

# WORKPLACE CODE OF CONDUCT

BELLA+CANVAS.

BELLA+CANVAS strongly believes the quality of our merchandise begins with the treatment of the people who create our products. We have developed this Workplace Code of Conduct that specifies basic minimum policies, procedures, and working conditions while leveraging industry best practices.

This Code is based on International Labor Organization standards, the Fair Labor Association standards, and internationally accepted good labor practices. This Code sets forth the minimum requirements that all suppliers shall meet in order to do business with BELLA+CANVAS. These standards and all relevant laws, regulations, and conventions in all countries in which our suppliers operate shall be observed. When differences or conflicts in requirements arise, the highest standard shall apply.

The following Code applies both to our owned operations and to our suppliers, who are our partners in upholding our commitment to ethical business practices. Its implementation is verified through audits that are conducted by BELLA+CANVAS staff or mandated third parties.

If we find that a supplier (also called "employer" in this Code) is not in compliance with our Workplace Code of Conduct, we will require immediate corrective action up to and including termination of our business relationship.

## EMPLOYMENT RELATIONSHIP

Employers shall comply with all rules and conditions of employment that respect workers and, at a minimum, safeguard their rights under national and international labor and social security laws and regulations.



## NO DISCRIMINATION

Employers shall not engage, support or tolerate discrimination - any unfair treatment or arbitrary distinction - in employment practices such as:

- Recruitment
- Promotion
- Access to training
- Remuneration
- Allocation of work
- Termination of employment
- Retirement
- General treatment in the workplace based on a person's
  - Race
  - Sex
  - Gender identity
  - Religion
  - Nationality
  - Marital status
  - Ethnic origin
  - Caste
  - Sexual orientation
  - Disability
  - Diseases
  - Pregnancy
  - Age
  - Language
  - Social origin or other status
  - Migration status
  - Membership in worker organizations including unions
  - Political affiliation
  - Any other personal characteristics
  - Protected class under applicable federal, state, and local laws



## NO HARASSMENT OR ABUSE

Every employee shall be treated with respect and dignity. No employee shall be subject to any violence, including:

- Gender-based violence
- Bullying
- Physical harassment
- Sexual harassment
- Psychological harassment
- Verbal harassment
- Abuse of authority in any form



## NO FORCED LABOR

Prison, indentured, bonded, involuntary, slave labor or labor obtained through human trafficking shall not be used.



## NO CHILD LABOR

No person shall be employed under the age of 15 or under the age for completion of compulsory education, whichever is higher.



## FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING

Employers shall recognize and respect the right of employees to freedom of association and collective bargaining.



## HEALTH, SAFETY AND ENVIRONMENT

Employers shall:

- Provide safe and healthy workplace settings to prevent accidents and injury to health arising out of, linked with, or occurring in the course of work or as a result of operations.
- Adopt responsible measures to mitigate negative impacts that the workplace has on the environment.



## COMPENSATION

Every worker has a right to compensation for a regular work week that is sufficient to meet the worker's basic needs and provide some discretionary income.

Employers shall:

- Pay at least the minimum wage or the appropriate prevailing wage, whichever is higher.
- Comply with all legal requirements on wages.
- Provide any fringe benefits required by law or contract.

Where compensation does not meet workers' basic needs and provide some discretionary income, the employer shall work with BELLA+CANVAS to take appropriate actions that seek to progressively realize a level of compensation that does.



## HOURS OF WORK

Workers shall not work more than the regular and overtime hours allowed by the law of the country where the workers are employed.

- The regular work week shall not exceed 48 hours.
- Employers shall allow workers at least 24 consecutive hours of rest in every seven-day period.
- All overtime work shall be consensual, not requested on a regular basis, and compensated at a premium rate.
- Other than in exceptional circumstances, the sum of regular and overtime hours in a week shall not exceed 60 hours.



**REPORTING INAPPROPRIATE CONDUCT**

Suspected Violations to BELLA+CANVAS Code of Conduct can be reported anonymously at the following e-mail: [compliance@bellacanvas.com](mailto:compliance@bellacanvas.com)