

SUPPLIER CODE OF CONDUCT

To be completed by the agent (if any) :

Company:

Represented by:

Status:

Address of the head quarter:

To be completed by the supplier :

Company:

Represented by:

Status:

Address of the head quarter:

To be completed by the factory :

Company:

Represented by:

Status:

Factory address :

Agent's signature:

Supplier's signature

Factory's signature

1. INTRODUCTION

- 1-1 All our requirements are established in compliance with international and local laws implemented, and in conformity with the following laws :
- The Universal Declaration of Human Rights of 1948 and its two complementary covenants (the International Covenant on Economic, Social and Cultural Rights and the International Covenant on Civil and Political Rights).
 - Convention on the Rights of the Child of 1989.
 - International Labour Organization (ILO) Conventions
 - The Ten Principles of the UN Global Compact of 2000.
 - The ICS (Initiative Clause Sociale) Code of Conduct of 2018
 - The Responsible Jewellery Council (ou RJC) Code of practices of 2019
- 1-2 This ethical code shall be strictly respected. The principles contained in this code are of equal importance, regardless of their enumeration order.
If the supplier refuses the social audits on its production sites, or refuses to implement the corrective action plan within the deadlines fixed after the audit, the Galeries Lafayette reserves the right to end all collaboration with the supplier.
- 1-3 This code applies to all the suppliers of the Galeries Lafayette and BHV, and concerns all the buyers of the department stores branch.
- 1-4 The Galeries Lafayette, as an ICS (Initiative Clause Sociale) member, undertakes to put in place a social audit campaign conducted by accredited auditing companies to make sure that the suppliers respect the rules of the Code of Conduct.
- 1-5 This Code of Conduct shall be translated into local languages at the supplier's expense, and posted in a visible spot for all the workers.

2. SCOPE OF APPLICATION AND CONTROL METHODS

2-1 Traceability and audit

- The supplier must provide Galeries Lafayette with the list of factory/ies and sub-contractor/s (company/ies appointed by the supplier to take over fully or partly the final production) in which Galeries Lafayette's orders will be placed. No Galeries Lafayette order shall be placed on a supplier without the prior and formal consent of Galeries Lafayette on the list of factory/ies and sub-contractor/s. Galeries Lafayette reserves the right to refuse to have any of its orders to be placed on a factory which doesn't comply with the present Code of Conduct.
- The supplier agrees to indicate on each Pro-forma Invoice the name and address of the factory or manufacturing location. The supplier must immediately notify Galeries Lafayette in case of any change of factory or any change of address of the manufacturing site, after transmitting the Pro-forma Invoice.
- The Galeries Lafayette reserves the right to launch social and environmental audits at any time and without asking, in order to check that the principles of the Code of Conduct are respected by the supplier. In case of inconsistencies detected, the supplier shall undertake actions to correct and improve those inconsistencies.
- The supplier must be able to provide complete, authentic, and precise written evidence at all

times to prove compliance with the Code of Conduct. This evidence includes, in particular, a list of all employees of the factory with their age, date of commencement of employment, and salary, employees' employment contracts, photocopies of identity documents, payslips, working hours records, certificates of compliance of buildings and employees' housing, in case their housing is provided by the supplier, training sheets and certificates for hygiene and safety rules, hazardous chemicals, or fire; this list of documents is not exhaustive.

2-2 Diffusion of the Code of Conduct's principles to the entire supply chain

- The supplier agrees to indicate in the factory profile provided by Galeries Lafayette, the name, address, and production processes carried out by each factory.
- The supplier shall check that each of the factories or subcontractors linked to the Galeries Lafayette's supply chain, act in accordance with the Galeries Lafayette Code of Conduct.
- If the supplier finds a breach of the Code of Conduct's principles within his suppliers' or subcontractors' production sites, he shall inform the Galeries Lafayette immediately.
- If the suppliers or subcontractors of the supplier do not respect the principles of the Code of Conduct, the supplier shall commit to implement a corrective action plan for the concerned supplier/subcontractor. In case of a refusal from the supplier/ subcontractor, the supplier shall commit to don't produce in the factory concerned.

