



Manor Code of Conduct for Suppliers

Manor AG (hereinafter referred to as « Manor») has always been committed to developing its activities in accordance with the highest ethical standards and in compliance with the laws of Switzerland.

In accordance with the ILO Conventions, the United Nations' Universal Declaration of Human Rights, the UN's Conventions on children's rights and the elimination of all forms of discrimination against women, the UN Global Compact and the OECD Guidelines for Multinational Enterprises and other relevant internationally recognized agreements, the Manor Code of Conduct for suppliers (hereinafter referred to as "the Code of Conduct") aims at attaining compliance by its suppliers with certain social and environmental standards.

By entering into a business relationship with Manor, suppliers of Manor (hereinafter referred to as "Suppliers") are, within their scope of influence, committed to acknowledge the social and environmental standards laid down in the Code of Conduct and undertake to take appropriate measures within their company policy for their implementation and compliance.

Suppliers must ensure that the Code of Conduct is also observed by subcontractors involved in production processes of goods supplied to Manor.

1. Legal Compliance

Suppliers shall comply with all applicable laws and regulations, industry minimum standards, ILO and UN Conventions, and any other relevant statutory requirements whichever requirements are more stringent. Where there are differences between the provisions of the Code of Conduct and national laws or other applicable standards, suppliers shall adhere to the higher or more stringent requirements.

2. Freedom of Association and the Right to Collective Bargaining

All employees of the Suppliers must have the right to exercise their legal right to form or join a trade union and participate in collective bargaining without threat of reprisal, intimidation or harassment (ILO conventions 87, 98 and 135)

When operation in countries where trade union activity is unlawful or where free and democratic trade union activity is not allowed, Suppliers shall respect this principle by allowing workers to freely elect their own representatives with whom the company management and personnel can enter into dialogue about workplace issues.

3. No Discrimination

No discrimination shall be tolerated in hiring, remuneration, access to training, promotion, termination or retirement

based on gender, age, religion, race, caste, birth, social background, disability, ethnic and national origin, nationality, membership in workers' organizations including unions, political affiliation or opinions, sexual orientation, family responsibilities, marital status, or any other condition that could give rise to discrimination. (ILO Conventions 100, 111).

4. Humane Treatment/Anti-Harassment and Abuse

Suppliers shall treat all personnel with respect and dignity and commit to a workplace free of harassment and abuse. Physical punishment or the threat thereof, sexual or racial harassment, verbal abuse or power abuse of any form of harassment or intimidation is unacceptable under any circumstances.

5. Prevention of Involuntary Labour and Human Trafficking

Suppliers shall ensure that all work is voluntary. Suppliers shall not traffic persons or use any form of slave, forced, bonded, indentured or prison labour. Involuntary labour includes the transportation, harbouring, recruitment, transfer, receipt, or employment of persons by means of threat, force, coercion, abduction, fraud, or payments to any person having control over another person for the purpose of exploitation.

Suppliers shall ensure that the third-party recruitment agencies it uses are compliant with the provisions of this Code and the law.

6. No Child Labour

Manor does not accept any form of child labour.

A child is defined as a person younger than 15 years of age, or as an exception, 14 years of age in countries referred to in article 2.4 of the ILO convention 138. If the national legal age for working is higher than 15 years of age, Suppliers must adhere to the higher requirement.

Suppliers shall establish and implement a child labour policy ensuring that no child is employed.

If child labour is detected in the production of goods for Manor the Suppliers are obliged to offer a sustainable solution in the best interest of the child.

Young employees (below the age of 18 years) may only be employed in non-hazardous work and not work at night, if they are above the country's legal age for working. Suppliers shall not require juvenile workers to work overtime.

7. Fair Remuneration/Wages and Benefits

Suppliers shall respect the right of the employees/workers to receive a fair remuneration that is sufficient to provide them with a decent living for themselves and their family, as well as the social benefits legally granted, without prejudice to the specific expectations set out hereunder.

Suppliers shall comply, as a minimum, with wages mandated by government's minimum wage legislation, or industry standards approved on the basis of collective bargaining, whichever is highest.

Wages, overtime and benefits are to be paid in a timely manner, regularly, and fully in legal tender. Deductions will be permitted only under the conditions and to the extent prescribed by law or fixed by collective agreement.

8. Working Hours

Working hours must comply with applicable legal and industry regulations. In no case may workers regularly work more than 48 hours per week and must be given at least one full day off every seven days. Overtime must be voluntary, must not exceed 12 hours per week, must not be regularly required and must be compensated with an overtime premium in each case.

9. Labour Contract

All employees shall be entitled to a written labour contract in accordance with applicable laws.

10. Working Conditions/ Health and Safety

Suppliers shall comply with applicable laws and regulations for occupational health and safety and provide the employees with a safe and healthy work place.

Employees shall be provided with sufficient personal protection equipment for the work performed.

Suppliers shall take efficient steps to prevent potential accidents and injuries to workers and have a clear set of regulations and procedures to be followed. All personnel shall have the right to remove themselves from imminent serious danger without seeking permission from the company.

11. Working and Living Conditions

Suppliers shall provide access to drinkable water and clean toilette facilities. Safe and clean eating and resting areas and if appropriate, sanitary facilities for food storage, shall be provided.

When dormitory facilities are provided, these shall meet all applicable laws and regulations related to health and safety, including fire safety and electrical and structural safety.

12 Health and Safety Communication

Suppliers shall provide workers with appropriate workplace health and safety training in their primary language. Health and safety related information shall be clearly posted in the factory.

13 Environment and Safety Issues

Suppliers shall comply with existing environmental legislations and obtain all legally required permits, licenses and registrations applicable for their business.

Suppliers shall maintain a suitable environmental management system or equivalent to minimize environmental risks and continuously improve the company's environmental performance.

Procedures and standards for waste management, handling and disposal of chemicals and other dangerous materials, waste water, emissions and effluent treatment must meet or exceed minimum legal requirements.

14 Ethical Business Behaviour

Manor expects the highest standards of ethical conduct in all of our businesses. Suppliers shall always behave ethically in every aspect of their business, including relationships, practices, sourcing and operations.

15 Management Systems

Suppliers shall define and implement policies for social accountability and management systems to ensure that the requirements of the Code of Conduct can be met as well as establish and follow an anti-bribery / anti- corruption policy in all of their activities.

Management is responsible for the correct implementation and continuous improvement by taking corrective measures and periodical review of the Code of Conduct, as well as the communication of the requirements of the Code of Conduct to all employees of the Suppliers. It shall also address employees' concerns in case of alleged non compliance with this Code of Conduct.

16 Monitoring, Corrective Action and Non-Compliance

Manor expects the suppliers to respect the Code of Conduct and to actively do the utmost to fulfil Manor's requirements in their own organization and throughout their supply chain. This should be done by cooperating in a transparent manner, by for example granting Manor access to relevant documentation and premises.

Manor reserves the right to carry out announced and unannounced audits of all premises producing goods supplied to Manor at any time, either by Manor or by an independent third party of its choice.

If Manor determines that a production unit is violating this Code, Manor expects Suppliers to take responsibility for the immediate implementation of corrective actions. If corrective action is advised but not taken, Manor may suspend the placement of future orders or terminate the business relation at its own discretion.