

Supplier Code of Conduct

NOVEMBER 2024



ARITZIA

Applicability

This Code applies to all suppliers that provide goods and services to Aritzia and its affiliates (collectively "Aritzia"), including suppliers that produce our goods or any components of our goods, which, for greater certainty, includes all of suppliers' subcontractors approved by Aritzia, including homeworkers and all other third parties that provide manufacturing and production facilities, tasks or processes outside the suppliers' facilities. These facilities, tasks and processes include, without limitation:

- finished goods facilities;
- raw material processing sites, fiber producers and fabric mills such as ginning, spinning, weaving, knitting, dyeing, and finishing facilities;
- trims, packaging, and product component suppliers;
- virgin down and synthetic fill suppliers;
- storage locations of Aritzia's raw materials and finished goods; and
- farms, plantations, and other feedstock suppliers that are the original source from which raw materials or chemicals are produced, extracted, or cultivated from earth, plants, or animals.

This Code applies to all of suppliers' workers, regardless of worker category or status, including, without limitation, migrant, pregnant, juvenile or young, contract or temporary, homeworkers or disabled workers.

Overview

This Code sets the minimum expectations that Aritzia has of suppliers with respect to social and environmental responsibility. At Aritzia, our objective is to conduct our business to the highest level of ethical standards and social and environmental responsibility.

Aritzia recognizes, and this Policy is based on:

- the Ethical Trading Initiative Base Code;
- the United Nations Framework Convention on Climate Change and the Convention on Biological Diversity;
- the United Nations Guiding Principles on Business and Human Rights;
- the United Nations Universal Declaration of Human Rights; and
- the International Labour Organization ("ILO") conventions.

Aritzia will only develop relationships with suppliers who are committed to meeting the standards outlined in this Code.

Basic Provisions

Suppliers must:

- comply fully with all local, national, and international legal requirements relevant to the conduct of their businesses. Where there are two or more conflicting laws, the supplier must adhere to the most stringent law, unless otherwise set out in an Aritzia policy;
- adopt and follow processes, practices and policies which safeguard workers' rights and safety, and the protection of the environment; and
- ensure no falsification, manipulation of records or any other working condition evidence occurs in its business operations, or is shared with Aritzia or its third-party social compliance auditors.

Business Practices

MANAGEMENT SYSTEMS

Suppliers must:

- have effective processes in place to identify, evaluate and manage labour and human rights risks, safety and health hazards, environmental impacts, and non-compliance with business ethics of the suppliers' business activities and those of its subcontractors, recruitment agents and its broader supply chain relationships;
- establish all relevant labour and human rights, health and safety, environment and business ethics policies;
- develop tracking, reporting and remediation processes to ensure ongoing compliance and adherence with laws, policies and other requirements;
- establish processes to identify and effectively deliver relevant and accessible training and communication to workers including, without limitation, with respect to worker rights and health and safety practices;
- undertake the necessary measures to implement corrective and preventive actions to address the root cause of any non-compliance identified through audits or any other form of risk assessment in a timely and effective manner;
- establish processes and systems to manage their supply chains;
- maintain a properly functioning grievance management system for internal and external stakeholders at each facility. Grievance management systems must:
 - be widely advertised for stakeholders' knowledge;
 - allow all workers to have access to grievance processes, dispute resolution mechanisms, and effective and appropriate remedies; and
 - have records maintained by supplier of grievances received and how they were remediated. Supplier must share these records with Aritzia upon request; and
- establish effective processes for senior management to evaluate the overall suitability and effectiveness of all management systems on a periodic basis.

ETHICAL BUSINESS PRACTICES

Suppliers must:

- conduct their business ethically without bribery, corruption, or any type of fraudulent business practice.

SUBCONTRACTING AND HOMEWORKING

Suppliers must:

- not subcontract any part of their work without the express written consent of Aritzia; and
- ensure any approved subcontractors meet the standards outlined in this Code and all other relevant Aritzia policies, including, in the case of homeworkers, Aritzia's Homeworker Policy.

