



CODE OF CONDUCT

THE CODE OF CONDUCT COVERS BEIRHOLM GROUP INCLUDING BOTH BEIRHOLMS VÆVERIER A/S AND CRÉADORE A/S. IN THE FOLLOWING, BEIRHOLM GROUP IS REFERRED TO AS BEIRHOLM UNLESS OTHERWISE STATED



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Introduction

Beirholms Væverier A/S is a leading supplier of profitable, high-quality and competitive textile solutions for the Linen Rental Industry. We wish to work in partnerships with our business partners throughout the value chain to maintain that position and to sustain theirs. Our partnership concept is based on close cooperation involving open, candid communication. Beirholm wishes to be a responsible partner who proactively supports human rights and good working and environmental conditions in the workplaces that form part of our partnerships. We believe that high workplace standards will support competitive advantages in the entire value chain.

This Code of Conduct communicates the social, environmental and ethical standards we expect our manufacturers to live up to. The Code of Conduct seeks to express standards that are considered universal in nature and we expect our partners to share our support and commitment to the underlying declarations and conventions such as the UN Global Compact, the Universal Declaration of Human Rights, the core labour conventions of the International Labour Organization, the United Nations Convention on the Child, and the OECD Guidelines for Multinational Enterprises, and the United Nations Declaration on Sustainable Development (the Rio Declaration).

The overall purpose of this Code of Conduct is to ensure that the partnerships between Beirholm and its manufacturers are based on internationally accepted and recognized social, environmental and ethical standards. Any of our manufacturers must aspire to achieve and eventually comply with these requirements that should be considered minimum. We recognize that some of our business partners may consider compliance with this Code of Conduct and its overall objective a challenge.

While we do not expect all manufacturers to meet the requirements at the time of entering a business relationship with Beirholm, we do expect all our manufacturers to express and demonstrate a serious commitment to meeting the objectives set forth in this Code of Conduct. Business partners that fail to make this commitment will eventually have to terminate their business with Beirholm. As appropriate, we stand ready to offer guidance and assistance to facilitate the process towards compliance.

General requirements

Beirholm manufacturers shall comply with national legislation and regulations and the Beirholm Code of Conduct including Appendix of *Area and/or Area Specific Requirements* which is available at beirholm.dk. Where the Code of Conduct and national legislation address the same issue, the most stringent provision shall apply. Where any of the specific provisions of this Code of Conduct legally do not comply with national or local legislation, the applicable legislation should always prevail; in these cases, Beirholm should be notified immediately.

Beirholm manufacturers should establish good management practices that involve workers - and their representatives - in sound information exchange on workplace issues and allow for appropriate measures for protecting workers in line with the aspirations of the Beirholm Code of Conduct. Manufacturers should take specific steps to make workers aware of their rights and responsibilities.

In addition, manufacturers are required to build sufficient competence among employers, managers, workers and workers' representatives in order to successfully embed these practices in the business operation. Continuous education and training at each level of work is essential, particularly regarding Occupational Health and Safety.

Beirholm manufacturers should establish effective operational-level grievance and remediation mechanisms for workers who may be adversely impacted in their role. Even where judicial systems are effective and well-resourced, grievance mechanisms may offer advantages such as speed of access and remediation, reduced costs and transnational reach.

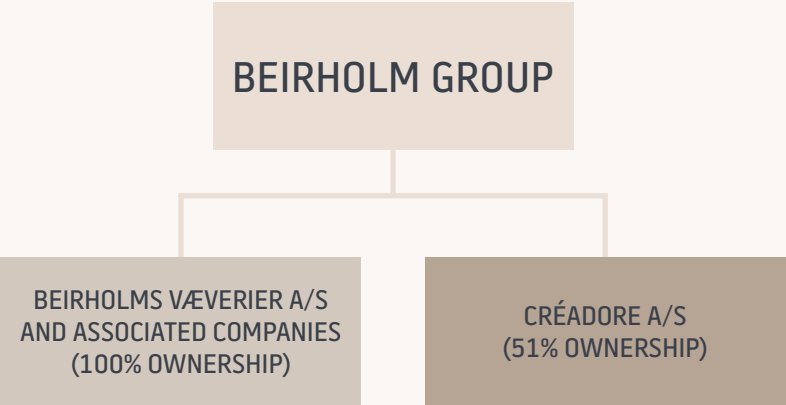
Risks, vulnerable stakeholders, and policies

The most significant human rights risks related to our manufacturing partners and their sub-suppliers are listed below. In addition, we have identified the following groups of vulnerable stakeholders, whom we pay particular attention to when performing our due diligence:

- » Women
- » People with disabilities
- » Children
- » Other minorities (due to e.g., sexual orientation and religion)



Beirholm Group



1 The diagram is a simplified version of our company group structure



Child labour

Beirholm manufacturing partners shall ensure that no person be employed at an age younger than 15 (or 14 where the legislation of the country permits) or younger than the age for completing compulsory education in the country of the manufacturer where such age is higher than 15.

