



Made by S

A MARTIN STOKVIS COMPANY

- **Code of Conduct**
 - (ethical rules)
- **For Made By S ApS Suppliers**
 - Version 4.2

Child labor

Children are the world's future and it is therefore important that we give them as much support in their upbringing as possible.

Those children now, as adults drive our future to the next generation. We can not allow ourselves to exploit children as a labor resource before they get properly under way, and it is everybody's responsibility to contribute to a world that can afford to get products made of the right personnel. Child labor is one of the areas Made By S ApS can not tolerate that our partners and subcontractors make use of.

We define our policy in this field by:

Made By S ApS will not work with suppliers who use child labor.

On child labor mean full-time work of a person who is under 16, or under the local legal minimum age for full-time employment, or age-related falls under compulsory education in the country.

If Made By S ApS notes that child labor, we reserve the right to involve local or international organizations with a view to ensuring the child's future.

Made By S ApS. may at any time choose to work with national and international organizations in different ways to protect children and young people.

If it turns out that a supplier does not comply with this CoC be supplier to the extent possible cooperation with Made By S ApS to avoid harming children or young people and to ensure that those children or adolescents receive appropriate, safe part-time work that allows them to implement the statutory teaching that apply for local law .

Young workers, i.e., employees between 16 and 18 must annually review a medical examination. In addition, suppliers comply with all local laws and regulations employment of young workers, ie laws and regulations on permissible forms of work, working hours and workload. Employees must be over 18 years old to perform night work or be engaged in hazardous work.

Enforcement and penalties

Among other things the Western world we all live with the possibility to select on and off. But this is not the case throughout the world.

There are countries which use coercion, violence and other forms of punishment for an employee to make its maximum.

By informing our CoC in this field, we hope to be able to contribute to any form of coercion is stopped and we can only appeal to others to follow suit.

Made By S ApS will not work with suppliers who use punishment, threats of violence or other forms of mental or physical coercion or abuse in their business.





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If fines are used as a disciplinary sanction must not under any circumstances in any pay period reduce the employee's net pay, so it becomes less than the minimum wage required by local law.

Made By S ApS will not work with suppliers who use any form of forced labor. This means that suppliers do not have to withhold employees' personal papers or wages, thereby preventing the employees from ending their employment with the supplier.

Remuneration etc.

Wages and benefits

We are well aware that the pricing of a product contains several aspects and costs. In the countries we special produce is wage a major item.

And going to compromise on salary, we are well aware that the costs could be reduced and result in significantly lower rates than those we offer.

The products we offer are for the cheapest price that can be obtained from our suppliers that comply and pay the salaries of their employees are worth.

Suppliers must at least pay employees the minimum wage required by local law. In addition, all suppliers make the benefits available, as is required under local law. Wages must be paid in legal tender at least once a month.

Working Hours

Like wages, it is important to give a signal that even though there may not be an agreement that provides clear rules about working hours, we think that as a minimum must be a human limit to how many hours a person can and must work.

Suppliers shall not require employees to work more than:

48 hours per week. week and 12 hours overtime or the number of hours in the local law lays down a maximum limit for regular and overtime work.

Working hours in excess of 60 hours per day. week must be on a voluntary basis and must planned in a way that ensures safe and humane working conditions.

Employees must be compensated for overtime in accordance with local law.

Consecutive working days must be consistent with the existing legislation, and employees must at least be guaranteed at least one day off per week.

Discrimination

Made By S ApS will not work with suppliers who discriminate in hiring and employment, be it discrimination in relation to race, religion, age, national origin, sexual orientation or gender.

It can of course be difficult to give a clear message and thus have a very clear line of what is tolerable or not. We take therefore for each country and the guidelines are available here.

Employment Practices

We have in our search for the right suppliers find that in many factories are no contracts, indicating that people are employed in the company.

Made By S ApS will only work with suppliers who provide their employees with written confirmation of employment terms, this is a requirement of local law.





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1. Comply with all applicable laws and regulations in the countries in which we operate, including relevant international laws and regulations such as those on trade sanctions, export controls, reporting obligations, data protection and antitrust.
2. Adhere to a zero tolerance to all forms of bribery, corruption, extortion or embezzlement.
3. Declare any conflict of interest in business dealings. Any ownership or beneficial interest in a business owned by a government official or representative of a political party must also be declared.
4. Ensure any business entertaining, hospitality or gifts are kept reasonable in nature, entirely for the purpose of maintaining good business relations and not intended to influence in any way decisions about future business.
5. Utilize competitive information obtained only through legitimate means and for legitimate purposes in compliance with all applicable laws and regulations. No attempt may be made at any time to divulge information about competitors that is commercially sensitive or confidential, and not in the public domain.
6. Ensure all business and commercial dealings are transparently performed and accurately recorded in the books and records. There must be no actual or attempted participation in money laundering or engagement in insider trading.
7. Always safeguard confidential information, know-how and intellectual property. All information provided through our relationships that is not in the public domain is deemed confidential and is only to be used for its intended and designated purpose. All and any personal information about individuals must be handled with full respect for the protection of their privacy and for all relevant privacy laws and regulations.
8. Store and deliver products and services to meet the specifications and quality and safety criteria specified in the relevant contract or product documents to ensure they are safe for their intended use.
9. Adopt and adhere to the legal and contractual rights of employees, both permanent and casual.
10. Be provided with a total compensation package that includes wages, overtime pay, benefits and paid leave which meets or exceeds the legal minimum standards or appropriate prevailing industry standards, whichever is higher, and compensation terms established by legally binding collective bargaining agreements are implemented and adhered to.
11. Not work more than the regular and overtime hours allowed by the law of the country where the employees are employed. All overtime work by employees is on a voluntary basis.
12. Treat all employees with respect and dignity. No employee may be subject to any physical, sexual, psychological verbal harassment, abuse or other form of intimidation. There is no discrimination in employment, including hiring, compensation, advancement, discipline, termination or retirement. Discrimination, based on race, age, role, gender, gender identity, colour, ethnicity, religion, country of origin, sexual orientation, marital status, pregnancy, dependents, disability, social class, union membership or political views is prevented.





