



Code of Conduct

erlich textil
a brand of Vorfreude GmbH

English version | February 2021

Code of Conduct

The Code of Conduct of Vorfreude GmbH is based on the UN Human Rights Charta, the European Convention on Human Rights and the ILO (International Labour Organisation) core labour standards.

It is addressed to our own team as well as to all companies and persons involved in the development of our collections. It explicitly includes sub-suppliers of our own suppliers and producers, as well as partners and suppliers in sales and shipping. It is our claim that no part of the journey of a particular textile product to your home will deviate from the ethical principles of this Code of Conduct.

This means that we are committed to responsible procurement practices, i.e. we select our partners according to certain criteria in order to prevent and/or reduce risks to human rights and our environment and to make amends in the event of an actual negative impact.

Compliance with the Code of Conduct serves to protect the employees involved throughout the entire manufacturing process and is particularly intended for vulnerable stakeholders such as children, young people and women.

Vorfreude GmbH is strongly committed to business ethics that exclude bribery, unfair competition and other unfair practices. We always act in accordance with the law and adhere to applicable standards and conventions that are in line with this Code of Conduct. The following are particularly important to us:

Social responsibility

Human rights & labour rights

Free choice of workplace

We do not tolerate forced labour, slave or other involuntary work. No 'securities' in the form of money, personal documents or other items may be retained from employees. Every employee has the right to terminate his or her employment in accordance with the contractual agreements.

No discrimination in the workplace or in recruitment

Discrimination (on the basis of sexuality, origin, gender, gender identity, religion, age, disability or family obligations etc.) may not be exerted at any time (e.g. in recruitment, treatment, payment, training, promotion etc.). The employer is in charge to ensure that this policy is implemented in all areas of the company, including among short-term employees, unskilled workers and the like.

No child labour

At no time may children (those of school age) be employed by the company. Young workers, from school age until the age of maturity, are subject to special protection and should not be assigned to night work or in dangerous places.

Compliance with working hours, no excessive overtime

The legal working hours must be adhered to (48h per week and max. 12h over hours), overtime hours must be remunerated extra and are not allowed to be regularly required. Every employee is entitled to at least one day off per week.

Payment of living wages, no wage cuts as disciplinary measures

Wages and salaries must be maintained in such a way that they ensure survival and provide an income. At a minimum, this means the legal minimum wage or industry standard (the higher of the two) plus bonuses or rewards that allow the employee to finance a dignified life for himself and his family. Legal minimum wages alone are not sufficient.

Wage or salary cuts as a disciplinary measure are strictly prohibited. Every employee must be clearly informed in writing about his or her remuneration at the time of taking up work.

Regular employment relationships secured by regular contracts and transparent remuneration structure

Before taking up work, all activities carried out must be confirmed by a signed and legally valid contract in the name of both parties. Regular employment is always preferable to seasonal or short-term employment.

Traineeships and/or training courses must be primarily of a teaching, educating or training nature and may not be used as a means of saving wage costs.

Freedom of association and right to collective bargaining

Employees have the right to join, form and/or represent an organisation in the workplace. Employees active in workers' organisations must be given a reasonable period of time during working hours to carry out their activities for the organisation. Employers should provide information on these rights when hiring.

Safe and healthy workplaces and conditions (hygiene, cleanliness, building security)

Clean and lockable sanitary rooms must be provided. Employees must have access and permission to use them at all times. Common rooms, break rooms or recreation rooms must be kept clean and hygienic.

Buildings and workplaces must be safe, equipped and designed in such a way that work can be carried out effectively and without disturbance. All workers must be informed and instructed in detail about compulsory safety measures, equipment or behavior and the necessary equipment must be made available.

Accidents at work must be documented and the employer must provide the employee with the necessary medical treatment in case of an accident at work. Escape routes must, without exception, be accessible and usable at all times without obstruction.

No physical or psychological violence (neither physical nor verbal as a threat) and decent treatment

No employee may be exploited. No physical, psychological or verbal violence may be used or threatened at any time and by anyone. Abuse in the workplace, on the premises and outside the company and beyond, as far as it is within the employer's power, must be prevented by the employer in every possible way.

Every employee is treated with dignity and respect. We do not tolerate any form of inappropriate treatment, abuse, harassment and intimidation as well as illegal punishments towards employees. Disciplinary measures are set out in writing and in a form comprehensible to the employee.

Anti-Corruption

Vorfreude GmbH is strongly committed to the fight against corruption. Therefore in any form or at any level corruption, bribery and embezzlement are not tolerated, i.e. we conduct our business fairly, honestly and transparently. We do not make bribery offers and do not bribe - neither directly nor indirectly. Also we do not accept bribes, not even those reaching us indirectly via detours. We avoid doing business with persons or companies that do not accept our values and could damage our reputation. We keep our accounts accurately and record important decisions.

Environmental protection

We aim to keep the impact that our company and our products have on the environment as low as possible.

It is particularly important to us that our partners and production sites comply with environmental standards and handle natural resources with care. This explicitly includes the handling of hazardous chemicals, water, energy and waste management.

They should comply with applicable laws, provisions and administrative practices regarding the protection of people and the environment in the countries where they are active. They should exercise their business activity in such a way that they contribute to the general objective of sustainable development. For this purpose, a system should be put in place that is tailored to their organisation, enabling them to monitor their operational activities for harmful environmental impacts and to take all necessary and appropriate measures to reduce any strain on humans and environment, prevent environmental damage and ultimately take remedial action within the framework of their possibilities, taking applicable regional laws and provisions into account.

All companies we work with should seek a constant and long-term improvement in their environmental performance by promoting the introduction of appropriate technologies and production processes enabling an efficient use of natural resources and energy as well as a minimization of emissions. They aim to make an evaluation of chemicals used and endeavor to select those in consideration of health concerns and safety at work as well as consumer protection, and to substitute particularly hazardous chemicals. Proper management of waste as well as possible reuse in the framework of the recycling economy are important provided that this is possible under local circumstances.

Implementation and non-compliance, voluntary self-regulation

We expect all producers and suppliers to implement our Code of Conduct and reserve the right to check compliance at any time. For this purpose we expect from our partners that they:

- Communicate our Code of Conduct to their employees, collaborators and suppliers.
- Upon request, to provide us with written information about processes, supply chain, conditions and practices in your company and to provide evidence of this information if required.
- Grant us access to all parts of the company.
- Not to allow any employee to suffer any kind of disadvantage whatsoever if he or she contacts us regarding our Code of Conduct.

We commit ourselves to check the compliance with our Code of Conduct at regular intervals and to revise it if necessary. The implementation is made a condition with every contract conclusion.

If we discover a violation of one or more of our guidelines, immediate measures are to be taken together with the producer or supplier to remedy the violation and these measures are to be implemented within a strict time frame. Cooperation with producers or suppliers who repeatedly violate one or more of the guidelines of our Code of Conduct may be terminated without further explanation.

Cologne, 18.02.2021

Founders & CEOs
Benjamin Sadler & Sarah Grohé

Acknowledgement of the Code of Conduct

- a) The supplier confirms that he accepts the contents of the Code of Conduct and that he complies with the contents.
- b) The supplier confirms that he is not aware of any violations of the Code of Conduct.
- c) The supplier confirms that each violation will be reported by him, the cause will be explained, and prevention strategies will be presented.

It is hereby confirmed that the company accepts the above points.

Location, date

Company stamp, name,
signature