

## 4. Suppliers Social & Environmental responsibility

All suppliers providing goods or services for MDM are expected to know, understand, and agree with MDM's Code of Conduct principles and requirements, which are based on internationally recognised standards and principles.

This code of conduct sets forth our fundamental expectations towards our suppliers. These principles constitute the minimum social and environmental compliances we expect from the suppliers manufacturing our products, as we want to guarantee our customers that the people who made them are treated decently regardless of the country where they work. Suppliers must comply with this Code of Conduct, which is non-negotiable.

By having a business partnership with Maisons du Monde you recognize that you will maintain full compliance with this Code of conduct. This prerequisite is essential to maintain our long-term interests.

This code of conduct shall be:

- the minimum target to be reached by with a stepwise approach to improve social and environmental standards in factory.
- conveyed to the factory's employees and upstream supply chain, including sub-contractors.
- part of a global CSR training program at the factory's level.

### Suppliers' Code of Conduct

Maisons du Monde has joined the United Nations Global Compact initiative in January 2012 and is committed to helping its suppliers improve their working conditions.

First, every supplier is expected to comply with all national and local laws and regulations, including as regards labour, immigration, health and safety and environment.

Maisons du Monde also requires that are respected:

- the principles of the Universal Declaration of Human Rights and the International Convention on the Rights of the Child.
- the United Nations Convention Against Corruption as well as
- the ILO Conventions regarding child labour or forced labour, occupational health and safety, discrimination, and disciplinary practices, working hours and compensation.
- the United Nations human right to a healthy and sustainable environment.

#### **1. Child Labour**

The employment of children under 15 is prohibited, in accordance with the principles of the ILO, the United Nations Convention and national laws. The rights of young workers must be respected. Children under 18 years must not be required to perform dangerous or unpleasant tasks and must not work at night or overtime.

#### **2. Forced Labour**

We shall not tolerate any form of forced labour or slavery, which violates fundamental human rights. The employer shall not withhold any part of any worker's salary, benefits, property, or documents to force such personnel to continue working for the company.

#### **3. Discrimination**

There shall be no discrimination with regards to sex, age, religion, race, caste, birth, social affiliation, sexual orientation, family responsibilities, family

status, disability, ethnic and national origin, nationality, membership in workers' organizations including trade unions, political affiliation or opinion, or any other condition that may lead to discrimination.

#### **4. Working Hours and Overtime**

The factory shall maintain a transparent and reliable system for records of working hours and wages for all workers, including piece rate workers.

The employer shall comply with national laws and industry standards on working hours and public holidays. In all cases, the normal work week shall not exceed 48 hours and a maximum of 12 hours of overtime. All overtime work shall be done on a voluntary basis. Workers are entitled to have at least two days off per week and all other leaves provided by national law.

### **5. Remuneration**

The employer must pay employees a wage that meets or exceeds the minimum required by local law. Where employees are paid according to their output (piece work), their wage must still meet the legal minimum wage standard.

The employer must ensure that wages and other compensations, as well as social and tax deductions, are clearly explained in detail to employees, and that they are paid in accordance with all applicable laws and in a convenient manner to employees. Deductions from wages such as fines for disciplinary purposes are prohibited. All overtime shall be reimbursed at a premium rate as defined by national law.

### **6. Freedom of Association**

Employees must be free to join organizations of their choice. Employers must recognize and respect the right of employees to freedom of association and collective bargaining.

### **7. Occupational Health and Safety**

The employer must provide a safe and healthy working environment and must take precautions to prevent accidents and injuries that might affect the health of workers. Explicit health and safety regulations and procedures should be established and followed, especially concerning fire safety, individual and collective safety, hazardous handling, and storage, first aid, hygiene, and access to potable water. In addition, all employees must receive health and safety training in the workplace at regular interval.

### **8. Subcontractors and Traceability**

The company shall provide the address of the manufacturing sites for each of our products. What is more, the company is requested to communicate this Code of Conduct to its subcontractors involved in the production process of the final manufacturing stages carried out on behalf of Maisons du Monde. In addition, the company shall provide visibility of its supply chain nodes to Maisons du Monde.

### **9. Environment**

Plants must use products tolerated by international standards and display the related safety data sheets. In addition, plants must measure and progressively reduce their environmental impacts.

In priority shall be addressed the management of:

- **Pollution and Hazardous Substances:** Factories must only use chemicals that are tolerated by international standards. Procedures must be formalized for labelling, storage, and handling of chemicals. Factories must display safety data sheets, that are understandable to workers. Since the list of prohibited chemicals is regularly reviewed, factories must keep up to date.
- **Waste:** Factories must adapt the storage, handling, and treatment of wastes, depending on their hazardous or non-hazardous nature. To reduce air, water and soil releases, a waste management's prevention procedure must be elaborated. It also reduces inflammation and explosion risks.
- **Wastewater and Effluents:** Factories must treat their wastewater properly, either through an ETP on the production site or an approved external ETP. ETP must be properly used, maintained, and adapted to the volume of effluents generated by factories.

### **10. Management System and transparency**

The company must define and implement a corporate social responsibility policy that ensures every requirement of the Code of Conduct can be met. This policy requires clear procedures to be written for each of the points and every action should be documented.

### **11. Business ethics & Corruption**

The company shall ban corruption in all its forms, including extortion and bribery, in the conduct of its business and proactively develop policies and concrete programs to address corruption internally and within its supply chains.

## **REPORT A VIOLATION**

Violations of the Maisons du Monde code of conduct can be reported confidentially. If you are aware of an infringement of any article of this code, we encourage you to let us know by:

1. Sending us an email at [csr-supplychain@maisonsdumonde.com](mailto:csr-supplychain@maisonsdumonde.com)
2. Reporting anonymously on our whistleblowing platform on <https://maisonsdumonde.whispli.com>

## List of MDM social & environmental requirements

<b>CHILD LABOUR</b>	<b>Criticality</b>
The facility shall employ workers only above the age of 15 or the legal working age	Critical
If there are minor workers, from 15 to 18, they shall be exempted from performing overtime, night, or hazardous work	Critical
<b>FORCED LABOR</b>	
Workers shall be free from any forced labor practices For eg. Official docs (ID card, passport etc.) or personal belongings withheld by management, interdiction to leave the premises at the end of the working day, OT against workers' agreement, recruitment fees paid by workers, deposits requested to workers, delays of wage payment etc.	Critical
<b>DISCRIMINATION</b>	
Workers shall be free from discrimination in terms of hiring, compensation, access to training, promotion, termination, or retirement Prohibited bases of discrimination are age, race, religion, gender, sexual orientation, disability, national or territorial or social origin, caste, family responsibilities, marital status, pregnancy, union membership, political opinions etc.	Critical
Workers shall be free from any form of harassment, mental, physical and/or verbal abuse, and corporal punishment	Critical
<b>WORKING HOURS</b>	
There shall be a transparent and reliable system for records of working hours and wages for all workers maintained at the factory	Critical
Workers' total <u>working hours, including overtime</u> , shall be strictly lower than 72 hours per week (critical threshold)	Critical
Workers' total <u>working hours, including overtime</u> , shall be strictly lower than 66 hours per week (major threshold)	Major
Workers shall receive at least 1 day off (24 consecutive hours) within 7 days period according to the ILO convention	Major
<b>WAGES AND BENEFITS</b>	
If disciplinary measures are implemented by the facility, they shall be legal and non-excessive	Critical
The legal minimum wage shall be guaranteed to workers in accordance with local law	Critical
Overtime shall be paid at a legal premium rate?	Major
The payment method shall be in accordance with local law, on time and at least monthly	Major
Workers shall be covered at least by the accident/commercial private insurance	Major
Workers shall receive a pay slip with complete pay, benefits and deduction information that reflects the pay received. Information provided in pay slips is understandable for workers.	Major
<b>FREEDOM OF ASSOCIATION</b>	
Workers shall be free to exercise their right to form or participate in work-related organizations, as well as engaged in collective bargaining without discrimination, fear or physical/psychological violence	Major
<b>HEALTH AND SAFETY</b>	
The working environment shall be free from any immediate exposure to severe health or safety hazards. That includes risks linked to extreme heat, cold, humidity, air, light, noise. Other hazards can be, but are not limited to, building structure (walls crack)	Critical
The facility shall provide regular occupational health checks to employees who are exposed to hazardous processes (dust, noise, and chemicals)	Major
<b>FIRE &amp; ELECTRICAL SAFETY</b>	
Emergency exits are unobstructed and unlocked	Critical
There is an operational fire alarm present at the facility	Critical
There are fire extinguishers on every floor of the facility	Critical

