

Code of Conduct

Cover letter

At Non-stop dogwear AS (which includes the sister companies Non-stop polar AS and Non-stop defense, bellow all referred as Non-stop or NS) we are committed to create quality products that are highly functional. Throughout our supply chain we are committed to promote the following working, health, and environmental standards at a bare minimum.

Throughout this Code of Conduct we use the term “supplier” or “factory”, which is an universal term for all our suppliers, including their sub-contractors and business partners.

The *Non-stop Code of Conduct* forms the basis for all our business relationships and is a mandatory and non-negotiable requirement that all our supplies, including their sub-contractors and business partners must follow. We are in constant communication with our supply chain to assure the successful implementation of the *Code of Conduct*.

This document is based on internationally recognized principles such as the United Nations human rights and the International Labour Organization's conventions. The Code of conduct describes the basic principles of our business cooperation with our suppliers, containing everything from human rights to chemical regulations.

Our factories are ISO 9001 certified. That means the factories comply with standards set forth by the International Organization for Standardization (ISO), including factory management, environment, methods of production, and production quality.

We also follow Norwegian health, safety, and environment systems, known to have some of the world's highest standards.

THE GUIDELINES

Non-stop's Ethical Trade Principles are based on the UN and International Labour Organization conventions, International Labour Organization, and other relevant documents. The national laws shall be respected, and where the law address the same subject, the strictest shall apply.

1. Choice of employment

(ILO Conventions No. 29 and 105)

- 1.1. There shall be no forced, bonded, or involuntary prison labour.
- 1.2. Workers shall not be required to lodge 'deposits' or their identity papers with their employer and be free to leave their employer after reasonable notice.

2. Freedom of association and the right to collective bargaining

(ILO Convention No. 87, 98, 135 and 154)

- 2.1. Workers, without distinction, shall have the right to join or form trade unions of their own choosing and to bargain collectively. The employer shall adopt an open attitude towards the legitimate activities of trade unions.
- 2.2. Workers' representatives shall not be discriminated against and shall have access to carry out their representative functions in the workplace.
- 2.3. Where the right to freedom of association and collective bargaining is restricted under law, the employer shall facilitate, and not hinder, the development of parallel means for independent and free association and bargaining.

3. No child labour

(UN Convention on Rights of the Child, ILO Conventions No. 138, 182 and 79, and ILO Recommendation No. 146)

- 3.1. The minimum age for workers shall not be less than 15 and comply with
 - i) The national minimum age for employment, or;
 - ii) The age of completion of compulsory education,whichever of these is higher. Exceptions may be considered where ILO Convention No. 138 is applicable.
- 3.2. There shall be no recruitment of child labour defined as any work performed by a child younger than the age(s) specified above.
- 3.3. No persons under the age of 18 shall be engaged in labour that is hazardous to their health, safety of morals, including night work.
- 3.4. The supplier has a proof of age documentation for all workers, such as a certified copy of an official document indicating the workers' date of birth.

4. Living wages

(ILO Convention No. 131)

- 4.1. Wages and benefits paid for a standard working week must meet, at a minimum, national legal standards or industry benchmarks, whichever is higher. In any event wages shall always be high enough to meet basic needs.
- 4.2. All workers shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment, and about the particulars of their wages for the pay period concerned each time that they are paid.
- 4.3. Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the express and informed permission of the worker concerned. All disciplinary measures shall be recorded.

5. Working hours

(ILO Convention No. 1 and 14)

- 5.1. Working hours must comply with national legal standards or industry benchmarks, whichever afford greater protection. In any event, workers shall not on a regular basis be required to work in excess of 48 hours per week and shall be provided with at least one day off for every 7-day period on average.
- 5.2. All overtime shall be limited and voluntary, shall not exceed 12 hours per week, shall not be demanded on a regular basis and shall always be compensated at a premium rate.

6. Regular Employment

(ILO conventions Nos. 95, 158, 175, 177 181)

- 6.1. Obligations to employees under international conventions and social security laws, and regulations arising from the regular employment relationship, shall not be avoided through the use of short term contracting (such as contract labour, casual labour or day labour), sub-contractors or other labour relationships.
- 6.2. All workers are entitled to a contract of employment that shall be written in a language they understand.
- 6.3. The duration and content of apprenticeship programmes shall be clearly defined.