The manufacturer shall maintain a labour force register including the date of birth of all workers. If a child is found working, manufacturers shall act in the best interest of the child. Do not dismiss a child without discussing the child’s future. The manufacturer must pay for any costs for education. Any measures taken should aim to improve, not worsen, the child’s situation.

In addition, manufacturers shall protect young workers between the age of 15 (or the legal working age) and up until the age of 18 from any type of employment or work which, by nature or circumstances in which it is carried out, is likely to jeopardise their health, safety or morality.

In countries where the legislation permits apprenticeship programmes for children between 12 and 15 years of age, we will accept that children of this age work a few hours per day. The manufacturer must be able to prove that this work does not interfere with the child’s education, that the work is limited to a few hours per day, that the work is light and clearly aimed at training, and that the child is properly compensated.

Forced labour

There shall not be any use of forced labour, whether in the form of prison labour, indentured labour, bonded labour or otherwise. Neither the company nor any entity supplying labour to the company shall engage in or support trafficking of humans. Workers shall not be required to lodge ‘deposits’ or identity papers upon commencing employment with the company. Forced labour shall include any work or service which is extracted from any person under the threat of penalty for its non-performance and for which the workers do not offer themselves voluntarily. Employers shall maintain sufficient hiring and employment records to demonstrate and verify compliance with this provision.

Freedom of association and collective bargaining

The manufacturer shall not prevent employees and other workers from associating freely with any lawful workers’ association or collective bargaining association. The manufacturer shall, in those situations in which the right to freedom of association and collective bargaining is restricted by law, facilitate parallel means of independent and free association and bargaining for all such personnel. The manufacturer shall ensure that representatives of personnel have access to their members in the workplace.

Working hours

Manufacturers’ employees shall not be required to work more than (a) 60 hours per week including overtime or (b) the limits on regular and overtime hours allowed by the legislation of the country of manufacturers. Overtime shall be voluntary and on an irregular basis. Employees must enjoy at least one day off in every seven-day period. Where the manufacturer is a party to a collective bargaining agreement freely negotiated with worker organizations representing a significant portion of its workforce, overtime work may be required in accordance with such an agreement to meet short-term business demand. Any such agreement must comply with the requirements given above.

Compensation and working conditions

Beirholm requires manufacturers to pay at least the minimum wage required by local legislation and shall provide all legally mandated benefits in a full and timely manner. In addition to their compensation for regular hours of work, employees shall be compensated for overtime hours at such premium rate as is legally required or, in those countries where such legislation does not exist, at a rate that is higher than or equal to the ordinary overtime rate.

The manufacturer shall ensure that deductions from wages are not made for disciplinary purposes and shall ensure that wages and benefits compositions are detailed clearly and regularly for workers; the manufacturer shall also ensure that wages and benefits are rendered in full compliance with all applicable legislation and that remuneration is rendered either in cash or by cheque, in a manner convenient to workers.

Discrimination

Beirholm manufacturers shall ensure that there is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, sexual orientation, union membership or political affiliation.

Disciplinary practises

Beirholm manufacturers shall not use, or permit the use of, corporal punishment or other forms of mental or physical coercion, disciplinary actions or engage in sexual harassment.

Health and safety

Beirholm manufacturers shall provide a safe and healthy working environment in compliance with all applicable legislation and regulations, ensuring at a minimum that facilities:

- » Appoint a management representative who is to be responsible for the health and safety of all personnel and to be accountable for the implementation of the health and safety systems in the company.
- » See to it that all personnel receive regular and recorded health and safety training, moreover, such training shall be repeated for new and reassigned personnel.
- » Establish systems to detect, avoid or respond to potential threats to health and safety of all personnel.
- » Comply with or exceed existing legislation regarding building safety and fire code rules.
- » Respect proper lighting, ventilation, noise and temperature regulations.
- » Have aisles that are clear and exits operative and accessible at all times.

