



# Supplier code of conduct

boxxe regards corporate integrity, responsible product sourcing, and the safety and wellbeing of workers across its global supply chain as issues of great importance. boxxe expects all of its manufacturers, distributors, vendors, and other suppliers (each a Supplier and collectively Suppliers) to place as much importance on these principles as boxxe does and to take proactive measures to avoid environmental and social harm.

These principles are reflected in this Code of Conduct (**Code of Conduct**), which establishes the minimum standards that must be met by any Supplier that sells goods to or does business with boxxe.

Suppliers are also responsible for ensuring compliance with the Code of Conduct by all of their suppliers, vendors, agents, and subcontractors (**Partner(s)**).

Suppliers agree to disclose to boxxe the names and contact information of their Partners at any time if requested by boxxe.

## Code of Conduct

### | Slavery and Human Trafficking

All labour must be voluntary. Suppliers must not support or engage in slavery or human trafficking in any part of its supply chain.

Suppliers must not, and must ensure that their Partners do not, support or engage in, or require any compelled, involuntary, or forced labour, labour to be performed by children, bonded labour, indentured labour and prison labour.

### Compliance and Documentation

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Suppliers must implement and maintain a reliable system to verify, and keep records regarding, the eligibility of all workers, including age eligibility and legal status of foreign workers.



*Please do not print this document*

Not printing this could save approximately **30g of CO<sup>2</sup>** going into the atmosphere.

## Identification Papers

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Suppliers must not require any worker to surrender control over original:

- identification papers or documents giving a foreign worker the right to work in the country;
- identification papers or documents, such as a passport, giving a foreign worker the right to enter or leave the country; or
- documents, such as a birth certificate, evidencing the worker's age.

## Financial Obligations

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Suppliers must not, whether or not as a condition to the right to work, require any worker (or worker's spouse or family member) to, directly or indirectly:

- pay recruitment or other fees or other amounts (whether this is in cash or by another means, e.g. services or goods);
- incur debt;
- make financial guarantees; or
- incur any other financial obligation.

## Freedom of Movement

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Suppliers must ensure that workers have the right to freedom of movement without delay or hindrance or the threat or imposition of any discipline, penalty, retaliation, or fine or other monetary obligation.

Worker freedom of movement rights include each worker's right to leave their workplace without retaliation:

- at the end of each workday;
- based on reasonable health and safety-related justifications; and
- based on any reasonable circumstances, such as personal or family emergencies.

## Freedom to Terminate Employment

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Suppliers must allow workers to terminate their employment or work arrangement without restriction and without the threat or imposition of any discipline, penalty, retaliation, or fine or other monetary obligation.

## Compensation and Benefits

Suppliers must compensate all workers with wages, including overtime premiums, and benefits that at a minimum meet the higher of:

- the minimum wage and benefits established by applicable law;
- collective agreements;
- industry standards; and
- an amount sufficient to cover basic living requirements.

Suppliers must make wage payments at least on a monthly basis and provide benefits on a timely basis.

These obligations on Suppliers to compensate and provide benefits apply to all workers at all times, including during periods of training, apprenticeship, and probation.

## Documentation

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Suppliers must:

- provide proof of payment to workers in the workers' native language showing hours worked, wage amounts and rates (regular, overtime, and bonus), and deductions;
- ensure that proof of payment is accurate, is clearly calculated, and enables workers to quickly verify the amount of payment and method of calculation; and
- maintain proper documentation of wage payments for their internal records.

## Deductions

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Suppliers must not make any deductions from wages, except income tax withholding and those that are legally allowed.

## | Work Hours

Suppliers must not require or allow workers to work hours in excess of the maximum legally permitted number of hours set by relevant local and national laws and regulations.

Additional overtime hours must be voluntary, and must not exceed the maximum legally permitted number of overtime hours worked per week.

Suppliers must allow workers to take reasonable lunch breaks and reasonable rest breaks, including bathroom breaks.