3. SOCIAL CLAUSES

3-1 Child labour

- The minimum age for admission to employment or work in any occupation should not be inferior to 15 years old, in accordance with ILO Convention 138.
- The supplier shall neither recruit nor employ children in any way. If children are found on production or subcontracting sites, the supplier shall have the child cease all working activity, and take in charge the fees for the re-schooling and the social protection of the child, until he/she turns 15. The Galeries Lafayette reserves the right to follow the amount taken in charge by the supplier, and regularly check that the schooling of the child is effective.
- If during an audit conducted by an external company or during a factory visit, the presence of a worker under the age of 15 is found, Galeries Lafayette reserves the right to cease all activity with the factory.
- The supplier shall not employ young workers under the age of 18 years old at night, or in conditions which could jeopardize their health, their safety or their moral integrity, and/or which could harm their physical, mental, spiritual, moral or social development in accordance with ILO Convention 182.

3-2 Forced labour / Prison labour

- The use of forced, compulsory, unpaid labour and prison labour is prohibited, in accordance with ILO Conventions 29 and 105.
- All work must be conducted on a voluntary basis, and not under threat of any penalty or sanctions.

- The supplier shall not conduct any action that could put the worker in a situation of slavery or forced labour.
- The supplier shall not require workers to make unreasonable deposits/financial guarantees and shall not confiscate identity documents of any worker (such as passports, identity cards, etc.).
- The Galeries Lafayette encourages factories to pay all their employees directly. Should a part of the factory's workforce be hired and paid through a third party (such as recruitment agencies or temporary agencies), the factory ensures to present relevant documents for audit verification.

3-3 Working hours

- The standard allowable working hours in a week are 48 hours, in accordance with ILO Convention 1. The working hours shall comply with ILO Convention 1.
- Overtime shall not be requested on a regular basis, and shall not exceed 12 hours per week. Overtime shall be conducted on a voluntary basis by the worker.
- Daily work shall not exceed 10 hours, overtime included. Employees shall have at least 8 hours of rest between two working days.
- Employees shall not work more than 6 days in a row. They shall have the right to have one rest day (24 hours in a row) in every 7 days period, in accordance with ILO Convention 14.

3-4 Wages and benefits

- Employees shall be provided a wage, equal or superior to local minimum wage, in accordance with ILO Convention 131. In case of wage increases, the supplier shall take into consideration the level of inflation and the cost of the living standard.
- Wages and benefits result from branch, sector, or national collective agreements. The most protective rule for the employees shall be the one implemented.
- Wages shall not be withheld or decreased, except for social security deductions, subscription to a retirement plan, a savings plan, or a mutual health fund, with an explicit agreement from the employee.
- Wages shall be paid in cash, check or transfer. Payroll is compulsory, and shall provide details and be understandable for the employees.
- The supplier shall pay employees with a fixed wage equal or superior to the local minimum wage. Should a factory hire piece-rate workers, the factory must ensure that these workers' salary at least equals the local minimum wage, and that overtime hours, if performed, are paid at the legal premium rate.
- Employees shall be paid on a regular basis, and not be paid less often than once a month
- All workers shall be compensated for all overtime at a premium rate, as required by local law.
- All the employees shall be provided paid leaves, in accordance with the specifications given by the local labor law.

- A delay may result in a salary penalty. This penalty must be measurable and fair. (Example: 1 minute of delay should not result in a deduction on the payroll of 15 minutes)
- The employer must provide insurance to their employees that will cover them in case of illness or maternity.

3-5 Maternity protection

- All pregnant women working at the factory shall have at least a 12-week long paid maternity leave in accordance with ILO Convention 103. The level of maternity allowances received by the employee shall be at least two thirds of her former revenue.
- The supplier shall not terminate the employment of a woman during her pregnancy, except if the reasons for dismissal are unrelated to her pregnancy, in accordance with ILO Convention 183.
- The woman shall be guaranteed the right to return to the same position or an equivalent position paid at least the same rate at the end of her maternity leave.
- The supplier shall make sure that any woman, pregnant or breast-feeding, does not have an activity which is unsafe for her health or to the one of her child.

