, clothing, transportation, energy, water, childcare, education, and to provide some discretionary income.
- Any overtime work must be paid at a premium rate.
- Any deductions from wages as a disciplinary measure will not be permitted, without the expressed permission of the worker concerned.

2. Working Hours

- Working hours in all facilities should not exceed 48 hours of work in any consecutive 7-day period.
- Employees shall be entitled to one day of rest every seven-day period.
- Although we recognise that overtime is necessary at some time, all overtime should be voluntary and shall not exceed 12 hours per week and compensated at a premium rate.
- When excessive overtime happens on a regular basis, suppliers should ensure they are monitoring all workflows, and ensure they have enough capacity for orders coming in to ensure overtime is kept to a minimum.

3. Forced Labour & Modern Slavery

- Deane Apparel strictly prohibits the use of any form of forced labour or slavery. This includes the use of prison labour, indentured labour, bonded labour, or any labour obtained through human trafficking or slavery.
- All work must be conducted on a voluntary basis.
- Suppliers are prohibited from removing identity documents, such as passports, or withholding wages from any person, in order to prevent workers from leaving at will, and employees should be free to leave their employer after reasonable notice.
- If any supplier identifies, or is concerned of any possible slavery practices, they are encouraged to reach out to Deane Apparel directly to help remediate any possible issues.

4. Child Labour

- The use of child labour or the exploitation of children is strictly prohibited.
- Workers shall be at least 15 years of age. Suppliers must maintain accurate records of all employees proof of age.
- Young workers, between the ages of 16-18 years of age shall not be employed in hazardous conditions, or on overnight shifts, and must adhere to local laws that apply for work performed by people under the age of 18.
- If children are found working in the supply chain, the supplier must implement a remediation plan, and contact the Deane Apparel team directly.

- We expect our suppliers to develop, participate, and contribute to policies and programmes which aid in the transition of children found working in the supply chain, back into appropriate education until they are no longer a child.

5. Subcontractors

- We would prefer our suppliers do not use subcontractors or home workers for any Deane orders. However, we know there are special circumstances where specialist skills are needed from other workers in the supply chain, and on these occasions, these must be declared to Deane before an order is placed. Written permission must be granted by Deane before this order is commenced.
- It is our supplier's responsibility to ensure that any sub-contractor undertaking work on Deane products has read and understood this Code.

6. Non-Discrimination

- All workers in our supply chain deserve to be treated fairly and equally.
- Suppliers shall not discriminate in recruitment or employment practices including, hiring, remuneration, access to training, promotion, termination, or retirement, based on race, skin colour, nationality, caste, religion, physical or mental disability, gender, sexual orientation, marital or maternity status, political opinions, union membership or age.

7. Harassment and Abuse

- All suppliers should treat their workers with respect, and they should not be subject to any form of abuse or inhumane treatment, including corporal punishment and other forms of coercion, discipline, abuse, and harassment, whether psychological, sexual, or physical.
- Written disciplinary procedures shall be established and explained to employees, and clear records kept of any disciplinary actions.

8. Regular Employment

- Contracts must be written and given to all workers, whether temporary, migrant, sub-contractors, or home workers, in a language they understand. The contract document should include information such as wages, benefits, payment terms, leave entitlement and notice period.
- Obligations of employment shall not be avoided through the use of contracting, sub-contracting or apprenticeship arrangements, where there is no intent to provide regular employment.

9. Freedom of Association & Collective Bargaining

- Workers have the right to join or not join any organisation of their choice and to bargain collectively, without harassment, interference, or retaliation from management.
- Where these rights are restricted under law, the supplier shall not hinder workers efforts in the development of alternative means for independent association and bargaining.

10. Health and Safety

- All workplaces must be safe and healthy and in compliance with local laws. Adequate steps shall be taken to prevent any accidents or injury to the employees' health, due to an activity related to work.
- A safe and healthy workplace should include; adequate provision of light, heat and ventilation, fire extinguishers and fire exits, access to safe drinking water, clean food preparation facilities, and sanitary washing facilities. Suppliers should provide personal protective gear to all workers.
- Documented assessment of all risks and hazards in the facility that may impact the health and safety of the workers shall be conducted regularly. Health and safety risks to include are; risk of exposure to noise, dust, chemicals, fire, machinery, equipment, electrocution and the structural integrity of the facility.
- Ongoing training of health and safety risks and prevention should be carried out by the supplier on a regular basis.

11. Transparency

- Deane and our suppliers are jointly responsible for ensuring social and environmental responsibility within the supply chain. Working towards this goal requires transparency and traceability into all levels of the supply chain.
- Deane reserves the right to request information from our suppliers regarding subcontractors, country of origin, identity and location of raw material and component sources, and we expect all suppliers to be transparent and authentic in their responses.

GOVERNANCE

Deane Apparel is responsible for ensuring compliance with the principles laid out in this *Supplier Code of Conduct*.

All suppliers must agree that representatives from Deane, or a third-party organisation nominated by Deane, can conduct visits to the Suppliers' and its subcontractors' production facilities to monitor standards specified in this Code, and will be allowed unrestricted access, the right to review any employee time and wage records maintained by employers, and to interview employees.

Suppliers must make sure that the Code of Conduct is read and understood by all workers in their facility, and is viewable at all times by all employees. Regular checks and clear records are to be kept to monitor compliance – at least once annually.

COMPLAINTS/GRIEVANCE PROCEDURE

- Any complaints or information on violations on this Code of Conduct can be reported directly to Deane Apparel – please email reportissues@alsco.com.au
- Deane Apparel will take all measures to not take any disciplinary measures against the person filing the complaint.
- All suppliers are required to display the grievance mechanism in a prominent staff location in the local language such as: break room, dormitory, restroom, or company noticeboard [SEE APPENDIX A for pre-made poster]
- Suppliers are required to provide training on how to use the grievance mechanism to all staff at least twice annually.
- Third party audit suppliers will verify that the grievance mechanism has been made available to the workers and is on display in the local language.

AGREEMENT DECLARATION

Suppliers agree to implement this Code and applicable laws into business practices and submit to assessment along with any applicable training programs.

Suppliers commit to take responsibility for their practices related to the standards in the Code of Conduct and work to implement management practices and improvement programs to prevent problems recurring.

Suppliers are expected to communicate with Deane Apparel any challenges that arise in the course of their business arrangement and commit to addressing these challenges collaboratively.

The senior management of the Supplier agrees to ensure compliance with this Code and to work with Deane over a reasonable time to meet their obligations under this Code.

Date:

Supplier Company:	
Authorised Signature:	
Printed Name of Signee:	
Title of Signee:	
Email of Signee	

For our standards in regard to the protection and regeneration of the environment, please refer to our *Environmental Policy*.



GRIEVANCES / COMPLAINTS

Deane Apparel have a responsibility to ensure the workers who make our products are treated safely and fairly.

DO YOU HAVE CONCERNS OR COMPLAINTS ABOUT WORKING CONDITIONS AT YOUR WORKPLACE?

Deane Apparel are committed to ensuring your workplace is safe and you are treated fairly.

We have created a communication channel whereby you can safely and confidentially report any grievances.

PLEASE CONFIDENTIALLY EMAIL US AT:

reportissues@alsco.com.au