Suppliers must permit workers to take at least one regularly scheduled day off per seven-day schedule and permit workers to take paid or unpaid leave as allowed by law.

## | No Discrimination, Abuse, or Harassment

Suppliers must not discriminate in hiring, compensation, training, advancement or promotion, termination, retirement, or any other employment practice based on race, colour, national origin, gender, gender identity, sexual orientation, military status, religion, age, marital or pregnancy status, disability, or any other characteristic other than the worker's ability to perform the job.

Suppliers shall treat workers with respect and dignity.

Suppliers must not subject workers to corporal punishment, or physical, verbal, sexual, or psychological abuse or harassment. Suppliers must not condone or tolerate such behavior by their Partners.

## | Health and Safety

Suppliers are required provide a safe, healthy, and sanitary working environment. Suppliers must implement procedures and safeguards to prevent workplace hazards, and work-related accidents and injuries, including procedures and safeguards to prevent industry-specific workplace hazards and work-related accidents and injuries.

General and industry-specific procedures and safeguards include those relating to health and safety inspections, equipment maintenance, maintenance of all business premises, worker training covering the hazards typically encountered in their scope of work, fire prevention and documentation and recordkeeping.

Suppliers must provide workers adequate and appropriate personal protective equipment to protect workers against hazards typically encountered in the scope of work.

## | Freedom of Association and Collective Bargaining

Suppliers must respect, and must not interfere with, the right of workers to decide whether to lawfully associate with groups of their choice, including the right to form or join trade unions and to engage in collective bargaining.

In addition to the above, Suppliers must not:

- take any action to prevent or suppress the workers' exercise of freedom of association or collective bargaining rights;
- discriminate or retaliate against, or discipline or punish, any worker who supports or exercises freedom of association or collective bargaining rights;
- discriminate or retaliate against, or discipline or punish, any worker who raises collective bargaining compliance issues; or
- discriminate or retaliate against, or discipline or punish, any worker based on union membership or the worker's decision to join or not join a union.

## | Environmental Protection

Suppliers should ensure that they are environmentally conscious, including by taking proactive measures to avoid environmental harm such as by minimising or eliminating waste, encouraging recycling and re-using materials.

Suppliers must operate all of their business premises in compliance with all environmental laws, including laws and international treaties relating to waste disposal, emissions, discharges and hazardous and toxic material handling.

Suppliers must ensure that any goods that they manufacture (including the inputs and components that it incorporates into its goods) comply with all environmental laws and treaties. Suppliers must ensure that they only use packaging materials that comply with all environmental laws and treaties.

## | Gifts and Entertainment

Suppliers must maintain the highest ethical standards and not engage in any corrupt practices. Suppliers must comply with all applicable anti-bribery and anti-corruption laws and regulations, including the Bribery Act 2010.

Suppliers must not offer cash, favours, gifts, or entertainment to boxxe's team members.

## | Report Violations

Suppliers must self-report any violations of the Code of Conduct to boxxe by e-mailing [purchasing@boxxe.com](mailto:purchasing@boxxe.com). Suppliers can also submit questions and comments regarding the Code of Conduct.

Suppliers must not retaliate or take disciplinary action against any worker who has, in good faith, reported violations or questionable behavior, or who has sought advice regarding this Code of Conduct.

## | Compliance with Laws

Suppliers must comply with all applicable national and local laws and regulations, including the Bribery Act 2010 and the Modern Slavery Act 2015. Where this Code of Conduct requires Suppliers to meet a higher standard than set out by law or regulation, Suppliers must meet such higher standards.

Suppliers agree that boxxe may in its discretion conduct inspections of their business premises to confirm Supplier's compliance with this Code of Conduct.

## | Termination

boxxe may immediately terminate its business relationship (including any purchase order(s) and purchase contracts) with any Supplier if that Supplier or its Partners fail to comply with this Code of Conduct.