

Supplier Code of Conduct

At Hunter Douglas, we believe that we have a responsibility...

Understanding that our work with suppliers is always evolving, this Code of Conduct clarifies and elevates the expectations we have of our suppliers and lays out the minimum standards we expect each supplier to meet.

It is our intention to use these standards as an integral component to how we approach Hunter Douglas Europe (HDE) sourcing strategies, how we evaluate supplier performance, and how we determine with which parties HDE will continue to engage and grow our business.

As we evolve our business model in sourcing, we intend to work with suppliers who understand that meeting these minimum standards is a critical baseline from which our market leadership, continuous improvement and self-governance must evolve. Beyond the Code, HDE is committed to collaborating with our suppliers to help build a leaner, greener, more empowered and equitable supply chain.

We expect our supplier's to share HDE's commitment to the goals of reducing waste, using resources responsibly, supporting workers' rights, and advancing the welfare of workers and communities. We believe that relationships based on transparency, collaboration and mutual respect are integral to making this happen.

Our Code of Conduct binds our suppliers to the following specific minimum standards that we believe are essential to meeting these goals.

EMPLOYMENT IS VOLUNTARY

The supplier does not use forced labor, indentured labor, bonded labor or other forms of forced labor. If supplier uses prison labor it ensures that all prison workers have been convicted by a court of law, and that the work is voluntary and supervised by a public authority. The supplier is responsible for employment eligibility fees of foreign workers, including recruitment fees.

EMPLOYEES ARE AGE 16 OR OLDER

Supplier's employees are at least age 16 or over the age for completion of compulsory education or country legal working age, whichever is higher.

SUPPLIER DOES NOT DISCRIMINATE

Supplier's employees are not subject to discrimination in employment, including hiring, compensation, promotion or discipline, on the basis of gender, race, religion, age, disability, sexual orientation, pregnancy, marital status, nationality, political opinion, trade union affiliation, social or ethnic origin or any other status protected by country law.

FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING ARE RESPECTED

To the extent permitted by the laws of the manufacturing country, the supplier respects the right of its employees to freedom of association and collective bargaining. This includes the right to form and join trade unions and other worker organizations of their own choosing without harassment, interference or retaliation.

COMPENSATION IS TIMELY PAID

Supplier's employees are timely paid at least the minimum wage required by country law and provided legally mandated benefits, including holidays and leaves, and statutory severance when employment ends. There are no disciplinary deductions from pay.

HARASSMENT AND ABUSE ARE NOT TOLERATED

Supplier's employees are treated with respect and dignity. Employees are not subject to physical, sexual, psychological or verbal harassment or abuse.

WORKING HOURS ARE NOT EXCESSIVE

Supplier's employees do not work in excess of 60 hours per week, or the regular and overtime hours allowed by the laws of the manufacturing country, whichever is less. Any overtime hours are consensual and compensated at a premium rate. Employees are allowed

at least 24 consecutive hours rest in every seven-day period.

REGULAR EMPLOYMENT IS PROVIDED

Work is performed on the basis of a recognized employment relationship established through country law and practice.

THE WORKPLACE IS HEALTHY AND SAFE

The supplier provides a safe, hygienic and healthy workplace setting and takes necessary steps to prevent accidents and injury arising out of, linked with or occurring in the course of work or as a result of the operation of supplier's facilities. The supplier has systems to detect, avoid and respond to potential risks to the safety and health of all employees.

ENVIRONMENTAL IMPACT IS MINIMIZED

The supplier protects human health and the environment by meeting applicable regulatory requirements such as air emissions, energy use, solid/ hazardous waste and water discharge. The supplier adopts reasonable measures to mitigate negative operational impacts on the environment and strives to continuously improve environmental performance.

ANTI CORRUPTION

The supplier will not conduct actions and/or behave in a manner that has the intention to bribe, extort or has any way of influence on the decision making process of its stakeholders. This implies to both internal and external stakeholders.

THE CODE IS FULLY IMPLEMENTED

As a condition of doing business with HDE, the supplier shall implement and integrate this Code. Standards and applicable laws into its business and submit to verification and monitoring. Supplier shall have processes to identify, understand, and implement applicable laws and regulations and requirements of this Code. Suppliers shall maintain documents and records to ensure regulatory compliance.

Supplier Code of Conduct

We expect our suppliers to sign the Supplier Code of Conduct.
By signing this, you agree with the conditions and to comply with them.

HDE expects its suppliers to adhere to and to live by the key elements of the Supplier Code and HDE will monitor the performance of its suppliers in this respect. HDE prefers a continuous improvement approach with its suppliers to achieve compliance to the key elements of the Supplier Code. If cases of non-compliance are found, HDE and its suppliers will develop ways and means to correct the non-compliance, provided HDE receives the commitment from the supplier to correct the non-compliance within due time. If there is no commitment or lack of corrective measures, such may result in HDE ceasing to do business and as a final resort terminating the contract.

I have read this agreement, understands its provisions, and agrees to be bound by it

Name :

Title :

Company :

Date :

Place :

Signature :