

BB Code of Conduct for suppliers (BB SCoC)

A. Foreword

For Bijou Brigitte modische Accessoires AG (hereinafter also referred to as "BB"), environmentally and socially responsible corporate governance is a firmly established part of the corporate philosophy, which applies both to internal measures and processes, and to all external business relationships.

As an international company, we are committed to respecting human rights and protecting the environment. We expect our business partners, their producers and subcontractors to comply with the fundamental social and environmental standards set out in our Code of Conduct for business partners (BB SCoC), as well as with all related national and international laws.

The principles set out below are minimum standards for our business relationships. They are based on international guidelines and principles such as the United Nations Universal Declaration of Human Rights, the Guidelines on Children's Rights and Business Principles, the United Nations Guiding Principles on Business and Human Rights, the International Labour Standards of the International Labour Organization, as well as national laws and regulations such as the German Supply Chain Due Diligence Act (Lieferkettensorgfaltspflichtengesetz, LkSG).

This BB SCoC is an integral part of the BB Supplier Manual, which is binding for our suppliers of goods for sale.

B. Social responsibility

1. Elimination of child labour

The Business Partner shall comply with the provisions of the core labour standards of the International Labour Organization (ILO). Child labour must never be used. This also includes any form of exploitation, especially the prostitution and sexual exploitation of children.

The age of workers should not be less than the age at which compulsory education ends under the law of the place of employment and must in any case not be less than 15 years.

Young workers under the age of 18 may not be employed for night shifts or work which is likely to harm the health, safety or morals of children. Special protection regulations must be complied with.

2. Elimination of forced labour and slavery

No form of forced labour, slave labour, bonded labour, indentured labour, human trafficking or involuntary labour, including state-imposed forced labour, or work of a similar nature may be used. All work must be voluntary and without threat of punishment. Workers must be able to leave work or employment at any time.

Furthermore, there must be no unacceptable treatment of workers, for example psychological hardship, sexual and personal harassment or humiliation. All workers must be protected from all forms of exploitation. No form of prostitution or sexual exploitation is tolerated.

3. Discrimination and unequal treatment

All workers must be treated with dignity and respect.

The unequal treatment of workers in any form is prohibited unless justified by the requirements of the employment. This applies, for example, to nationality, religion, belief, age, gender, disability, health status, caste, birth, social background, ethnic or national origin, membership of trade unions or other legitimate organisations, political affiliation or opinion, sexual orientation or marital status.

Equal pay for work of equal value (in accordance with ILO Conventions No. 100 and No. 111).

All disciplinary procedures must be set out in writing and explained orally to employees in a clear and understandable manner.

4. Occupational health and safety

A safe and healthy working environment must be ensured.

All workers must be adequately protected from chemical, biological and physical hazards.

Safe workplaces and safe work equipment must be provided by means of adequate maintenance and necessary technical protective measures to reduce risks at the workplace and to prevent accidents and occupational diseases.

Excessive physical or mental fatigue must be prevented by appropriate means.

Workers must be regularly informed about relevant health and safety standards and safety measures and trained accordingly.

Drinking water, sufficient lighting, appropriate indoor temperature, good ventilation and clean sanitary facilities must be ensured.

All appropriate measures must be taken and all permits and documentation required under national law must be obtained to provide for the stability and safety of the equipment and buildings used by workers and to protect against and prepare for all foreseeable emergencies.

Where residential facilities are provided for workers, it must be ensured that they are clean, safe and meet all the basic needs of the workers.

5. Remuneration and working hours

Appropriate remuneration must be paid. The appropriate remuneration for regular working hours and overtime must be in line with the national statutory minimum wage or the industry minimum standards, whichever is higher. Remuneration may not be withheld. Wages must be paid punctually, regularly and in full in legal tender. Workers must be provided with all benefits prescribed by law.

Working hours must be in line with national law or the industry standard. Workers are not obliged to work more than 48 regular hours per week. Overtime should only be worked in exceptional cases and on a voluntary basis.

Adequate rest periods must be provided during the working day and between two working days. At least one whole day off within a seven-day period must be granted.

It must be ensured that workers receive clear, detailed and regular written information about their terms and conditions of employment, including working hours, compensation and payment terms.

6. Freedom of assembly / freedom of association

The right of workers to form and join organisations of their choice and to bargain collectively and to strike must be respected.

In cases where freedom of association and the right to collective bargaining are restricted by law, alternative means of independent and free association of workers for the purpose of collective bargaining must be allowed.

7. Conservation of natural resources

Land, forests or bodies of water, the use of which secures the livelihood of persons, must not be taken away in violation of legitimate rights.

Harmful soil changes, water and air pollution, noise emissions and excessive water consumption must be avoided if this harms the health of persons, significantly impairs natural resources for the production of food or prevents the access of persons to safe drinking water or sanitary facilities.

8. Forced eviction

The right to private ownership of land is accepted. No eviction for business expansion or a new building is forced against the will of the landowners. There is no illegal expropriation of land, forests and rivers or development thereof.

9. Protection of business projects

The hiring or use of security guards in the performance of work must be refrained from if, in the course of their use, persons are treated in an inhuman or degrading manner or injured or if freedom of association is impaired.

C. Environmental responsibility

1. Actions for environmental protection

Process- and risk-based actions for environmental due diligence must be introduced, which are in line with national and international standards and environmental laws.

