

# MESSAGE

Code of conduct

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## 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.

This code of conduct is based on the International Labour Organisation's Declaration on Fundamental Principles and Rights at Work and UN's Universal Declaration of Human Rights.

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.*



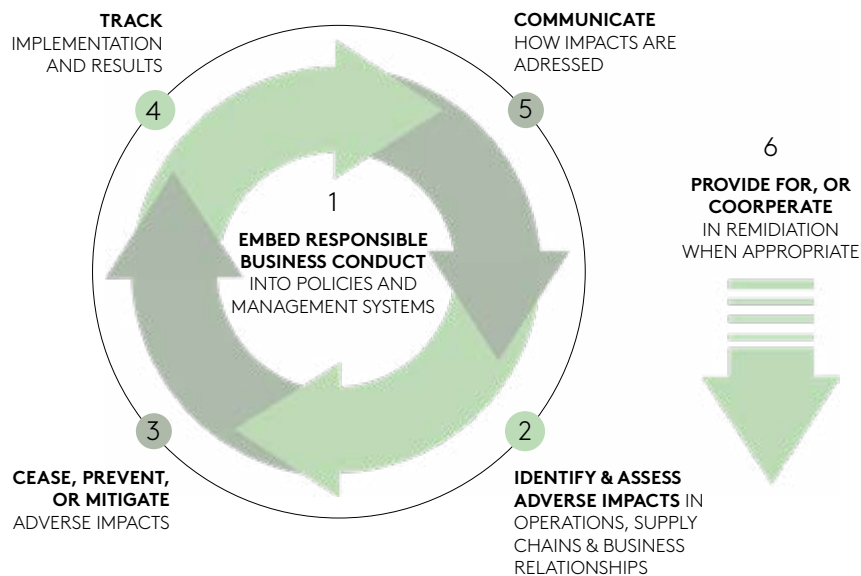


Illustration 1: Due Diligence model

## DUE DILIGENCE: MANAGING RISKS IN YOUR BUSINESS AND YOUR SUPPLY CHAIN

International guidelines call on businesses to exercise due diligence to detect, prevent, and mitigate any adverse impacts related to human and labor rights, the environment, including climate, and anti-corruption.

These procedures are required for all groups, individuals, and entities that a business may impact, within all business and production units, the local community, and the external environment.

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 always be capable of informing MESSAGE A/S of these upon enquiry. MESSAGE A/S reserves the right to always enquire further information if deemed necessary.

## MONITORING AND EVALUATION

Suppliers must assign responsibility to one or more management representatives with the responsibility and authority to ensure compliance with this CoC.

In order to increase transparency and optimize our collaboration, we encourage all production units to send us valid audits when available.

All production units shall be open to audits at any time if requested by MESSAGE A/S. In the case where we require an audit of the facility, we may be represented by an independent third-party auditing company of our choice.

A selection of Tier 1 suppliers\* are obliged to have a valid audit and are responsible for sharing this with MESSAGE A/S continuously.

Suppliers shall maintain appropriate records to demonstrate compliance with the requirements of this Code of Conduct. Records shall be available to MESSAGE A/S upon request.

## Remediation

Where instances of non-compliance are detected during audits and/or supplier visits, suppliers will be given a fixed period to remediate the findings.

In the event of failure to remediate, MESSAGE A/S is willing to engage in a constructive dialogue with suppliers to develop and implement action plans with appropriate time scales for implementation and improvements to be achieved.

MESSAGE A/S will not conduct business with a supplier if compliance with the terms of this CoC is deemed impossible and the supplier shows no willingness or ability to improve.

If the supplier is willing to work with us on continuous improvements, MESSAGE A/S is also willing to work with the supplier.

\*The selected suppliers have received further information about this.

## The MESSAGE A/S requirements

The requirements of this CoC extend to all factories taking part in producing MESSAGE A/S products, which include MESSAGE A/S' suppliers, their subcontractors, and all workers within factories in the different tiers regardless of their status or relationship with the supplier. This CoC therefore also applies to workers who are engaged informally, on short-term contracts or on a part-time basis.

Suppliers must always adhere to the highest requirements in case of differences between the terms of this CoC and national laws or any other applicable standards. If any conflicts between national law and this CoC are detected, suppliers must inform MESSAGE A/S immediately.

