

## Code of Conduct of the Companies in the BIRKENSTOCK Group

For BIRKENSTOCK, economic, ecological and social responsibility lies at the heart of responsible conduct. We also expect such conduct from our suppliers.

This Code of Conduct lays down the minimum standard we expect. (It is based on the “Business Social Compliance Initiative” (BSCI), the Conventions of the International Labour Organisation (hereinafter “ILO”), the Universal Declaration of Human Rights by the United Nations, the UN Conventions on the Rights of Children and on the Elimination of All Forms of Discrimination against Women, the Principles of the UN Global Compact and the OECD Guidelines for Multinational Enterprises.)

### 1. Scope

This Code of Conduct is an essential part of all business relationships that exist in relation to the manufacture and sale of our products. In particular, it applies to all the production sites for our products or components of our products. It applies to all the companies in the BIRKENSTOCK Group and to all the direct and indirect business partners of the companies in the BIRKENSTOCK Group. Our business partners are obliged to abide by the principles of this Code of Conduct.

### 2. Legal requirements

The current national and international laws and regulations, industrial minimum standards, Conventions of the ILO and the UN as well as any other relevant provisions (hereinafter referred to jointly as “Standards”) must be observed. Compliance must also take place according to the actual spirit of these standards and not only according to the letter merely for form’s sake.

### 3. Child labour

Child labour and the exploitation of children and young people are prohibited.

The minimum age for employment must not be below the age at which compulsory school attendance ends and must not be below the age of 15 unless this is explicitly permitted by the exceptions of the ILO. Compliance with the prohibition of child labour and the restriction on the employment of young people must be ensured. Young people must not be exposed to any situations that are dangerous, unsafe or harmful to health. In the event of a violation against the prohibition, the business partners must immediately take suitable remedial measures on behalf of the children and young people. The remedial measures must be documented. In addition, measures and procedures must be taken aimed at the rehabilitation and social integration of the children affected and in order to enable them to attain a general school leaving qualification in accordance with domestic standards. BIRKENSTOCK is entitled to terminate this cooperation without notice, particularly in the event of violation of the principle of this number 3.

In line with ILO Conventions 79, 138, 142 and 182 and ILO Recommendation No. 146.

#### **4. Discrimination**

Discrimination when hiring and employing is prohibited. In particular, any active or passive discrimination, exclusion or preference based on race, cast, skin colour, sex, age, religion, political opinions, membership of an employee organisation, physical or mental disability, ethnic, national or social origin, nationality, sexual orientation or other personal characteristics is prohibited.

In line with ILO Conventions 100, 111, 143, 158 and 159.

#### **5. Right of association and right to collective bargaining**

The employees shall be protected from any discriminatory treatment in connection with their employment and which is directed against the freedom of association. Their right to set up associations or organisations of 2 their own choice for the purpose of promoting and protecting the interests of the employees, to join or leave such associations or organisations and to work for them shall be observed. In this respect, the performance of their employment duties must not be affected. If the right of association and the right to collective bargaining are restricted by domestic laws then alternatively, at the very least, the right of employees to freely and independently associate for the purpose of conducting negotiations must be guaranteed and permitted.

In line with ILO Conventions 87, 98, 135 and 154 and with ILO Recommendation No. 143.

#### **6. Forced labour**

All forms of forced and compulsory labour, debt bondage, servitude or slave labour and conditions akin to slavery are prohibited. All forms of prison labour are inadmissible. No employee may be directly or indirectly compelled to work through force and/or intimidation. Employees may only be employed if they have voluntarily declared their availability for work.

In line with ILO Conventions 29 and 105.

#### **7. Disciplinary measures**

All employees shall be treated with dignity and respect. Sanctions, fines, other penalties or disciplinary measures may only be taken in line with current national and international standards and with internationally recognised human rights. No employee may be subjected to verbal, mental, physical, sexual and/or bodily force, coercion or harassment at his workplace.

#### **8. Working hours**

Working hours must comply with the strictest requirements in force at any given time under current laws, industrial standards or relevant ILO Conventions. The maximum number of weekly working hours under national legislation shall apply. Generally speaking, however, the number of working hours may not exceed 48 hours and 60 hours if overtime is included. In addition, the relevant national and international standards, in particular the ILO exceptions, shall apply to individual trades and forms of employment and in the case of serious disruptions to normal operations.

The employee is entitled to at least one day off after working for six days in a row. Any overtime shall be remunerated in accordance with domestic standards. Overtime must take place on a voluntary basis.

In line with ILO Conventions 1 and 14.

#### **9. Documentation employment relationship**

The business partners shall guarantee the written documentation of the conditions of employment (e.g. the commencement and end of the employment relationship, working hours, salary and bonuses) of their employees in relation to the manufacturing phases directly concerning them. The name, date and place of birth and, if possible, the home address of the employee shall be recorded. In addition, the direct business partners shall guarantee the corresponding documentation of the other persons engaged by them. The circumvention of current domestic employment and social security regulations is prohibited.

