

OUTDOOR CAP CODE OF CONDUCT



Outdoor Cap is founded on our core principles to **act with integrity**, **treat others with respect** and **work together as a team**. We hold these same expectations of our suppliers. Our **Code of Conduct** outlines our minimum requirements, which as a supplier to **Outdoor Cap**, is necessary to understand, agree and comply.



RESPECTED

EMPLOYMENT IS VOLUNTARY

WORKERS ARE AGE 16 OR OLDER

**FREEDOM OF ASSOCIATION
& COLLECTIVE BARGAINING**

**HARASSMENT OR ABUSE
IS NOT TOLERATED**

**EMPLOYMENT RELATIONSHIP
& CONTRACT**

DISCRIMINATION IS NOT ALLOWED

**REPORTING PROCESS
WITHOUT RETALIATION**



FAIR

**WORKING HOURS ARE
NOT EXCESSIVE**

**FREEDOM OF
MOVEMENT**

**COMPENSATION IS
LEGAL & TIMELY PAID**

**ILLEGAL OR EXCESSIVE
WAGE DEDUCTIONS
NOT ALLOWED**



SAFE

**FIRE & EMERGENCY
SAFETY**

**SAFE, HEALTHY & HYGIENIC
WORK ENVIRONMENT**

BUILDING SAFETY

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FOUNDATION

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RIGHTS

Workers should be provided conditions of employment that respect and safeguard their rights under national and international labor laws, social security laws and regulations, and the requirements in this Code.



RESPECTED

EMPLOYMENT IS VOLUNTARY

A worker should voluntarily agree to work. Forced labor, including involuntary, prison, indentured, coerced, bonded, trafficked or exploited labor or any other forms of forced labor not allowed.

WORKERS ARE AGE 16 OR OLDER

All workers should be age 16 or older for the achievement of compulsory education, or country legal age, whichever is higher. Workers under 18 cannot be employed in hazardous conditions. Suppliers must comply with all applicable laws, regulations, agreements and industry requirements related to the employment of young workers.

FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING

Workers have the right to join, form or assist a trade union, or refrain from doing so, in accordance with applicable law and practice. Where the right to freedom of association and collected bargaining is restricted under law, the supplier allows the development of parallel means for independent and free association and bargaining.

HARASSMENT OR ABUSE IS NOT TOLERATED

Employees are to be treated with respect and dignity. Employees are not subject to any physical, sexual or

psychological abuse, corporal punishment, verbal abuse or threatening behavior including when imposing discipline.

EMPLOYMENT RELATIONSHIP AND CONTRACT

Work is performed based on recognized employment relationship established through the country's laws and practices. All work should be conducted in the factory and not at home. All workers, including migrant workers, young workers and women must be provided an understandable and accurate employment contract in their native language. Migrant workers should be provided their contract prior to departure from their home. Worker eligibility is verified before beginning employment.

DISCRIMINATION IS NOT ALLOWED

We respect the dignity of all workers who make our products. Workers 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. Women and men shall receive equal pay for work of equal value.

REPORTING PROCESS WITHOUT RETALIATION

Workers should have a clear understanding of how they can report a concern to supervisor,



management or Outdoor Cap. Supervisors and Managers are expected to listen and respond to concerns and remediate confirmed concerns, all through professional management practices. Outdoor Cap does not tolerate any form of retaliation against anyone who in good faith reports possible violations of the law or Code of Conduct.



FAIR

WORKING HOURS ARE NOT EXCESSIVE

No worker shall work more than the regular and overtime hours allowed by the law of the country where the workers are employed. The regular work week shall not exceed 48 hours. Workers must be provided at least 24 consecutive hours of rest in every seven-day period. All overtime work shall be consensual. Employers will not request overtime on a regular basis and shall compensate all overtime work at a premium rate. Other than in exceptional circumstances, the sum of regular and overtime hours in a week shall not exceed 60 hours.

FREEDOM OF MOVEMENT

Workers should have freedom of movement by virtue of debts owed to you, brokers, or other third parties that cannot be reasonably repaid and allow workers to terminate employment with reasonable notice. Personal identity documents or other valuable possessions are to remain in the possession of the worker at all times and never be held by the factory.

COMPENSATION IS LEGAL AND TIMELY PAID

Workers should be provided compensation, benefits, working hours, breaks, rest days, holidays and leave that comply with legal requirements and applicable agreements. Every worker, male or female, has a right to compensation for a regular work week that is sufficient to meet employees' basic needs and provide some discretionary income. Workers are timely paid at least the minimum wage required by country law, or prevailing wage, whichever is higher, and provided legally

mandated benefits, including holidays and leaves, and statutory severance when employment ends.

ILLEGAL OR EXCESSIVE WAGE DEDUCTIONS NOT ALLOWED

There are never disciplinary deductions from pay. Illegal or excessive wage deductions, withheld wages, delay in wage payments or irregular payment of wages is not allowed.



SAFE

FIRE AND EMERGENCY SAFETY

Fire prevention and emergency action plans to protect workers during working hours and emergency situations are in place. Alarm systems to notify workers of emergencies, safe exit routes and safe shelter locations when workers are required to leave and safe shelter locations when workers are required to remain in the building during emergencies.

SAFE, HEALTHY AND HYGIENIC WORK ENVIRONMENT

Workers are provided a safe, healthy and sanitary workplace and necessary steps are taken to prevent accidents and injury to health occurring in course of work or as a result of the operation of employer's facilities. The factory has systems to detect, avoid, and respond to potential risks to the safety of all workers. Facilities including residential, dining and childcare are safe, hygienic and healthy and adhere to applicable country laws.

BUILDING SAFETY

The workplace building and load bearing structures are constructed according to the laws of the manufacturing country, certified civil or structural engineering construction approvals or international standards. Multi-use occupancies are not allowed.