Workplace Standards

FREELY CHOSEN EMPLOYMENT

Suppliers must:

- ensure all labour is voluntary; and
- not use forced labour of any kind including, without limitation, trafficked, illegal, prison, indentured, bonded or other forms of labour that are not voluntary or extracted under duress or the threat of penalty.

FREEDOM OF ASSOCIATION

Suppliers must:

- respect the legal rights of workers to freely, and without harassment or penalty, participate in worker organizations of their choice, and must not retaliate against workers exercising such rights;
- ensure worker representatives are not discriminated against and are able to carry out their responsibilities in the workplace; and
- if independent freedom of association or collective bargaining is restricted by law, ensure that parallel means for association and bargaining are allowed.

SAFE AND HYGIENIC WORKING CONDITIONS

Suppliers must:

- comply with local health and safety regulations including, without limitation, building, structural, fire and electrical regulations;
- ensure workers are provided with a safe, clean, and healthy work environment, including, without limitation, in facilities, accommodations, canteens, food preparation and storage areas, and toilets (which must include toilet paper and soap);
- ensure women who are pregnant are not required to do work prejudicial to the health of the mother or child;
- ensure clean and potable water will be provided free of charge to all workers; and
- ensure regular health and safety training is provided to both new and existing workers.

CHILD LABOUR

Suppliers must:

- not use child labour within any of its operations and supply chain activities;
- not hire young workers to perform hazardous work; and
- adhere to Aritzia's Child Labour and Young Worker Policy.

WAGES AND BENEFITS

Suppliers must:

- comply with local and/or national laws and/or according to prevailing industry standards with respect to wages and benefits. If the two are conflicting, the higher standard must be applied;
- ensure wages are always enough to meet basic needs and to provide some discretionary income;
- provide workers with clear, written wage information at least monthly, including pay checks;
- ensure only deductions, advances, and loans authorized by local law are made after receiving the full consent and proof of understanding of workers and that such consent is appropriately recorded;
- not make any deductions for disciplinary purposes;
- ensure all workers are enrolled in and covered by social insurance, including but not limited to commercial injury insurance where appropriate;
- provide all legally required holidays, annual leave, sick leave, severance payments and other benefits, such as 13th month payments and bonuses, within required periods; and
- provide parental leave and payments to all eligible workers as required by law.

WORKING HOURS

Suppliers must:

- ensure working hours follow ILO standards and not be more than 8 hours/day of regular working hours and 40 hours/week in a standard work week;
- ensure the total hours worked do not exceed 60 hours in any 7-day period inclusive of overtime unless exceptional circumstances occur which are evidenced;
- ensure any overtime is voluntary and workers are compensated according to local law or industry standard, whichever is higher; and
- give workers a 7th day of rest (i.e., a maximum of 6 consecutive days of work or, where permitted by local or national law, 2 days off in every 14-day period).

DISCRIMINATION

Suppliers must:

- not practice any form of discrimination in hiring and employment including, without limitation, on the basis of age, race, color, sexual orientation, gender, religion, disability, marital status, union membership or political affiliation;
- ensure women who are pregnant will not be discriminated against in hiring, training, or retention;
- ensure that all workers are covered by all legally mandated requirements or industry standards (whichever is higher) including, but not limited to, migrant, pregnant, juvenile or young, contract or temporary, agency or permanent home, or disabled workers;
- ensure recruitment, promotion and termination of employment follow all appropriate legal and ILO standards; and
- implement effective systems to evaluate and monitor wages, and update wage systems, when necessary, to ensure no discrimination in pay among workers and that all workers receive equal pay for equal work.