3-6 Illness leave

- If a worker in a morbid condition has the incapacity to achieve his work in the right health and security conditions, he shall take an illness leave, in accordance with ILO Convention 102.

3-7 Harassment or ill treatment

- All workers shall be treated with dignity and respect. They shall neither endure threats, physical and sexual violence, nor any harassment of any kind. Regular training in the local language must be carried out.

3-8 Discrimination

- Employees shall have equal opportunities in terms of recruitment, working conditions, working tasks, promotions, access to training, but also in terms of allowances, benefits or wages, in accordance with ILO Convention 100.
- Employees shall not be discriminated against/because of their gender, race, skin color, ethnical origins, religious beliefs, political opinions or any other opinions, membership in worker organizations, social background, marital status, sexual orientation, diseases, pregnancy, disability, or any other personal characteristics, in accordance with ILO Convention 111.

3-9 Freedom of association and collective negotiations

- Workers and employers shall have the right to form, freely and without former permission needed, organizations promoting and defending their interests, in accordance with ILO Convention 87.

- Employee representatives are necessary for a proper management in the factory. They shall be freely elected by all employees, and not designated.
- The supplier shall neither put any pressure on the employees nor prohibit them from joining a workers' union, or conducting actions for collective negotiations, in accordance with ILO Convention 98.
- The staff representatives in the firm shall receive an effective protection against any measure which could prejudice them, dismissal included, and would be motivated by their staff representative activity, in accordance with ILO Convention 135.
- The factory management shall agree to form a social dialogue with employee representatives in order to promote collective negotiations, in accordance with ILO Convention 154.

3-10 Breach of employment contract

- Breaches of contract shall respect the procedures of the local jurisdiction. During the breach of contract period, the supplier shall pay the employee the amount of the remaining due wage in a reasonably short delay. The supplier shall not withhold this wage.

4. HEALTH, SAFETY AND ENVIRONMENT

4-1 Building safety

- The buildings shall be conceived and built explicitly for the factory's professional activities. Shared buildings are strictly prohibited for factories located in Bangladesh and Cambodia. The building shall conform to the security norms applied, and the certificate for building and equipment safety shall correspond to the building plan and the number of floors observed.
- The buildings shall be equipped to resist to machines' vibrations.
- Elevators, boilers, pressure vessels or any other pressing objects, shall be regularly maintained and conform to the security norms applied.
- The buildings shall ensure compliance with the guidelines of the empowered public local institutions concerning geographical risks related to natural disasters.
- Shared buildings with other companies or individuals are prohibited. Unless the auditor can visit it during the tour of the audit.

4-2 Safety, professional risks, chemical products

- All workers shall be informed about the health risks linked to their working tasks, in accordance with ILO Convention 161.
- Workers shall be properly trained on health and safety issues at work, in accordance with ILO Convention 155. The training shall concern all the workers, including the newly employed. The implementation of the health and safety rules shall be regularly checked.
- The supplier shall prevent and protect the workers from all professional risks linked to air pollution, noise and vibrations, in accordance with ILO Convention 148.
- The supplier shall prevent workers from thermal radiation exposure.

- The supplier shall limit workers' exposure to dangerous chemical products, in accordance with ILO Convention 170. Chemical products exposure includes their making, manipulation, packaging, storage, transportation, emission, elimination and treatment of their waste, but also the maintenance, repair, and cleaning of their containers and equipment.
- All chemical substances containers shall be labeled, in order to be easily identified. Concerning dangerous chemical substances, security data notes shall be established and given to the employees who may use them. Notes indicating which products should not be mixed and installed side by side should also be posted to avoid all risks. These notes shall highlight the dangers of the chemical substances, the safety measures to take and the proceedings in case of emergency. These notes shall be regularly updated, easily understandable, especially in the local language, and include pictograms emphasizing on the different dangers. These notes should also be posted in close proximity to the storage space of chemical substances.
- All employees exposed to chemical products shall be continuously trained on the dangers and risks, and shall be able to refer to a specific person trained on chemical substances' dangers if needed.
- The supplier shall provide full and proper protection gear to all workers exposed to health and safety risks, if those risks cannot be dealt with any other way, in accordance with ILO Recommendation 164.

