

# HELLY HANSEN CODE OF CONDUCT



## Introduction

Since its foundation in 1877, **Helly Hansen** has built business relationships based on trust and mutual respect. **Helly Hansen's** core values include authenticity, dynamism, honesty, integrity, teamwork, and pride in our heritage.

At **Helly Hansen** cooperate social responsibility (CSR) is an integrated part in the business strategy and considered fundamental to growth and success in the company. We promote decent working and environmental standards in our supply chains. We believe that social dialogue, internally and externally, is the key to sustainable relations, employment growth, competitiveness and enhanced harmony and productivity at the workplace.

**Helly Hansen** strongly believes that long term commercial success can only be achieved by respecting, protecting and promoting ethical values, human rights, labour rights and the environment. We will continuously work to improve our policies and practice to enable our self's and our suppliers to achieve the highest standard in terms of social and environmental values

## Principles

**Helly Hansen's** suppliers are to supply goods and services that are produced in agreement with the code of conduct (CoC). Moreover, the suppliers are to communicate the code of conduct to their sub-suppliers, and to monitor implementation.

A supplier must be able to provide documentation showing how they are working with following the guidelines in this CoC. Such documentation may take the form of self-declaration, follow-up meetings, and/or inspections of the working conditions at production sites. The chain of responsibility and action, including via agents and factories or suppliers with sub-contractors, must be traceable for all manufactured goods delivered to Helly Hansen. The supplier will be obliged to name and provide contact information for any sub-supplier that **Helly Hansen** wishes to inspect.

## Our own practice

**Helly Hansen**, including all employees, does not accept bribes in any form, including the use of alternative channels to provide improper benefits to customers, agents, contractors, suppliers or employees of any such party or governmental officials.

**Helly Hansen** and **Helly Hansen's** suppliers shall avoid partners that operate in countries subject to international boycott by the United Nations and/or Norwegian Authorities.



## **Our suppliers practice**

Helly Hansens CoC are founded on key UN and International Labour Organization conventions and documents. National laws shall be respected, and where the provisions of law and Helly Hansens CoC address the same subject, the most stringent shall apply.

### **1. Forced and compulsory labour (ILO Conventions Nos. 29 and 105)**

- 1.1 There shall be no forced, bonded or involuntary prison labour.
- 1.2 Workers shall not be required to lodge deposits or identity papers with their employer and shall be free to leave their employer after reasonable notice.

### **2. Freedom of Association and the Right to Collective Bargaining (ILO Conventions Nos. 87, 98, 135 and 154)**

- 2.1 Workers, without distinction, shall have the right to join or form trade unions of their own choosing and to bargain collectively. The employer shall not interfere with, obstruct, the formation of unions or collective bargaining.
- 2.2 Workers' representatives shall not be discriminated and shall have access to carry out their representative functions in the workplace.
- 2.3 Where the right to freedom of association and/or collective bargaining is restricted under law, the employer shall facilitate, and not hinder, the development of alternative forms of independent and free workers representation and negotiations.

### **3. Child Labour (UN Convention on the Rights of the Child, ILO Conventions Nos. 138, 182 and 79, and ILO Recommendation No. 146)**

- 3.1 The minimum age for workers shall not be less than 15 and comply with
  - i) the national minimum age for employment, or;
  - ii) the age of completion of compulsory education,whichever of these is higher. If local minimum is set at 14 years in accordance with developing country exceptions under ILO Convention 138, this lower age may apply.
- 3.2 There shall be no recruitment of child labour defined as any work performed by a child younger than the age(s) specified above.
- 3.3 No person under the age of 18 shall be engaged in labour that is hazardous to their health, safety or morals, including night work.
- 3.4 Policies and procedures for remediation of child labour prohibited by ILO conventions no. 138 and 182, shall be established, documented, and communicated to personnel and other interested parties. Adequate support shall be provided to enable such children to attend and complete compulsory education.



#### **4. Discrimination (ILO Conventions Nos. 100 and 111 and the UN Convention on Discrimination Against Women)**

4.1 There shall be no discrimination at the workplace in hiring, compensation, access to training, promotion, termination or retirement based on ethnic background, caste, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

4.2 Measures shall be established to protect workers from sexually intrusive, threatening, insulting or exploitative behaviour, and from discrimination or termination of employment on unjustifiable grounds, e.g. marriage, pregnancy, parenthood or HIV status.

#### **5. Harsh or Inhumane Treatment**

5.1 Physical abuse or punishment, or threats of physical abuse, sexual or other harassment and verbal abuse, as well as other forms of intimidation, is prohibited.

#### **6. Health and Safety (ILO Convention No. 155 and ILO Recommendation No. 164)**

*Please refer to Helly Hansen's Restricted Substance List*

6.1 The working environment shall be safe and hygienic, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Hazardous chemicals and other substances shall be carefully managed. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in, the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.

6.2 Workers shall receive regular and documented health and safety training, and such training shall be repeated for new or reassigned workers.

6.3 Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.

6.4 Accommodation, where provided, shall be clean, safe and adequately ventilated, and shall have access to clean toilet facilities and potable water.

#### **7. Wages (ILO Convention No. 131)**

7.1 Wages and benefits paid for a standard working week shall as minimum meet national legal standards or industry benchmark standards, whichever is higher. Wages should always be enough to meet basic needs, including some discretionary income.