RECOGNIZED EMPLOYMENT

Suppliers must:

- ensure all work performed is on the basis of a recognized employment relationship established through applicable law and practice;
- ensure every worker is provided with a written contract, in their own language, that stipulates conditions for the employment. The contract must outline the location, requirements and tasks of the role including working hours, rest days, and regular, overtime and holiday wage rates;
- ensure all workers are informed of, and understand, all employment terms included in their work agreement and/or contract before leaving their original location of residence. Terms and conditions of employment must be provided in a clear, transparent, verifiable, and easy to understand manner, and in accordance with local or national law, regulations, and applicable collective agreements;
- ensure all workers understand their employment contract details and are provided the contract with reasonable notice for review with a third-party, if desired, prior to signing; and
- ensure the foregoing obligations, including labour and social security laws and regulations arising from the regular employment relationship, are not avoided through the use of labour-only contracting, fixed-term contracts or apprenticeship schemes where there is no real intent to impart skills or provide regular employment.

HARSH OR INHUMANE TREATMENT

Suppliers must:

- treat workers with respect and not use or threaten to use any form of physical, sexual, psychological or verbal abuse, harassment or intimidation.

ENTITLEMENT TO WORK

Suppliers must:

- only use registered employment agencies;
- only employ workers with a legal right to work in the country;
- ensure all workers are validated by the supplier for their legal right to work by reviewing original documentation;
- ensure all original right to work, identification, travel, and other personal legal documentation is retained by the worker (e.g. work permits and passports);
- not accept any fee or deposit from workers for employment as fees associated with recruitment and employment are the sole responsibility of the employer;
- ensure workers have full freedom of movement, including within a country, region or area and freedom to leave a country, region or area;
- ensure workers do not receive financial penalties or punishment for terminating employment and do not require permission to change employer; and
- adhere to all sections of Aritzia's Migrant Worker Policy.

Environmental Standards

PROTECTING THE ENVIRONMENT

Suppliers must:

- conduct operations in a manner consistent with local, national, and international environmental laws, regulations and conventions including, but not limited to, air, water, land, chemicals and waste management;
- immediately inform Aritzia if they are in breach of, or are cited as having breached, an environmental limit, law or regulation at any of their sites; and
- immediately establish a remediation plan for any breaches and communicate such plan to Aritzia.

Suppliers are encouraged to implement systems to monitor and minimize the impact of their operations on the environment.

ENVIRONMENTAL MONITORING AND REPORTING

Suppliers must:

- ensure all equipment is regularly maintained and meets permit requirements;
- maintain adequate tracking systems to understand facility environmental impacts and maintain relevant documentation;
- disclose their environmental performance through the Higg Facility Environmental Module including details of facility air emissions, environmental management systems, water, energy, waste, wastewater, and chemicals, which may be subject to third-party verification; and
- track all:
 - energy and fuel sources and report quantity used in the last calendar year for each facility;
 - air emissions directly emitted at the site of operations and production;
 - details of water sources at each facility including how and from where the site obtains water;
 - details of wastewater generated from industrial and domestic operations; and
 - volumes of hazardous and non-hazardous waste streams.

ENVIRONMENTAL MANAGEMENT

Suppliers must:

- ensure each facility has a dedicated employee on-site in charge of environmental management activities;
- adopt pollution prevention measures and set a long-term environmental strategy for each of their facilities to reduce their impact;
- ensure each facility maintains an inventory of chemicals used in operations and production, including supplier identification for each chemical product and safety data sheet;
- ensure all employees are trained on chemical hazards, risks, proper handling and action in case of emergency or spill;
- prohibit open burning and dumping of waste on-site and any on-site incineration must be controlled;
- ensure disposal of all streams of waste including, without limitation, paper-based and plastic packaging and textile off-cuts, follows legal requirements and prioritizes the reduction of such waste;
- ensure all hazardous waste transporters and treatment and disposal facilities are licensed and permitted; and
- adhere to all sections of Aritzia's Materials Sourcing Policy.

Reporting

A supplier must notify the Aritzia Sustainability team via email at sustainability@aritzia.com or through the Aritzia confidential whistleblowing hotline at +1-844-488-5677 any time a supplier suspects non-compliance with any requirement set out in this Code.

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