4-3 Cleanliness, lighting and ventilation of the working place

- The working place and tools, as well as the ventilating and air conditioning machines shall be neat, regularly cleaned and maintained through technical controls.
- The working place shall be lit enough to answer workers' visual needs. The supplier shall make sure that the working premises are equipped of a spare lighting, in case of an artificial lighting breakdown, if the failure is a threat for the health and safety of the workers who are in these premises.
- Adequate ventilation shall prevent workers from extreme temperatures. The ventilation shall be pure and exempted from bad odors.

4-4 Hygiene conditions

- Drinking water shall be in free and easy access at any time for all the employees.
- A sufficient number of clean toilets, with washing installations to clean hands, shall be accessible at any time for all employees.
- Showers shall be available for all workers.
- All toilets and showers shall be individual and with a door for more privacy.
- A canteen or eating facilities shall be available for all the employees in order for them to eat, warm up or refrigerate their meals.

4-5 Medical services

- An appropriate medical assistance shall be provided to all employees, related to the health and safety risks linked to the working activity, in accordance with ILO Recommendation 164.
- The factory must maintain a suitable number of first aid kits and must have a sufficient number of trained first-aid referents present at all time in the factory. The Galeries Lafayette encourages factories to hire professional health workers and install proper sick rooms in their premises in order to ensure the health and safety of their employees.

4-6 Precautions against fire and explosion

- The supplier shall make sure that electric installations were conceived and made safely in order not to cause risks of fire, explosion, electrocution or electrification.
- Electric installations shall be maintained and regularly checked by a professional electrician. It is recommended to install them in a closed cabinet marked with an “Electrical Danger” sign.
- The workers shall be regularly trained in the measures to be taken in case of fire if a risk is detected, and especially in the use of evacuation ways, in accordance with ILO Convention 175.
- The supplier shall equip the factory with a sufficient number of manual fire extinguishers, detectors and signs, regularly tested to make sure they work well.
- All workers shall be trained to be able to use manual fire extinguishers.
- An automatic sprinkler system should go off only when all electricity is shut down.

4-7 Evacuation paths and emergency exits

- The emergency exits shall be easily accessible for all employees, unlocked, space free and therefore not obstructed with boxes, products or any object that could bother employees’ evacuation in case of an emergency.
- Emergency exits should open outward and sliding doors should be easy to open. Emergency exits shall lead by the shortest way outside or in a secure place.
- The emergency exits shall be wide enough, and in a sufficient number depending on the size of the factory and the level of risks.
- The emergency exits shall be clearly indicated by signs noticeable by anyone, and permanently lit in an autonomous and self-sufficient way. The emergency exits doors shall be opened from outside.
- An evacuation plan shall be planned in case of an emergency. This plan shall be posted in a visible spot and easily accessible for all the workers. A safety training program shall occur with all the workers of the facility at least once a year.

4-8 Habitation standards for the employees housed by the supplier

- If housing is provided by the supplier, dormitories shall be clearly separated from the factory’s activity, and shall therefore be in a different building from the production site.
- The supplier shall provide dormitories to the employees only if needed and if there are not any other solutions for them, in accordance with ILO Recommendation 115.

- The accommodation provided by the supplier shall be free of charge or reasonably priced.
- Suppliers shall ensure that the accommodation provided to workers is clean and safe. It must provide sufficient drinking water, sufficient sanitary facilities and showers, a kitchen (for cooking, preparing, heating and keeping food fresh), adequate sewage and garbage disposal, and a minimum degree of space and privacy.
- Employees shall have the right to access and leave their dormitories without any constraints.
- The employees' accommodation norms shall be regularly re-examined to consider the social, economic and technologic developments.

