

**TALLY WEIJL**

CODE OF  
**CONDUCT** &  
CODE OF  
**ETHICS**

# TALLY WEIJL

## 1. Code of Conduct

Tally Weijl is committed to the rights of women and men to decent working conditions in freedom, safety and human dignity. Tally Weijls Code of Conduct is based on the Universal Declaration of Human Rights, and the internationally recognized human and labour rights standards of the International Labour Organization (ILO). Tally Weijl requires its suppliers, partners and subcontractors to comply with our Code of Conduct and Code of Ethics.

The supply chain (supplier, manufacturer and/or subcontractor) producing for Tally Weijl must be officially validated by a written letter of recognition following an operational audit performed by Tally Weijl or service provider approved by us.

### 1.1. No forced labour

ILO 29 : Forced Labour Convention, 1930  
ILO 105 : Abolition of Forced Labour Convention, 1957

Suppliers and manufacturers will not use of any form of forced or compulsory labour. Suppliers and manufacturers shall not require workers to provide any form of “deposits” such as retention of identification documents or the equivalent. Personnel have the right to leave workplace at the end of the normal workday and are free to terminate their employment. Personnel must be treated with dignity and respect.

### 1.2. No discrimination

ILO 100 : Equal Remuneration Convention, 1951  
ILO 111 : Discrimination (Employment and Occupation) Convention, 1958  
ILO 143 : Migrant workers (Supplementary Provisions) Convention, 1975  
ILO 158 : Termination of Employment Convention, 1982  
ILO 183 : Maternity Protection Convention, 2000

Suppliers and manufacturers employees shall not be discriminated against in hiring, compensation, access to training, promotion, termination or retirement on the basis of sex, age, racial or ethnic origin, religion or caste, national ancestry or social origin, political opinion, sexual orientation, family responsibilities, marital status, or other special characteristic.

### 1.3. No children labour

ILO 59 : Minimum Age (Industry) Convention (Revised), 1937  
ILO 90 : Night Work of Young Persons (Industry) Convention (Revised), 1948  
ILO 138: Minimum age for admission to employment, 1973  
ILO 182 : Worst Forms of Child Labor Convention, 1999

The minimum age for admission to any type of employment or work shall not be less than 18 years. Notwithstanding national legislation or the competent authority may authorize employment or work as from the age of 16 provided that the health, safety and morals of the young persons concerned are fully protected and that the young persons have received adequate specific instruction or vocational training in the relevant field of activity. Persons between the ages of 16 and 18 years may not work at night or in hazardous conditions.

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## 1.4. Freedom of association and right to collective bargaining

ILO 87 : Freedom of Association and Protection of the Right to Organize, 1948  
ILO 98 : Right to Organize and Collective Bargaining Convention, 1949  
ILO 135 : Workers' Representatives Convention, 1971  
R 143 : Workers' Representatives Recommendation, 1971

Employees have the indiscriminate right to establish and join organizations of their choice without prior approval, subject only to the rules of the organization in the question. The company shall inform personnel that they are free to join an organization of their choice without any negative consequences for them. The company shall not interfere in any way in the establishment, operation or administration of such employee organizations or in collective bargaining.

Employee representatives in the company should enjoy effective protection against adverse measures, including dismissal, based on their status or activities as employee representatives.

## 1.5. Payment of appropriate living wages

ILO 26 : Minimum Wage-Fixing Machinery Convention, 1928  
ILO 52 : Holidays with Pay Convention, 1936  
ILO 95 : Protection of Wages Convention, 1949  
ILO 131 : Minimum Wage Fixing Convention, 1970

Wages must be paid regularly and punctually and represent appropriate compensation for the work performed. Wages paid must at least meet the minimum legal or industry standards and must always be sufficient to meet basic needs of employees and their families. Prior to employment, employees must receive written, easy-to-understand information about their wages and the details of their wages for each pay period. Arbitrary penalties or deductions for illness or pregnancy are prohibited. Deductions from wages for disciplinary actions are not permitted, nor are deductions from wages not provided for in national law, without the explicit consent worker concerned.

## 1.6. Hours of Work

ILO 1 : Hours of Works (Industry) Convention, 1919  
ILO 14 : Weekly Rest (Industry) Convention, 1921  
ILO 61 : Reduction of Hours of Work (Textiles) Convention, 1937  
ILO 158 : Termination of Employment Convention, 1982

Hours of work must comply with applicable laws and industry standards. The regular workweek shall not exceed 48 hours and shall provide for at least one day off per seven-day period. Overtime is voluntary, shall not exceed 12 hours per week, shall not be required on a regular basis, and must always be compensated at a premium rate. Termination of employment should only occur when there is a good cause related to the employee's ability or conduct or based on the operational needs of the company, business or service.

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## 1.7. Health & Safety working conditions

ILO 148: Working Environment (Air Pollution, Noise & Vibration) Convention, 1977

ILO 155: Occupational Safety and Health Convention, 1981

ILO 170: Chemicals Convention, 1990

Suppliers and subcontractors shall ensure a hygienic, safe and healthy working environment and shall prevent and minimize the causes of hazards inherent in the working environment. They shall provide adapted equipment and adequate PPE when needed, control local rule application, facilitate all preventive measures for safety and limit risks to health.

Manufacturers and suppliers should comply with all applicable air quality, air emissions and energy efficiency laws and regulations, including valid permits. No unsafe buildings. No unsafe exposure to hazardous machinery, equipment and/or substances. Ensure fire safety through adequate equipment and facility conditions, regular firefighting training and evacuation drills, and prevention of fire hazards. If an accommodation is provided, it must be separate from the workplace and subject to all of the fundamental safety requirements listed above.

The company will provide access to clean restrooms, potable water, and sanitary facilities for food storage, if applicable, and clean and safe sleeping quarters, if available. All employees shall have the right to remove themselves from imminent serious danger without seeking permission from the company.

## 1.8. Regular employment

ILO 102 : Social Security (Minimum Standards) Convention, 1952

ILO 122: Employment Policy Convention, 1964

Suppliers and manufacturers shall ensure that all the employment agreements used comply with the applicable local laws. Employee's rights under labour and social security laws and regulations shall be promoted to provide regular employment framework. This Code of Conduct cannot be used as a substitution for collective bargaining. Working conditions must be established by contract.

## 1.9 Environment

Suppliers and manufacturers are dully committed to protect the environment and shall comply with the requirements of the applicable local and international Laws and Regulations.

Suppliers and manufacturers must follow and implement the environmental standards developed by Tally Weijl. Tally Weijl encourages all the measures aimed to reduce the environmental impact in the manufacturing chain.

## 1.10 Traceability

Suppliers and manufacturers shall not contract or subcontract work to third parties without the prior written approval of Tally Weijl. Tally Weijl strives to disclose and ensure compliance with this standard throughout its supply chain. Nevertheless, direct suppliers and manufacturers are responsible for disclosing this Code of Conduct to their

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approved third parties, monitoring compliance and obtaining the signed Code of Conduct document.

## **1.11 Implementation of the Code of Conduct**

Suppliers and manufacturers shall implement and maintain measures to disclose this standard. A member of the management shall be designated to be responsible for the implementation and enforcement of this standard.

Suppliers and manufacturers must communicate and disclose this standard to all employees and all parties involved in the Tally Weijl supply chain. A copy of this Code of Conduct translated into the local language must be available and accessible to all employees.

Suppliers and manufacturers authorize Tally Weijl and/or a service provider appointed by Tally Weijl to monitor the implementation of this Code of Conduct. They shall provide the required means and access to the facilities and documents required for the verification.

The information contained in this Code of Conduct represents minimum requirements only. If national or international laws or other applicable regulations or obligations govern the same matter as contained in this standard, the provision that provides greater protection for employees shall prevail.

## **2. Code of Ethics**

All Tally Weijl's employees, partners, suppliers and sub-contractors have to understand and comply with the company's Code of Ethics. All activities and businesses conducted on behalf of Tally Weijl should always be conducted in accordance with the Code of Ethics and must comply with the local legislation of the country in which they operate.

### **2.1 Respect and Integrity**

We respect everyone at every level of our business. Our business practices are characterized by honesty, transparency and fairness. We embrace diversity, welcome individuality and listen carefully when others speak. Integrity is the foundation of an honest and trusting relationship between our employees, partners, suppliers and our subcontractors.

### **2.2 Confidentiality of Information and data protection**

We never disclose confidential information. Confidential information includes information concerning and related to Tally Weijl's financial or business relationships: Trade secrets, purchase proposals, strategies, IT solutions, personnel data, and information about suppliers.

We are accountable and take responsibility for our actions as individuals, partners, suppliers, sub-contractors and as an organization.

We will process our data in accordance with the requirements of the applicable data protection laws and are committed to appropriate data and IT security measures.

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## 2.3 Transparency and Zero Tolerance for Bribery

We never tolerate bribery or corruption in any form. This applies to all our business activities and transactions in all the countries in which we operate including all the countries in which our partners and suppliers operate.

Bribery is the offering, giving, demanding or accepting of a corrupt inducement, whether in cash or otherwise.

## 2.4. Whistleblower System

We would like to be informed about illegal behavior in our company in order to be able to clarify and stop such behavior. We therefore encourage anyone - whether an employee, former colleague, customer, supplier or third party - to notify us of any indications of legal violations.

We assure all whistleblowers that their information will be handled confidentially. Employees should first contact their supervisor. We understand that this may not be appropriate in all cases. Therefore, anyone can also contact the Legal Service via e-mail: [myconcern@tally-weijl.com](mailto:myconcern@tally-weijl.com) or send a letter to the following address:

**TALLY WEIJL Trading AG**  
**Legal Service**  
**Viaduktstrasse 42**  
**CH-4051 Basel**

You can also send us information without giving your name. However, we ask you to at least set up a mailbox under a different name that does not allow any conclusions to be drawn about you, so that we can ask you questions. In order for your report to be processed and investigated appropriately, it is important that the report be as specific as possible. In doing so, please address the 5 questions: Who? What? When? How? Where?

As a whistleblower, please make sure that your descriptions can also be understood by people outside your field of expertise.

We ask for your understanding that the whistleblower addresses should only be used to report violations of laws, guidelines or our Code of Conduct. General complaints as well as product and warranty inquiries will not be processed.