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WORKING HOURS

- Suppliers will ensure that the total hours worked do not exceed 60 hours in any seven day period inclusive of overtime, unless exceptional circumstances occur which can be evidenced.
- Overtime must be voluntary and workers must be compensated according to local law or industry standard (whichever is higher).
- Suppliers must give workers a 7th day of rest, i.e., work a maximum of 6 consecutive days or where permitted by national law 2 days off in every 14 day period.

DISCRIMINATION

- Suppliers will not practice any form of discrimination in hiring and employment, inclusive of discrimination on the basis of age, race, colour, sexual preference, gender, religion, disability, marital status, union membership or political affiliation.
- Women who are pregnant will not be discriminated against in hiring, training or retention.
- Suppliers must ensure that all workers are covered by all legally mandated requirements or industry standards (whichever is higher), including migrant, juvenile or young, contract/temporary, home workers, pregnant or disabled workers.
- This Code applies to all workers, regardless of worker category or status (including, but not limited to, migrant, pregnant, juvenile or young, disabled, contract/temporary and home workers.
- Hiring, promotion and termination of employment must follow all appropriate legal and ILO standards.
- All workers will receive equal pay for equal work. Suppliers will implement effective systems to evaluate and monitor wages, and update wages systems when necessary, to ensure no discrimination in pay among workers.

RECOGNIZED EMPLOYMENT

- All work performed must be on the basis of a recognized employment relationship established through applicable law and practice.
- Every worker shall be provided with a written contract, in their own language, that stipulates conditions for the employment. The contract must outline the location, requirements and tasks of the job for which they are being hired for, working hours, rest days and wage rates, including regular, overtime and holiday.
- All workers must be informed of, and understand, all employment terms included in their work agreement and / or contract before leaving their original location of residence. Terms and conditions of employment should be provided in a clear, transparent, verifiable and easy to understand manner, and in accordance to national laws, regulations, employment contracts and applicable collective agreements.
- Suppliers must ensure all workers understand the contract details and are provided the contract with reasonable notice for review with a 3rd party if desired prior to signing.
- Obligations to workers, under labour or social security laws and regulations arising from the regular employment relationship, shall not be avoided through the use of labour-only contracting, fixed-term contracts or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment.

HARSH OR INHUMANE TREATMENT

- Suppliers will treat workers with respect and cannot use or threaten to use any form of physical, sexual, psychological or verbal abuse, harassment or intimidation.
- Suppliers will have formal grievance and disciplinary procedures in place. Suppliers must maintain records of disciplinary actions and grievances received and how they were remediated. These records shall be shared if Aritzia requests.

ENTITLEMENT TO WORK

- Suppliers will only employ or use workers with a legal right to work in the country. All workers, including migrant and employment agency staff, must be validated by the supplier for their legal right to work by reviewing original documentation.
- All original right to work (including work permits), identification documentation (including passports and other identity papers), travel documentation, and other personal legal documentation must be retained by the worker.
- Suppliers will only use registered employment agencies.
- Suppliers must not accept any fee or deposit from workers for employment. Fees associated with employment are the sole responsibility of the employer.
- All workers are to have full freedom of movement, including within a country, region or area and to leave a country, region or area.
- Workers must not receive financial penalties or be punished for terminating employment. Workers do not require permission to change employer.
- All workers must have access to grievance process and dispute resolution mechanisms, as well as to effective and appropriate remedies.

PROTECTING THE ENVIRONMENT

- Aritzia recognizes our responsibility to reduce our contributions to climate change and to protect biodiversity.
- In line with this, all Suppliers must conduct operations in a manner consistent with local and international environmental laws, regulations and conventions, including but not limited to air, water, land, chemicals and waste management

- Suppliers are encouraged to implement systems to monitor and minimize the impact of their operations on the environment.
- Suppliers must immediately inform Aritzia if they are cited as having breached an environmental limit or regulation at any of their sites.
- A remediation plan for any breaches should be immediately established by the Suppliers and communicated to Aritzia.