7.2 All workers shall be provided with a written and comprehensible contract outlining their wage conditions and method of payments before entering employment.

7.3 Deductions from wages as a disciplinary measure shall not be permitted.



## **8. Working Hours (ILO Convention No. 1 and 14)**

8.1 Working hours shall comply with national laws and benchmark industry standards, and not more than prevailing international standards. Weekly working hours should not on a regular basis be more than 48 hours.

8.2 Workers shall be provided with at least one day off for every 7 day period

8.3 Overtime shall be limited and voluntary. Recommended maximum overtime is 12 hours per week, i.e. that the total working week including overtime shall not exceed 60 hours. Exceptions to this are accepted when regulated by a collective bargaining agreement.

8.4 Workers shall always receive overtime pay for all hours worked over and above the normal working hours (see 8.1 above), minimum in accordance with relevant legislation.

## **9. Regular Employment**

9.1 Obligations to employees under international conventions, national law and regulations concerning regular employment shall not be avoided through the use of short term contracting (such as contract labour, casual labour or day labour), sub-contractors or other labour relationships.

9.2 All workers are entitled to a contract of employment in a language they understand.

9.3 The duration and content of apprenticeship programmes shall be clearly defined.

## **10. Marginalized Populations**

10.1 Production and the use of natural resources shall not contribute to the destruction and/or degradation of the resources and income base for marginalized populations, such as in claiming large land areas, use of water or other natural resources on which these populations are dependent.

## **11. Environment**

11.1 Measures to minimize adverse impacts on human health and the environment shall be taken throughout the value chain. This includes minimizing pollution, promoting an efficient and sustainable use of resources, including energy and water, and minimizing greenhouse gas emissions in production and transport. The local environment at the production site shall not be exploited or degraded.

11.2 National and international environmental legislation and regulations shall be respected and relevant discharge permits obtained.

## **12. Corruption**

12.1 Corruption in any form is not accepted, including bribery, extortion, kickbacks and improper private or professional benefits to customers, agents, contractors, suppliers or employees of any such party or government officials.



### 13. Animal welfare

Helly Hansen's environmental guidelines also includes respecting welfare of animals, especially when we are using materials derived from animals.

13.1 All down used in Helly Hansen products is guaranteed to come from responsible sources. All down must be by-products of the food industry and plucked only from dead geese or ducks. Force-feeding is under no circumstances acceptable. The down supply chain is incredibly complex and responsible animal welfare can only be guaranteed by carefully choosing suppliers who been able to build long term relationships in their supply chain. Helly Hansen will choose RDS (responsible down standard) down for their products when possible.

13.2 Helly Hansen does not accept mulesing, a procedure performed on Merino sheep in order to prevent fly strike.

13.3 Helly Hansen will only use synthetic fur in their products

13.4 Leather material should be manufactured using only the skin of utility animals such as pigs, sheep and cows, where the animals have been originally slaughtered for their meat. Helly Hansen will not purchase leather, skins or animal fibres from areas known for bad farming practices or for transporting animals under inhumane conditions. The use of unethical and inhumane production processes is not in accordance with our animal welfare policy.

The leather should be manufactured according to "Best-Available-Technology" for tanneries, keeping the impact on the environment to its minimum

### 14. Management systems

The management system is key to the implementation of the code of conduct. **Helly Hansen** emphasises the importance of suppliers having systems that support such implementation. **Helly Hansen's** expectations in this regard are summed up in the following measures;

- The supplier should make a centrally placed employee responsible for the implementation of the code of conduct in the supplier's business. Please provide name and contact information for this person;

Name:

Titel:

E-mail address:



- The supplier must make the code of conduct known in all relevant parts of its organisation. It is the managements responsibility to assure all employees, long term and short term, understands the content of the code of conduct.
- The supplier must obtain **Helly Hansen's** approval prior to use of several factories or outsourcing production or parts of production to a sub-contractor, if this has not been agreed in advance.
- All links in the supply chain must be traceable. The supplier must be able to give an account of where goods ordered by **Helly Hansen** are produced.
- The supplier shall maintain records to demonstrate conformance of this code of conduct in regards to all factories, sub-contractors or suppliers linked to the delivered good to **Helly Hansen**.

### 15. Monitoring and improvements in the supply chain

**Helly Hansen** expects all our suppliers and partners, during manufacturing and operations, to strive for living up to the expectations set in this code of conduct. We understand that not all suppliers and partners can meet all expectations immediately however we do anticipate that all our business partners do their very best to comply with the code of conduct. **Helly Hansen** wants to support the suppliers and partners aiming for improvement but struggling with tools to move forward. In order to acknowledge where in the supply chain our support is most needed we will ask the suppliers to submit Self-Assessment-Questioners, colleagues from our company can complete Visual-Observation-Forms during a visit at your facilities and **Helly Hansen** can perform audits by internal resources or external partners upon announced or semi-announced inspections. **Helly Hansen** will only consider unannounced inspections when repeated violations are established without any effort from the supplier to take action for improvement. If the supplier doesn't agree with the values mentioned in this code of conduct and are not cooperative in improving their business towards this code of conduct **Helly Hansen** will not consider this supplier as an appropriate business partner.

A handwritten signature in blue ink, appearing to read 'Richard Collier'.

Richard Collier  
Chief Product Officer

[Supplier address in printed letters]

I hereby confirm that we fully understand and apply to this contract at all time of its validity.

Date of signature

Signature (authorized signature)