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13. Be over the age of 15 or the local legal minimum age for work or mandatory schooling age, whichever is the higher. When young employees are employed they must not do work that is mentally, physically, socially or morally dangerous or harmful or interferes with their schooling by depriving them of the opportunity to attend school.
14. Know and have copies of their terms and conditions of employment. Forced labour, whether in the form of indentured labour, bonded labour or other forms, is not acceptable. Mental and physical coercion, slavery and human trafficking are prohibited.
15. Promote a healthy and safe workplace that aims to prevent accidents and injury arising out of, or occurring during work or as a result of the employer's operations.
16. Operate in an environment whereby the legal rights of employees to freedom of association and collective bargaining are recognised and respected. Employees must not be intimidated or harassed in the exercise of their legal right to join or refrain from joining any organization.
17. Respect the rights and title to property and land of the individual, indigenous people and local communities. All negotiations regarding their property or land, including the use of and transfers of it, must adhere to the principles of free, prior and informed consent, contract transparency and disclosure

Environment

A place where everyone can make a difference that really can be seen, on the environment.

It is our duty to hand over our land to the next generation so they do not need to clean up after us.

We must assume the responsibility it is to make the earth as environmentally friendly as possible.

Not only with a CoC to our suppliers, but also in our own country Denmark.

We can make a big difference at home and use it as a guideline for the demands we place on our environment.

Made By S ApS will only work with suppliers who comply with applicable laws and regulations on environmental protection.

Made By S Ltd.'s suppliers must strive to reduce waste and air, soil and water pollution, to handle chemicals in an environmentally sound way to handle, store and dispose of hazardous waste in an environmentally sound way and to contribute to recycling materials and products.

Occupational health and safety

One important item for Made By S ApS is that our work should be a safe and healthy place to work.

We are very much into that one should look forward to coming to work, which also can be seen on the service we provide to our customers.

Since this is so basic a point for us, we will do everything so that this joy also spread to the suppliers associated with the company.

It is therefore important that all Made By S ApS suppliers ensure a safe and healthy working environment that meets all applicable laws and regulations.

Suppliers must ensure at least:

1. That their facilities comply with local laws regarding health,





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- safety, environmental and labor
2. To one or more management representatives are responsible for health, safety, welfare and general facilities, as well as written policies and procedures prepared and observed
 3. Fire-fighting equipment, including fire alarms and extinguishers are installed, maintained and inspected in accordance with all local laws and regulations
 4. All times are always passable, and that emergency exits are in order and available at any time
 5. Waste stored in fireproof containers and removed regularly
 6. All hazardous materials, including flammable liquids, are labeled, stored, used and disposed of in accordance with all local laws and regulations and only be handled by personnel who are properly trained and properly protected
 7. All necessary registrations and permits for hazardous material isposal of waste gas emissions, waste water and the like is obtained from local authorities
 8. Electrical equipment and wiring installed and maintained properly to prevent employees being injured
 9. That all reported accidents and near-accidents are investigated and that implemented measures to prevent similar accidents
 10. That all machinery properly maintained and serviced, and the taking adequate safeguards
 11. The dorms, where used, are safe and clean and separate from workrooms
 12. That adequate, gender-segregated toilets and bathing facilities in the immediate proximity to the dormitories
 13. To employees at any time free to come and go in the dormitory
 14. Canteens, where they exist, are clean and hygienic.
 15. To food handling is safe and hygienic, that staff food handlers are properly trained in food and that the food that served, meet generally recognized nutritional requirements.

Checking

Confidence is a good thing.

But with confidence combined control we get the result that we set as standard.

We are very conscientious of that the message we are giving our customers are met.

Even with our many years of experience in global procurement, we can not agree to our demand slackened. Therefore, we have continuous control of both the production itself as the steps that our CoC sets the requirements.

All the suppliers working with Made By S ApS are therefore advised that we reserve the right at any time to inspect and monitor suppliers to ensure compliance with this CoC.

Suppliers are responsible for storing all necessary material that can document that Made By S ApS CoC observed.

All suppliers are required to provide Made By S ApS:

Made By S ApS | Sandvadsvej 17B | DK-4600 Køge | Denmark
Tel +45 22146688 | info@madebys.dk | www.madebys.dk | CVR 34463425

DKK konto | Handelsbanken 7632 2009226 | Iban no. DK8876320002009226 | Swift no. HANDDKKK
EURO konto | Handelsbanken 7632 3000851 | Iban no. DK5676320003000851 | Swift no. HANDDKKK
USD konto | Handelsbanken 7632 3001453 | Iban no. DK9876320003001453 | Swift no. HANDDKKK





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1. Full access to on-site inspection, including in the form of unannounced visits and / or designated representatives
2. Access to all documentation necessary to determine whether Made By S ApS CoC met, including general employment documents, pay and work records, work reports and inspection reports
3. Access to confidential interviews with randomly selected employees during inspection.