7. No Discrimination

(ILO Conventions No. 100 and 111 and the UN Convention on Discrimination Against Women)

- 7.1. There shall be no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on ethnic background, skin colour, caste, nationality, religion, age, health related issues, disability, gender, marital status, sexual orientation, union membership, political affiliation, or any other condition that could give rise to discrimination.
- 7.2. Measures shall be established to protect workers from sexually intrusive, threatening, insulting or exploitative behaviour, and from discrimination or termination of employment on unjustifiable grounds, e.g. marriage, pregnancy, parenthood, or HIV status.

8. Harsh or inhumane treatment

(UN Convention on civil and political rights, art. 7)

- 8.1. Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

9. Health and Safety

(ILO Convention No. 155 and ILO recommendation No. 164)

- 9.1. The working environment must be safe and hygienic, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken, such as a workplace risk assessment, to prevent accidents and injury to health arising out of, associated with, or occurring in, the course of work, by minimising the causes of hazards inherent in the working environment. A routine for reporting, analysing, following up and acting on incidents and accidents must be implemented.
- 9.2. Working conditions shall at a minimum comply with national occupational health and safety regulations, and with international standards where domestic regulation is insufficient or unspecified.
- 9.3. Responsibility for health and safety shall be assigned to a management representative. Active cooperation between management and workers, and/or their representatives, is essential to develop and implement systems for ensuring a safe

and healthy work environment. This may be achieved through the establishment of Occupational Health and Safety Committees.

- 9.4. Workers shall receive regular, relevant and documented health and safety training in a language they understand, and such training shall be repeated for new or reassigned workers.
- 9.5. Machines shall have appropriate and functional safety devices which shall be maintained on a regular basis. Safety instructions relevant to the machinery shall be available in an understandable language.
- 9.6. Workers shall be equipped with appropriate personal safety equipment (PPE) free of charge. Training shall be provided on proper use of such equipment. Areas where PPE is needed are clearly marked.
- 9.7. Risk areas and potential hazards are clearly marked by warning signs in appropriate languages with pictograms if possible.
- 9.8. There shall be access to clean toilet facilities in sufficient number and to potable water. If appropriate, sanitary facilities for food storage shall be provided. Break areas (such as a canteen) must be located separately from the production area and be clean and in a good condition.
- 9.9. In each factory location there must be sufficient first aid equipment, clearly marked and available for all workers. An adequate number of first aid trained persons are present during working hours. There shall be routines for handling serious injuries requiring outside medical attention.
- 9.10. Hazardous chemicals and other substances shall be carefully managed. Requirements related to use and handling of chemicals in production is elaborated in the Restricted Substances List (RSL)
- 9.11. There shall be proper ventilation, windows, fans, air conditioning and /or heating in at workplaces, so that circulation, ventilation, temperature and moisture requirements are met.
- 9.12. The factory shall ensure that the noise level is acceptable. The lighting must be sufficient to ensure a safe working environment.
- 9.13. Accommodation, where provided, shall be clean, safe and adequately ventilated, and shall have access to clean toilet facilities and portable water.
- 9.14. Suppliers shall secure protective measures to ensure the safety and health of pregnant workers and new mothers. This includes temporary reassignments away from workstations and work environments that may pose a risk to the health of pregnant woman and their unborn children. This may also include temporary adjustments of working hours.
Factories shall provide new mothers with breast-feeding breaks and facilities. We recommend that factories with female workers arrange day care for children below school age.

10. Building and fire safety

- 10.1. The factory must be able to display, with relevant permits, that production buildings and installations in such buildings are of appropriate standard for how they are being utilized.
- 10.2. There must be a management system in place to ensure that operational loads do not at any time exceed the factory floor loading limits.
- 10.3. There shall be a fire alarm system in place. Fire drills and testing of emergency systems shall be conducted on a regular basis.
- 10.4. Appropriate fire extinguishers should be provided within the manufacturing areas. These should be maintained regularly and easily accessible. Records should be kept of the extinguishers, date of last inspection and credentials of the inspection agency.
- 10.5. Buildings shall be provided with a means of egress system for all occupants to safely evacuate, that includes (but is not limited to) a sufficient number of clearly marked,

unlocked and unblocked exits, and safe and unobstructed exit pathways leading out of the premises. Evacuation plans shall be in place and shall be posted at the entrance to each exit stair.