4-9 Environment

- The supplier must ensure the compliance of their facilities with regulations on air emissions, water discharges, soil pollution, noise pollution, and energy consumption. They must obtain the necessary administrative permits and test reports.
- The supplier must ensure compliance with applicable regulations regarding the handling, storage, transport, and treatment of hazardous and non-hazardous waste, and obtain, if required by regulation, all necessary permits and certificates of compliance.
- Galeries Lafayette encourages their suppliers to take measures that contribute to environmental preservation. Suppliers are encouraged to minimize the negative environmental impacts of their products throughout their entire life cycle: design, development, production, transportation, use, and disposal and/or recycling.

5. BUSINESS INTEGRITY CLAUSES

6-1 Unfair competition

- The supplier shall respect local jurisdiction on anti-dumping and anti-trust laws.

6-2 Corruption and conflicts of interests

- The supplier commits to condemn and act against corruption in any way, extortion of money and bribes included. The bribes concern money, back-handers or systems of back-handers, unexplained discounts, disguised expenses or presents of a unreasonable amount.
- The supplier shall not make a gift or a donation, give cash and any form of benefits, or even incongruous invitations to Galeries Lafayette's employees, in order not to influence or compromise their decision.
- If the supplier is pursued through a tentative or a demand of corruption from one of the Galeries Lafayette's employees, he shall warn as soon as possible the Ethical Department or the Human Resources Department of Galeries Lafayette to the following e-mail : textilequality@galerieslafayette.com
- If the supplier is pursued through a tentative of corruption from a representative of a third company mandated by Galeries Lafayette, he shall warn as soon as possible the CSR Manager or the Human Resources Department of Galeries Lafayette to the following e-mail : textilequality@galerieslafayette.com
- The supplier shall avoid any deal or relationship which constitutes or would be seen as a

conflict of interest. The supplier is not allowed to deal directly with a Galeries Lafayette's employee of whom the spouse or a family member possesses shares in the supplier's company. During a contract negotiation or any other business deal, the Galeries Lafayette's employee and the supplier's representative shall not have personal links.

Annexes:

The Universal Declaration of Human Rights, 1948

<http://www.un.org/en/documents/udhr/>

The International Covenant on Economic, Social and Cultural Rights, 1966

http://treaties.un.org/pages/ViewDetails.aspx?src=TREATY&mtdsg_no=IV-3&chapter=4&lang=en&clanng=_en

The International Covenant on Civil and Political Rights, 1966

http://treaties.un.org/pages/ViewDetails.aspx?src=TREATY&mtdsg_no=IV-4&chapter=4&lang=en&clanng=_en

Convention on the Rights of the Child, 1989

<http://www.ohchr.org/EN/ProfessionalInterest/Pages/CRC.aspx>

The Ten Principles of the UN Global Compact, 2000

<http://www.unglobalcompact.org/aboutthegc/thetenprinciples/>

The ICS (Initiative Clause Sociale) Code of Conduct, 2013

The Responsible Jewellery Council (ou RJC) Code of Practice, 2019

SOCIAL CLAUSES

Child labour

ILO Convention 182 on the Worst Forms of Child Labour, 1999

http://www.ilo.org/dyn/normlex/en/f?p=1000:12100:0::NO::P12100_ILO_CODE:C182

ILO Convention 138 on the Minimum Age, 1973

http://www.ilo.org/dyn/normlex/en/f?p=1000:12100:0::NO::P12100_ILO_CODE:C138

Forced labour / Prison labour

ILO Convention 29 on Forced Labour, 1930

http://www.ilo.org/dyn/normlex/en/f?p=1000:12100:0::NO::P12100_ILO_CODE:C029

ILO Convention 105 on Abolition of Forced Labour, 1957

http://www.ilo.org/dyn/normlex/en/f?p=1000:12100:0::NO::P12100_ILO_CODE:C105

ILO Convention 122 on Employment Policy, 1964, China

https://www.ilo.org/dyn/normlex/fr/f?p=NORMLEXPUB:13100:0::NO::P13100_COMMENT_ID,P13100_COUNTRY_ID:4129442,103404