#### **10. Remuneration**

The business partners shall guarantee that the salary paid to the employees is at least equal to the statutory minimum salary or the minimum salary that is customary in the industrial sector, whichever is higher. The salary paid must be sufficient to cover the basic needs of the employees.

Illegal and unjustified wage deductions, in particular in the form of direct or indirect disciplinary measures, are prohibited. The payment of the salary must take place in a manner that is practical from the point of view of the employees (e.g. in cash or by cheque). Employees must be informed in a comprehensible and detailed manner about the breakdown of their salaries.

In line with ILO Conventions 26 and 131.

#### **11. Health and safety**

The statutory provisions on safety and health at the workplace shall be observed. The business partners must see to it that the working environment is safe and healthy. They shall take any measures required to prevent any accidents and damage to health from occurring in relation to the work. With this in mind, the business partner shall set up systems capable of detecting and preventing any potential hazards to the health and safety of its employees or of reacting thereto. Moreover, they shall see to it that the employees are regularly informed and trained regarding current workplace health and safety regulations and safety measures. The business partner must document the foregoing aspects. Clean toilets and access to drinking water in sufficient quantities shall be ensured. If sleeping quarters are provided, they must be clean and safe and fulfil the basic requirements.

In line with ILO Convention 155.

#### **12. Environmental protection**

The protection of nature and the environment is of paramount importance. The business partners shall abide by current environmental standards. It is expected that ongoing efforts will be made to prevent and mitigate environmental burdens. Any procedures and standards in force for waste management, handling chemicals and other hazardous substances and their disposal and those pertaining to emissions and waste water treatment shall be observed. Particular attention shall be given to the protection and the preservation of the natural basis of life. Environmentally friendly and socially responsible production shall be promoted.

#### **13. Information/communication**

This Code of Conduct must be displayed in the corresponding national language at the very least in a freely accessible and clearly visible manner for the benefit of all the business partners' employees. In cases of illiteracy the Code of Conduct must be explained by word of mouth.

#### **14. Bribery and corruption**

All forms of bribery and corruption are prohibited. All the business partners and their employees shall conduct themselves in a manner that does not give rise to any personal dependencies, obligations or influence. The basis of the business relationship should be characterised by fairness and adherence to the national and international standards in force at any given time. Furthermore, the business partner shall introduce an anti-bribery and anti-corruption policy in all areas of business with which compliance is expected. If it is customary and polite to bestow gifts in certain countries, care shall be taken to ensure that this does not give rise to any situations of binding dependency and that the standards in force in the country are observed.

In the event of the suspicion of corrupt conduct, this must be reported to BIRKENSTOCK (see number 18).

#### **15. Management systems**

The business partners shall introduce a management system in order to implement, comply with and examine the principles laid down in this Code of Conduct. The management system must contain clear responsibilities and procedures and a suitable documentation. The documentation, implementation, observation and ongoing improvement of the principles laid down in this Code of Conduct must be examined on a regular basis. These checks must be documented. The direct business partner shall see to it that the other authorized persons engaged by it adhere to the principles laid down in this Code of Conduct.

#### **16. Monitoring Code of Conduct**

BIRKENSTOCK is responsible for ensuring compliance with the principles laid down in this Code of Conduct. If requested by BIRKENSTOCK, the business partners are obliged to conduct a social audit at the production sites. The direct business partner guarantees that if need be, BIRKENSTOCK itself or third parties authorised by it are entitled to examine compliance with the principles laid down in this Code of Conduct by those directly or otherwise engaged by it. The business partner will name the production sites for this purpose as appropriate. BIRKENSTOCK or authorised third parties are entitled to visit unannounced the business partner. The business partner will also give BIRKENSTOCK or authorised third parties unrestricted access to all his production sites and plants.

#### **17. Sanctions and remedial measures**

BIRKENSTOCK is entitled to monitor the principles laid down in this Code of Conduct. If non-compliance is detected, the business partner is obliged to immediately take appropriate remedial measures.

The right of the company in the BIRKENSTOCK Group affected to terminate the business relationships with the business partner shall not be restricted as a result, regardless of whether the direct business partner itself or the other authorised party engaged by it violates the principles laid down in this Code of Conduct.

#### **18. Complaints procedure**

Complaints and notices of violations of this code of conduct can be filed at any time vis-à-vis Birkenstock GmbH & Co. KG or the relevant company of the BIRKENSTOCK Group – also in an anonymous form – to the following general email address: [sourcing@birkenstock.com](mailto:sourcing@birkenstock.com)

The person filing the complaint is only obliged to submit those complaints and information in respect of which it has every reason to believe that the corresponding

notification is accurate. All the business partners guarantee that they will abstain from taking any disadvantageous measures or disciplinary measures against the person filing the complaint.

The undersigned partner undertakes to comply with this Code of Conduct.

(Place, date) \_\_\_\_\_

Supplier:

\_\_\_\_\_ (Company name)

\_\_\_\_\_ (Street/no.)

\_\_\_\_\_ (City/postal code)

\_\_\_\_\_ (Country)

\_\_\_\_\_ (represented by/job title)

\_\_\_\_\_

(Signature)