- » Are equipped with machinery that is properly maintained and serviced.
- » Provide appropriate protective clothing to employees at no cost.
- » Provide for the safe handling, storage and responsible disposal of hazardous materials.
- » Ensure that workers are aware of safety arrangements at the facility.
- » Have a well-known emergency/medical and evacuation plan for the employees.
- » Ensure access to clean toilet facilities and potable water and
- » Have dormitories, where applicable, that are safe, clean, and located elsewhere than at the working facilities. Employees must be given individual beds/mattresses and separate dormitories, toilets and showers for men and women.

Environmental requirements

Beirholm manufacturers shall at the very least meet all relevant local and national environmental regulations. In addition, we expect our manufacturers steadily to improve environmental performance, and to reduce waste and emissions to air, ground and water; handle, store and dispose of hazardous waste and chemicals in an environmentally safe manner; contribute to recycling; and to work to implement an environment management system.

- » We require that a regular review of all relevant processes and improvements needs to be ensured and documented in writing.



Corruption and bribery

Beirholm manufacturers will not make use of corruption or bribery, whether direct or indirect. They will not offer or accept money, a gift or the like in any form to provide improper benefits to their customers, suppliers or other business partners, whether private or public official. No payments, gifts, or services intended to influence or even appearing to influence the concerned official’s actions should be given.

Subcontractors

Beirholm manufacturers shall not make use of subcontractors for the production of Beirholm’s products or components thereof without Beirholm’s approval and only after the subcontractor has received and agreed to comply with Beirholm’s Code of Conduct or the BSCI Code of Conduct (according to Beirholm’s Cascading Principle). Read about BSCI’s Code of Conduct [here](#)

In addition, Beirholm expects its direct manufacturers to share and sign the Code of Conduct or the BSCI Code of Conduct on an annual basis while the business relationship with the subcontractor is ongoing.

Monitoring and compliance

Manufacturers shall maintain on file all documentation necessary to demonstrate compliance and will authorize Beirholm and its designated agents (including third parties) to engage in monitoring activities to ensure compliance, including confidential employee interviews. Beirholm reserves the right to engage in monitoring activities at sub-contractors’ facilities.

Communication

Manufacturers shall take appropriate steps to ensure that all employees are familiar with the provisions and rights covered by this Code of Conduct. They should also host regular sessions to create awareness of the policies, rights, grievance, and remediation mechanisms included in this Code of Conduct. Furthermore, they must stress that the rightful use of these policies, rights, grievance, and remediation mechanisms will not lead to any retaliation (e.g., being fired).

Grievance mechanism

Beirholm’s manufacturers are to ensure that a Grievance Mechanism is in place. The grievance mechanism should be Legitimate and Accessible to all workers. It should be Predictable and Equitable towards all workers including vulnerable stakeholders.

The manufacturer is to ensure that the grievance mechanism is Transparent and Rights-compatible and a source of continuous learning for the manufacturer and the workers. The grievance mechanism should be based on a mutual engagement and dialogue. And the manufacturer must ensure that no retaliation takes place if a person or group rightfully makes use of the grievance mechanism.

REACH directive

Beirholm’s manufacturers are to ensure compliance with the EU REACH directive to avoid the use of substances and chemicals harmful to human health and the environment—in the textile products and throughout the manufacturing process.

APPENDIX OF AREA AND/OR AREA SPECIFIC REQUIREMENTS


Manufacturers and contractors commit themselves to comply with this Code of Conduct, hereunder the Appendix of Area and/or Area Specific Requirements.

a) Specifically on Building Safety:
BV requires all suppliers and approved sub-suppliers, which have production in multi-storey buildings to be able to present and document relevant approvals from local authorities with respect to construction, use and monitoring of Building Safety. Furthermore, suppliers and approved sub-suppliers are expected to authorize BV and its designated agents (including third parties) to engage in monitoring activities to ensure Building Safety.

b) Specifically regarding sourcing of cotton from Uzbekistan:
Due to challenges in ensuring compliance with the BV Code of Conduct for cotton produced in the country of Uzbekistan, BV will not accept cotton from Uzbekistan in our supply chain and thereby in our products. BV suppliers and sub-suppliers which source from Uzbekistan must demonstrate and document procedures for segregation of cotton raw materials as well as accept and authorise BV and its designated agents (including third parties) to engage in monitoring activities to ensure that cotton from Uzbekistan is not used for BV products.



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Name:
Beirholms Væverier A/S



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