



## Tricorp Code of Conduct for suppliers

### Introduction

At Tricorp we care for our collections; the materials that are being used and the production process through which our articles are being made. We cherish the relationship with our business partners to co-create the most beautiful products and work towards a compliant and future-proof business.

This Code of Conduct (CoC) is meant to express a mutual commitment between Tricorp and its business partners, and applicable to all suppliers, their subcontractors and other parties that play a business role in the production of Tricorp's collection.

It is the responsibility of Tricorp suppliers and other business partners to inform their subcontractors and suppliers about the Tricorp CoC to ensure that it is implemented in every factory and workplace that produces, finishes, packs or otherwise handles goods or performs services for Tricorp.

Tricorp aims to have a responsible purchasing policy based on social and environmental criteria in relation to international standards, conventions and guidelines.

Working in compliance with all applicable laws and regulations on human rights, the environment and product safety is of great importance; international standards are leading if they are more stringent.

We ask all our suppliers, sub-suppliers and subcontractors, from raw material to end product, to support us in our corporate responsibility program and to work according the standards below.

### 1. Our common responsibility – due diligence

Important aspect of this relationship is the prevention or mitigation of the social and environmental impacts or risks in this production process.

Under the UNGPs<sup>1</sup> and OECD Guidelines<sup>2</sup>, enterprises bear a responsibility for preventing and reducing any adverse impact on people and the environment by their own operation or business relationships in the production or supply chain. This means acting in an ethical and transparent way that contributes to the health and welfare of society. This is the baseline for our Due Diligence Policy integrated in our corporate responsibility program.

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<sup>1</sup> The UN Guiding Principles on Business and Human Rights are a set of guidelines for States and companies to prevent, address and remedy human rights abuses committed in business operations. <http://www.unaapreporting.org/>

<sup>2</sup> The OECD Guidelines for Multinational Enterprises are recommendations addressed by governments to multinational enterprises operating in or from adhering countries. They provide non-binding principles and standards for responsible business conduct in a global context consistent with applicable laws and internationally recognized standards. <http://www.oecd.org/corporate/mne/>

Tricorp supports the Conventions of the International Labour Organisation (ILO) and expects suppliers to act in accordance with the Conventions of the ILO. These Conventions are, along with other International Human Rights and Environmental Treaties and the relevant UN Declarations and the OECD guidelines, the basis for our responsible business conduct.

We have identified 12 specific themes by mutual agreement and in discussion with stakeholders which currently merit the priority attention of enterprises in the garment and textile sector operating in the Netherlands in terms of international responsible business conduct. These themes are, in no particular order:

1. No discrimination or gender-related impacts;
2. No child labour;
3. Employment freely chosen;
4. Freedom of association;
5. Fair remuneration;
6. Reasonable hours of work;
7. Legally binding employment relationship;
8. Safety and health in the workplace;
9. Less raw materials;
10. Less water pollution and use of chemicals, water and energy;
11. Packaging.

## **2. Our purchasing practices**

Tricorp is part of the value chain and therefore we take our responsibility regarding sourcing and buying practices. If our buying behaviour does not support the international social and environmental standards set below that we ask you to contact us. We aim to work according to the following buying strategy<sup>3</sup>:

For planning and purchasing we will:

- Agree on realistic lead times;
- Share a forecast and purchasing plan and, if possible, book capacity;
- Consider to start production early for NOOS styles;
- Communicate changes in purchasing plans on time;

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<sup>3</sup> Our buying strategy is based on the Common Framework for Responsible Purchasing Practices: [CFRPP-Full-Framework-Updated.-V1.-30.06.22.pdf \(fairwear.org\)](https://www.fairwear.org/frpp-Full-Framework-Updated.-V1.-30.06.22.pdf)

- Make an agreement on late style order changes;
- Set clear payment conditions and pay on time.

For product development we will:

- Provide clear technical specifications;
- Ask for feedback on new developments;
- Follow an efficient sampling process (first-time-right);
- Provide a target buying price;
- Get insight in price calculation incl. costs of material, labour, transport, testing, audits, living wage.

### **3. Several production sites / Subcontractors**

Suppliers need to guarantee that production will take place at the production site agreed. A transfer to another production location is not allowed, unless Tricorp has given permission to do so. We realize that workwear products could require process steps, e.g. embroidery or printing, that the supplier cannot deliver himself. In those cases sub-contracting is allowed, but only if Tricorp has been informed beforehand. Also these factories should follow the Tricorp Code of Conduct. Follow the Tricorp Supplier manual for more instructions.

### **4. Corruption**

Tricorp has a zero tolerance policy on bribery and corruption. Tricorp does not tolerate bribery in any form, active or passive, and is determined to ensure that the objectives of worldwide anti-corruption struggle are fulfilled by its employees, business partners, suppliers and any third party operating directly or indirectly in Tricorp activities.

### **5. Management System, Monitoring, documentation, verification**

Tricorp expects each factory to define and implement a management system to ensure that the requirements of this CoC can be met. Company management is responsible for the communication of the requirements of this CoC to all its employees, subcontractors and suppliers. It shall also address employees' concerns of non-compliance with this CoC.

Tricorp suppliers should encourage continuous improvement mindset at every level of the factory, for concrete application of the code of conduct.