The facility conducts fire drills on a regular basis (if not defined by law, at least once per year for all floors and shifts)	Critical
If the facility is located above the ground floor or occupies multiple floors, there are at least two sets of stairs to use as emergency exit paths	Major
The emergency exit paths are accessible and unobstructed	Major
The emergency exits are designated with visible signs	Major
The fire extinguishers are designated, clearly visible and accessible	Major
The electrical panels, wires and outlets are protected	Major
<b>HAZARDOUS, FLAMMABLE OR COMBUSTIBLE MATERIALS MANAGEMENT</b>	
The materials labelled as hazardous, flammable or combustible are stored away from sources of ignition	Critical
The factory does not release hazardous wastes without previous treatment in its natural environment	Critical
Waste is stored, handled, and transported in a way that prevents contamination of air, ground and water, prevents risks of ignition/explosion and ensures worker health and safety	Major
The facility separates hazardous wastes from non-hazardous waste streams	Major
<b>PERSONAL PROTECTIVE EQUIPMENT</b>	
Where necessary, workers have access to and wear appropriate and free of charge personal protective equipment (PPE)	Major
<b>WORKPLACE ENVIRONMENT</b>	
Workers have access to potable water	Critical
The factory monitors its working conditions parameters	Major
Machines are equipped with safety devices and emergency switch button	Major
Workers have access to gender-specific, clean, and private toilet facilities	Major
There a valid first aid kit presents in every working area	Major
<b>RESIDENTIAL FACILITIES, if applicable</b>	
The dormitory is not located next to hazardous material storage or production building where hazardous work is performed	Critical
Emergency exits are unobstructed and unlocked	Critical
There is a fire alarm present at the dormitory	Critical
There are fire extinguishers on every floor of the dormitory	Critical
<b>MANAGEMENT SYSTEM, TRANSPARENCY</b>	
All the reviewed documents been found free from any manipulation or falsification	Critical
The audit has been carried out without any attempt of corruption or the use of bribery from the auditee	Critical
The written document that outlines the employment terms is in a language understood by each respective worker	Critical
Workers are aware of their employment terms	Major
The facility provides workers with a written document that outlines the employment terms in accordance with local law including occupational health and safety information	Major
The facility has non-expired documentation of compliance with building safety requirements issued by local authority in accordance with local law	Major
<b>ENVIRONMENT</b>	
The factory is free from any discharge point for industrial wastewater directly into the environment	Critical
If the site releases toxic substances into the air from stack or diffuse emission, the factory has filters and / or systems to control the air emissions in accordance with local law limits	Critical
If there is an ETP on-site, the sludge or generally other types of hazardous waste / substances are temporarily stored on-site in a dedicated area (on hard-surfaced floor, in a secondary containment, with a roof) and without possible contact with the rain or soil	Critical
The factory is free from any on-site waste burning and / or uncontrolled landfilling	Critical