- 10.6. Electrical systems, equipment, panels, outlets and wiring must be installed by a certified electrician, and must be properly placed, grounded and documented. All electrical features must be maintained in good working order and must be inspected on a regular basis.
- 10.7. The supplier must have a building maintenance system, especially to prevent leakage through roof, walls and windows during rainfall. This is also to prevent the growth of mold.
- 10.8. All fire emergency exits should always be clearly marked and free from obstruction.
- 10.9. These requirements are also applicable to dormitories and housing where provided in a direct or indirect manner to workers and employees. For more on housing conditions, we refer to the ILO Factsheet No. 6 on workers housing. The factory should have an established fire evacuation procedure, which every employee has been made aware of. Everyone should know how to evacuate the building in the event of an emergency.

11. Consideration for marginalized populations

(UN Convention on Civil and Political Rights, art. 1 and 2)

- 11.1. Production and extraction of raw materials for production shall not contribute to the destruction of the resources and income base for marginalized populations, for example by claiming large land areas, recklessly use of water or other natural resources on which these populations depend.

12. Environment

- 12.1. All suppliers and manufacturers shall respect national and international environmental legislation and regulations.
- 12.2. Measures to minimize adverse impacts on human health and the environment shall be taken throughout the value chain. This includes minimizing pollution, promoting an efficient and sustainable use of resources, including energy and water, and minimizing greenhouse gas emissions in production and transport. The local environment at the production site shall not be exploited or degraded.

13. Chemical management

- 13.1. All suppliers supplying goods involving usage, must read understand and sign our Restricted Substances List (RSL). The list supplied by bluesign®, and updated every year. This is to ensure compliance with existing international regulations (REACH).

14. Animal Welfare

- 14.1. Non-stop does not accept any sorts of mistreatment of any animals. Ethical aspects such as traceability, sustainability, safety, animal welfare, and labour and farm conditions shall be considered when choosing suppliers of animal fibres.
- 14.2. Leather products shall be manufactured using only the skins of utility animals such as pigs, sheep, goats, and cows, where the animals have been originally slaughtered for the meat market.
- 14.3. Down shall be picked from dead birds only which are by-products from the food industry.
- 14.4. No fur is to be used in the production of goods supplied to Non-stop.
- 14.5. The use of unethical and inhumane production processes such as mulesing is prohibited. We do not accept clips as an alternative to mulesing.
- 14.6. Non-stop is against animal testing and encourages all business partners to follow our policy on this matter.

15. Protection of Non-stop confidential and proprietary rights and intellectual property

- 15.1. Any confidential and proprietary information and intellectual property (including drawings and patterns, trade-marks, and other confidential unregistered know-how) provided by Non-stop to the supplier shall remain the property of NS and the supplier shall all times be kept confidential and not be disclosed to any competitors or other third parties unless specifically authorised by NS in writing in advance. The supplier shall ensure that the information is stored and protected in a prudent manner and that copies cannot be taken without consent.
- 15.2. Upon termination of the agreement between NS or upon NS request the supplier shall return all confidential and proprietary information and intellectual property rights to NS and any confidential information that has been stored electronically with the supplier shall be deleted.

16. Anti-corruption

- 16.1. Corruption in any form is not accepted, including bribery, extortion, kickbacks and improper private or professional benefits to customers, agents, sub-suppliers, or employees of any such party or government officials.

Compliance commitment

Herby we confirm that we have read and fully understood the *Non-stop Code of Conduct*.

We confirm that we have full knowledge of all relevant laws in the countries where we are operating.

We confirm that the requirements in the Non-stop Code of Conduct are not in any way contradictory to the national law.

We commit to comply with the Non-stop Code of Conduct and to take the responsibility to inform all our employees and our sub-suppliers on the content of the Code of Conduct and to make sure that they comply accordingly.

We accept Non-stop right to make unannounced inspections at our factories and sub-suppliers at any time, and that this right can be carried out by any independent third party that has been appointed by Non-stop.

We guarantee that no production of goods for Non-stop will take place at any other location than those Non-stop has been informed of. We will, without delay, supply Non-stop with detailed information on the location of all production facilities used for production of goods for Non-stop.

We commit to the responsibility of keeping ourselves informed on the content of the Non-stop Code of Conduct and accept that Non-stop reserves the right to amend or modify the Code at any time.

Manufacturer:

Non-stop dogwear AS

Signature

Signature

Date / Location

Date / Location

Name

Name

Position

Position

Company stamp

Company stamp

This commitment should be signed and send back to Non-stop dogwear AS.