ENVIRONMENTAL MONITORING & REPORTING

- Suppliers shall maintain adequate tracking systems to understand facility environmental impacts and maintain relevant documentation.
- Suppliers are required disclose their environmental performance through the Higg Facility Environmental Module (FEM) including details of facility air emissions, environmental management systems, water, energy, waste, wastewater and chemicals.
- Higg FEM assessments may be subject to third party verification.
- Suppliers must track all energy and fuel sources and report quantity used in the last calendar year for each facility.
- Facility air emissions directly emitted at the site of operations and production must be tracked.
- Details of all water sources at each facility must be tracked, including details of how and from where the site obtains water.
- Wastewater generated from industrial and domestic operations must be tracked and reported.
- Volumes of all hazardous and non-hazardous waste streams must be recorded and reported.
- All equipment must regularly maintained and meet permit requirements.

ENVIRONMENTAL MANAGEMENT

- Each facility must have a dedicated employee on-site in charge of environmental management activities.
- Suppliers must adopt pollution prevention measures and set a long-term environmental strategy for each of their facilities to reduce their impact.
- Each facility must maintain an inventory of chemicals used in operations and production, including supplier identification for each chemical product and safety data sheet (SDS).
- All employees must be trained on chemical hazards, risk, proper handling and what to do in case of emergency or spill.
- Open burning and dumping of waste on-site must be forbidden and any onsite incineration must be controlled.
- All streams of waste including but not limited to paper based and plastic packaging, textile off-cuts, must be disposed of following the local legal requirements, while prioritizing the reduction of such waste.
- All hazardous waste transporters, treatment and disposal facilities must be licensed and permitted.
- All equipment must regularly maintained and meet permit requirements.

SUBCONTRACTING & HOMEWORKING

- Suppliers are not permitted to sub-contract any part of the work without the express written consent of Aritzia.
- Any Suppliers or homeworkers proposed as sub-contractors must also meet the standards outlined in this Supplier Code of Conduct

ETHICAL BUSINESS PRACTICES

- Suppliers shall operate in full compliance with all industry regulations and applicable laws as well as Aritzia's business requirements.
- Where there are two conflicting laws, the most stringent will apply.
- Suppliers must conduct their business ethically without bribery, corruption, or any type of fraudulent business practice.

ETHICAL BUSINESS PRACTICES

- Suppliers must have an effective process in place to identify and evaluate labour/human rights risks, safety and health hazards, environmental impacts and business ethics non compliances.
- Suppliers will establish all relevant labour and human rights, health & safety, environment and ethics policies.
- Suppliers must develop tracking, reporting, remediation processes to ensure ongoing compliance and adherence with laws, policies and other requirements.
- Suppliers will establish processes to identify and deliver relevant and accessible training and communication to workers effectively. This includes but is not limited to workers fully understanding their rights, how to follow health/safety precautions and any other company policies and procedures in place.
- Suppliers must undertake the necessary measures to implement corrective and preventive actions to address the root cause of any non-compliances identified through audits or any other form of risk assessment in a timely and effective manner.
- Suppliers must establish processes and systems to manage their supply chains effectively including assessing labor/human rights, safety and health hazards, environmental impacts and business ethics of their subcontractors and recruitment or labour agents.
- Suppliers must establish effective processes for senior management to evaluate the overall suitability and effectiveness of management systems on a periodic basis.

Each supplier and facility is required to have a properly functioning grievance management system for internal (as mentioned above) and external stakeholders. Grievance management systems must be widely advertised for stakeholders' knowledge. Suppliers must maintain records of grievances received and how they were remediated. These records shall be shared if Aritzia requests

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Aritzia is committed to ethical business practices and will not tolerate any bribery or corruption. We expect the same of our suppliers and partners, including our third party audit teams. We expect our suppliers and partners to ensure their supply chain complies with all of Aritzia's policies, standards and Code of Conduct, including our zero tolerance for bribery or corruption. If you believe that bribery, corruption or any non-compliance with Aritzia's standards, policies or Code of Conduct has occurred immediate notification to Aritzia is required by contacting us at sustainability@aritzia.com or through the Aritzia confidential whistleblowing hotline +1-844-488-5677.

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