## 6. Transparency

Tricorp expects its suppliers to be transparent on all factories that play a role in the production of an article. This is needed to be able to take responsibility on social and environmental risks that may exist upstream. A better understanding of the supply chain will also improve quality consistency. Tricorp asks its suppliers to share their management system as well as product and process details upon request and to participate in audits and projects. Any changes should be reported so that the Tricorp product bill of material (BOM) can be up dated.

## 7. Grievance mechanism

Tricorp is committed to hear grievances from workers. Amfori provides a fair, confidential complaint mechanism where workers can share their complaints or suggestion for improvement. Tricorp supports external trainings to production site management and workers to improve the use of the system.

## 8. Explanation main social and environmental issues

ISSUE	EXPLANATION
Discrimination + Gender	Discrimination on the base of race, religion, beliefs, gender or other basis is prohibited. Discrimination can be in hiring, compensation, access to training, promotion, benefits, termination or retirement. High attention and measures are needed to avoid violation of rights;
Child Labour	Labour by children younger than 15 years is prohibited; specific attention should be paid to youngsters between 15-18 years (no hazardous work or at night); Tricorp will emphasize need for protective measures and vocational trainings for youngsters;
No forced labour	Labour at Tricorp suppliers must be voluntary. Forced and compulsory labour is prohibited; this could be a high risk for specific minority or religious groups; workers must be free to leave the workplace after completing their standard working hours, or to leave the company respecting legal and reasonable notice.
Freedom of Association	All workers should be able to start and join a trade union, to negotiate collectively. Tricorp is aware that in many countries this right is restricted by law; in those situations Tricorp supports the focus on workers' representative committees and trainings in order to improve the empowerment of workers;
Fair Remuneration	Wages for a standard working week should be sufficient to meet basic needs of workers and their families and to provide some discretionary income; in most production countries this is still not the case; Tricorp will demand from its key suppliers a cost calculation, based on which a fair purchasing price can be calculated; Tricorp demands that in all cases the supplier will ensure full enrolment to social insurances for all its employees;

ISSUE	EXPLANATION
Working hours	Hours of work should comply with applicable laws; in case Tricorp's order may lead to excessive overtime, we want to be informed in advance; Tricorp aims to adjust its purchasing practices to avoid excessive overtime;
Disciplinary Practices	Tricorp suppliers must treat their workers with respect and dignity. Any form of behaviour, including gesture, language and physical contact that is sexually threatening, abusive or insulting is forbidden. Disciplinary practices must be written, understandable and communicated to the workers.
Binding contract	Employment relations should be legally binding; workers should be given a labour contract, and monthly pay slips;
Health and Safety	Tricorp suppliers are responsible to offer a safe and healthy environment for the workers. Effective regulations should be implemented and adequate measures taken. This concerns building, workplace and fire safety as well as dormitories, toilets, canteens etc.
Raw materials	Sourcing of raw materials has a high impact on the planet; to lower the use of virgin materials Tricorp aims to have more sustainable alternatives in its collection; we ask our suppliers to collaborate on this. Tricorp expects from its suppliers they will not knowingly source raw materials (like cotton, viscose, leather, paper) from any country or origin that is threatening human rights, people's safety, environment, biodiversity or animal welfare.
Water, Energy, CO2, Chemicals	Tricorp expects from its suppliers to protect people and planet.  Water: Tricorp supports its suppliers to measure water use and to implement a cleaner production process; see e.g. the waste water calculator: <a href="https://watercalculator.dnvgi.com/Home/Form">https://watercalculator.dnvgi.com/Home/Form</a> or the Amfori BEPI risk assesment or audit requirements.  Energy: Tricorp supports its suppliers to use new energy technologies like wind- and solar energy to reduce the use of fossil fuels. CO2: Tricorp supports its suppliers to measure greenhouse emissions and to establish an energy management plan, including energy efficiency measures; Chemicals: no hazardous chemicals shall be used in processing stage and released in water or air nor be present in the final product. The factory needs to have an environmental system to ensure good practice. Chemicals should have a Safety Data Sheet. Tricorp may ask for information on specific chemicals and Tricorp is willing to discuss the use of a safer alternative.  Follow the Tricorp supplier manual for instructions on chemical management and sustainable packaging use.

As part of the monitoring Tricorp expects that third party audits<sup>4</sup> will be conducted annually at production sites and that the audit report will be sent to Tricorp. Each audit is followed up with a Corrective Action Plan. Tricorp is committed to provide support the implementation of the measures.

<sup>4</sup> Audits are on social and environmental compliance, often conducted by Amfori BSCI/ BEPI, Smeta, or alike.

## 9. Close collaboration

As also stated in the introduction the requirements in this Responsible Business Conduct (RBC) document should be seen as a joint effort. Only in close collaboration Tricorp and its business partners in the value chain can achieve a full social and environmental compliance and a future-proof business.

The signatories of this code of conduct agree to implement the values and principles set out in this document throughout the life cycle of their business relationships, and in close liaison with relevant stakeholders.

### Tricorp BV

Name: Mr Wout Vuldens  
Function: Head of Purchasing

### Supplier

Name:  
Function:  
Name factory/ factories: