

# **Code of Conduct**

**reima**

All suppliers, partners and agents producing goods or providing service for Reima must commit to meet or exceed the requirements of the Reima Code of Conduct (COC). The COC should be posted in a visible place in the workplace and translated into the language(s) of the employees.

**Principle 1: General requirements**

- Reima nominated suppliers shall operate in full compliance with all applicable laws, rules and regulations with respect to all aspects of their business operations.

**Principle 2: Child labor and forced labor**

- All work done at the suppliers' premises/factory must be voluntary: no child labor or forced labor (including bonded, trafficked, indentured or prison labor) should be used.
- Employees must be no younger than the minimum employment age or the local maximum age of compulsory education, whichever is higher.
- Workers must not be required to lodge "deposits" or their identity papers with their employer and are free to leave their employer after reasonable notice.

**Principle 3: Wages and benefits**

- Wages and compensations must meet or exceed the legal minimum and/or industry standards/collective agreements, whichever is higher.
- Overtime must be voluntary and compensated at a premium rate. Maximum overtime hours do not exceed the limit permitted by local regulation.
- Suppliers must have or establish a written policy on wages and benefits, and wages must be paid regularly and on time to all employees.
- Deductions from wages as a disciplinary measure shall not be permitted. All disciplinary measures should be recorded.

**Principle 4: Working hours**

- Suppliers must ensure employees' total working hours do not exceed the local legal limitations on regular and overtime hours.
- All employees must be entitled to at least one day off in every 7-day period.

**Principle 5: Discrimination, harassment and abuse**

- Employees must not be discriminated on the basis of gender, age, religion, marital status, race, sexual orientation, caste, disability, disease, nationality, social or ethnic origin or trade union/political affiliation.
- All employees must be treated fairly and equally and with respect and dignity: the workplace should be free of emotional, verbal and physical abuse as well as harassment of any kind.
- Women's rights must be respected. Pregnancy tests must not be demanded of employees nor potential employees, and pregnancy must not be a hindrance to gaining employment, nor a reason for dismissal.

**Principle 6: Freedom of association and collective bargaining**

- Suppliers must respect the employees' right to freedom of association and collective bargaining as/where permitted by law.
- Suppliers must not discriminate, discipline or threaten employees in their efforts to freely associate or bargain collectively.

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**Principle 7: Health and safety**

- Suppliers must promote and maintain a safe, hygienic and healthy working environment and residential facilities (where provided) to prevent accidents and injury.
- Suppliers must ensure the factory is structurally sound and must maintain a valid building and construction license/certificate for the Supplier's premises, as required by local law and regulations.

**Principle 8: Ethical conduct**

- Suppliers must operate with high ethical standards and not be involved in corruption, extortion, bribery, fraud, counterfeiting or any other illegal matters.

**Principle 9: Environmental protection**

- Suppliers shall actively work to improve the environmental performance of their operations, including measuring environmental impacts, improving material and resource efficiency, and by reducing waste and by engaging in recycling and pollution prevention.

**Principle 10: Transparency and subcontracting**

- Suppliers must not subcontract out the production of Reima to third parties without written authorization from Reima Oy.
- Suppliers must allow Reima employees and their representatives without prior notice full access to production facilities, employee records and employees for confidential interviews in connection with auditing and assessment visits.

**Principle 11: Facility security**

- Suppliers must verify that all persons have official, valid, positive identification prior to entering the premises.
- Suppliers shall appoint designated personnel to supervise the loading and unloading process to guard against the introduction of non-manifested cargo into outbound shipments.
- Suppliers shall establish measures to safeguard computer access and information.