Working hours

ILO Convention 1 on Hours of Work (Industry), 1919

http://www.ilo.org/dyn/normlex/en/f?p=1000:12100:0::NO::P12100_ILO_CODE:C001

ILO Convention 14 on Weekly Rest (Industry), 1921

http://www.ilo.org/dyn/normlex/en/f?p=1000:12100:0::NO::P12100_ILO_CODE:C014

Wages and benefits

ILO Convention 131 on Minimum Wage Fixing, 1970

http://www.ilo.org/dyn/normlex/en/f?p=1000:12100:0::NO::P12100_ILO_CODE:C131

ILO Recommendation 85 on Protection of Wages, 1949

http://www.ilo.org/dyn/normlex/en/f?p=1000:12100:0::NO::P12100_ILO_CODE:R085

ILO Convention 132 on Holidays with Pay (Revised), 1970

http://www.ilo.org/dyn/normlex/en/f?p=1000:12100:0::NO::P12100_ILO_CODE:C132

Maternity protection

ILO Convention 103 on Maternity Protection (Revised), 1952

http://www.ilo.org/dyn/normlex/en/f?p=1000:12100:0::NO::P12100_ILO_CODE:C103

ILO Convention 183 on Maternity Protection, 2000

http://www.ilo.org/dyn/normlex/en/f?p=1000:12100:0::NO::P12100_ILO_CODE:C183

Illness leave

ILO Convention 102 on Social Security (Minimum Standards), 1952

http://www.ilo.org/dyn/normlex/en/f?p=1000:12100:0::NO::P12100_ILO_CODE:C102

Discrimination

ILO Convention 100 on Equal Remuneration, 1951

http://www.ilo.org/dyn/normlex/en/f?p=1000:12100:0::NO::P12100_ILO_CODE:C100

ILO Convention 111 on Discrimination (Employment and Occupation), 1958

http://www.ilo.org/dyn/normlex/en/f?p=1000:12100:0::NO::P12100_ILO_CODE:C111

Freedom of association and collective negotiations

ILO Convention 87 on Freedom of Association and Protection of the Right to Organise, 1948

http://www.ilo.org/dyn/normlex/en/f?p=1000:12100:0::NO::P12100_ILO_CODE:C087

ILO Convention 98 on Right to Organise and Collective Bargaining, 1949

http://www.ilo.org/dyn/normlex/en/f?p=1000:12100:0::NO::P12100_ILO_CODE:C098

ILO Convention 135 on Workers' Representatives, 1971

http://www.ilo.org/dyn/normlex/en/f?p=1000:12100:0::NO::P12100_ILO_CODE:C135

ILO Convention 154 on Collective Bargaining, 1981

http://www.ilo.org/dyn/normlex/en/f?p=1000:12100:0::NO::P12100_ILO_CODE:C154

HEALTH AND SAFETY

Security, Professional risks, Chemicals

ILO Convention 161 on Occupational Health Services, 1985

http://www.ilo.org/dyn/normlex/en/f?p=1000:12100:0::NO::P12100_ILO_CODE:C161

ILO Convention 155 on Occupational Safety and Health, 1981

http://www.ilo.org/dyn/normlex/en/f?p=1000:12100:0::NO::P12100_ILO_CODE:C155

ILO Convention 148 on Working Environment (Air Pollution, Noise and Vibration), 1977

http://www.ilo.org/dyn/normlex/en/f?p=1000:12100:0::NO::P12100_ILO_CODE:C148

ILO Convention 170 on Chemicals, 1990

http://www.ilo.org/dyn/normlex/en/f?p=1000:12100:0::NO::P12100_ILO_CODE:C170

ILO Recommendation 164 on Occupational Safety and Health, 1981

http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO:12100:P12100_ILO_CODE:R164

Precautions against fire and explosion Waste management and environment

ILO Recommendation 175 on Safety and Health in Construction, 1988

http://www.ilo.org/dyn/normlex/en/f?p=1000:12100:0::NO::P12100_ILO_CODE:R175

Accommodation regulations for the employees housed by the supplier

ILO Recommendation 115 on Workers' Housing, 1961

http://www.ilo.org/dyn/normlex/en/f?p=1000:12100:0::NO::P12100_ILO_CODE:R115