# LABOUR & HUMAN RIGHTS

## 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.

## COMPENSATION

All employees must receive a payment that adheres to national legislation and meets minimum requirements.

It is the employer's responsibility to assess the pay gap accurately, and work progressively towards the payment of a living wage that is sufficient to afford a decent standard of living for the workers and their families.

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.

## WORKING HOURS

The number of working hours must never exceed that of the applied legislation in the country where the workers are employed, but no higher than 60 hours per week, including 12 overtime hours.

Working overtime must always be agreed upon between employer and employee and must not be requested on a regular basis.

Workers should be free to refuse overtime without fearing contract termination or punishments.

Employers must ensure that workers receive a minimum of 24 consecutive hours of rest once a week.

## 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.

All employees must on an equal basis have access to adequate occupational medical assistance and related facilities if needed.

Health services (including insurance) should serve the distinctive concerns and needs of all genders and ages.

The workplace is required to have an adequate number of safe, separate toilets in all work areas with adequate level of privacy, and paper towels and washbasins with hand soap.

Further, the workplace must provide effective and tailored Personal Protective Equipment (PPE) to all workers free of charge, taking the needs of different worker categories, such as pregnant and nursing women, into consideration.

In cases where residential facilities are provided or mandated, the employer must ensure that these facilities are clean and safe, and that they meet all the basic need of all workers.

## 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 harassed of any physical, psychological, sexual or economic kind, or discriminated based on gender, religious belief, ethnic background, age, disability, sexual orientation, political opinion, nationality, marriage, social group or race.

## CHILD LABOUR AND YOUNG WORKERS

No individual under the age of 15 or under the age for completion of obligatory education, whichever is highest, shall be employed.

If child labour is detected, the MESSAGE A/S Child Labour Policy will take effect.

Suppliers must ensure that young persons do not work at night and that they are protected against conditions of work which are prejudicial to their health, safety, morals, and development, without prejudice to the specific expectations set out in this principle.

Remove young workers from any hazardous work or source of hazard immediately if such cases are identified and redefine their scope of work without any loss of income.

See also [MESSAGE A/S Child Labour Policy](#).

## 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.

## ABUSE

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

## FREEDOM OF ASSOCIATION

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

For this matter, suppliers must respect the right of employees to form organisations in a free and democratic way, and respect employees' right to bargain collectively.

Further, suppliers must not discriminate workers because of trade union.

When operating in countries where trade union activity is unlawful or where aforementioned free and democratic trade union activity is not allowed, suppliers must allow employees to freely elect their own representative(s) with whom the company can enter dialogue about workplace issues.

Read more in [MESSAGE A/S Human Rights Policy](#).

# ENVIRONMENT

## 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.

Read more in [MESSAGE A/S Environmental Policy](#).

## 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.

## 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 way 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.

## CHEMICAL RESTRICTION

MESSAGE A/S has a set of Chemical Restrictions, referred to as our CR.

The CR applies to and cover all garments and accessories and include all types of trim, such as buttons, zippers, lining etc.

In addition to the CR, 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 CR.

In general, MESSAGE A/S expects suppliers to always ensure that business activities have a minimum impact on the environment.

This CR is directed at any supplier and related subcontractors who manufacture products for MESSAGE A/S.

The supplier is responsible for the communication of this CR to related sub-contractors.

See [MESSAGE A/S Chemical Requirements](#) for further information.





## ANIMAL WELFARE

MESSAGE A/S condemns animal cruelty of any kind and wants to ensure the wellbeing of animals throughout our supply chain.

Suppliers should ensure that animals are treated according to animal welfare laws and international recommendations.

See [MESSAGE A/S Animal Welfare Policy](#) for guidance.

## ETHICAL AND RESPONSIBLE SOURCING

It is a part of MESSAGE A/S' company values to source products with a high sense of ethics when it comes to the people and the environment involved.

Therefore, we ask the suppliers working with MESSAGE A/S to commit to our lister sourcing requirements.

We expect all suppliers to abstain from trading with partners that have activities in countries where a trade boycott is imposed by the UN.

Read more in [MESSAGE A/S Ethical and Responsible Sourcing Requirements](#).

## 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.

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

Read the [MESSAGE A/S Anti-corruption Policy](#) for further guidance.