The environmental impacts of business operations must be discussed and appropriate measures taken to avoid, mitigate and remedy negative impacts on the surrounding area, natural resources, climate and the environment as a whole.

2. Handling waste and hazardous substances

A systematic approach is to be taken to identify, manage, reduce and responsibly dispose of or recycle solid waste.

The prohibitions on the export of hazardous waste according to the current version of the Basel Convention of 22 March 1989 must be observed.

Chemicals or other materials that pose a hazard if released into the environment must be identified and managed in a manner that ensures safety during their handling, transport, storage, use, recycling or reuse and during their disposal.

The use and production of mercury is prohibited. Mercury waste must be treated in accordance with the prohibitions of the Minamata Convention of 10 October 2013. The production and use of persistent organic pollutants is prohibited, and the Stockholm Convention of 23 May 2001, as amended, applies to the handling and disposal thereof.

3. Ban on the use of conflict minerals

Our manufacturers are committed to full compliance with Regulation (EU) 2017/821 and all points of the OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas when using raw materials and minerals.

4. Treatment and discharge of industrial effluent

Effluent from operations, manufacturing processes and sanitary facilities must be classified, monitored, inspected, and treated as necessary prior to discharge or disposal.

In addition, measures should be introduced to reduce the generation of effluent.

5. Energy consumption / Energy efficiency

Energy consumption must be monitored and documented. Cost-effective solutions must be found to improve energy efficiency and minimise energy consumption.

D. Ethical business conduct and compliance

1. Integrity and transparency

The highest standards of integrity must underlie all business activities and legal compliance and transparency must be ensured. Business relationships are based on compliance with contractual agreements and the respective applicable national and international standards.

In particular, all forms of corruption, such as passive and active bribery, extortion and embezzlement are prohibited. Conduct must be such that no personal dependencies, obligations or influences arise. If there is a conflict of interest, Bijou Brigitte must be informed.

2. Protection of business secrets

Business secrets and sensitive business information must be kept confidential and not disclosed to third parties. This applies in particular to contractual conditions, manuals and instructions, all correspondence, orders, images, drawings and samples.

Subcontractors must be obliged to treat all the above information with the same duty of confidentiality. Furthermore, Bijou Brigitte must be informed immediately if knowledge of possible industrial espionage is obtained.

The duty of confidentiality remained in effect even after termination of the business relationship. In the course of discontinuation of cooperation, all stored information must be returned to Bijou Brigitte or destroyed.

3. Data protection

The collection, storage, processing, transfer or deletion of personal data and information must comply with applicable privacy laws and regulations.

E. Implementation of requirements

1. Duty to cooperate

If the business partner becomes aware of a violation of the principles of this BB SCoC, it must promptly inform BB of the identified violations and the countermeasures taken and obtain and submit the documents required to enable BB to fulfil its obligations under the LkSG. The business partner must take prompt remedial action and cooperate with BB in the development and implementation of plans to end and minimise violations.

The business partner verifies compliance with the principles of the BB SCoC by means of self-assessment questionnaires and its own audits. In addition, the business partner agrees that Bijou Brigitte may conduct regular audits at the business partner's production premises. Notice of these audits is given but no precise date is specified.

Should the audits identify violations of the principles of the BB SCoC, Bijou Brigitte will promptly notify the business partner in writing and set a reasonable deadline to make improvements or remedy the violations. In the event of serious violations that are not remedied by the deadline given, Bijou Brigitte reserves the right to terminate the business relationship.

2. Training clause

BB and the business partner shall raise awareness among their employees with respect to the observance of human rights and environment-related obligations set out in this BB SCoC through appropriate measures such as training or employee handbooks.

3. Whistleblower system

We encourage our business partners to provide their workers with access to mechanisms through which they can raise concerns regarding (suspected) breaches of this BB SCoC or the regulations. Whistleblowers will be protected from disciplinary action. It is pointed out that all information undergoes a plausibility check.

In addition, Bijou Brigitte offers a global whistleblower system that is accessible to all while maintaining confidentiality of identity and providing effective protection against discrimination (available at: <https://bb.integrityline.com/>).

4. Passing on expectations in the supply chain

The business partner shall contractually address and pass on the expectations from this BB SCoC to its subcontractors.

The business partner is entitled to comply with the obligation under sentence 1 of section E. 3. on the basis of its own code of conduct, provided that the legal positions set out therein and to be observed are equivalent to those set out in the BB SCoC for business partners.

5. Indemnity, contractual penalties and special right of termination

In the event of proven violations of the BB SCoC by the business partner, the business partner is obliged to indemnify BB for any damage arising from these violations, unless the business partner proves that it is not responsible for the violation. In addition to compensation for material damage, indemnity also includes appropriate compensation for reputational damage.

In the event of violations of the BB SCoC by the business partner, BB is also entitled to suspend the performance of the contract and/or, at its discretion, to withdraw from or terminate the contract if the violation is not remedied after a reasonable grace period has been given. If the violation is particularly serious, persistent or repeated, the grace period can be waived.

6. Acknowledgement and consent of the business partner

By signing this BB SCoC, the business partner agrees to comply with and implement the listed principles and requirements.

Confirmation of acknowledgement of the document

Date, signature and stamp

Confirmation of the commitment to comply with the requirements of the document

Date, signature and stamp