

SLICKSTITCH EMBROIDERY COMPANY LTD'S RESPONSIBLE SOURCING POLICY

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SLICK STITCH EMBROIDERY COMPANY LTD

Old Heath Road
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Responsible Sourcing Policy

Slickstitch Embroidery Company Ltd's was founded in 1991 by the Jain family and operate from Dixon House, Old Heath Road, Wolverhampton, WV1 2BF.

It has the largest production plant in Europe, with 24 hour 5 days a week production. Our expertise is in producing large volume to short timescales and personalisation of 1 and 2 piece items. Our threads are high quality, Oeko Tex compliant and our machinery is state of the art, helping us to provide high quality embroidery finishes.

The purpose of this document is to describe Slickstitch Embroidery Company Ltd's Embroidery Ltd.'s approach to Responsible Sourcing for the management of arrangements with its suppliers.

BUSINESS IS CONDUCTED LAWFULLY AND WITH INTEGRITY

Compliance with Laws:

All laws and regulations are complied with in the countries in which the supplier operates. All other applicable international laws and regulations are complied with including those relating to international trade (such as those relating to sanctions, export controls and reporting obligations), data protection and antitrust/competition laws.

Bribery:

There is a prohibition on any and all forms of bribery, corruption, extortion or embezzlement and there are adequate procedures in place to prevent bribery in all commercial dealings undertaken by the supplier.

Conflicts of Interest:

All and any conflict of interest in any business dealings with Slickstitch Embroidery Company Ltd's Embroidery Company Ltd, of which the supplier is aware, will be declared to Slickstitch Embroidery Company Ltd's Embroidery Company Ltd to allow Slickstitch Embroidery Company Ltd's Embroidery Company Ltd the opportunity to take appropriate action. Any ownership or beneficial interest in a supplier's business by a government official, representative of a political party or a Slickstitch Embroidery Company Ltd's Embroidery Company Ltd worker are declared to Slickstitch Embroidery Company Ltd's Embroidery Company Ltd prior to any business relationship with Slickstitch Embroidery Company Ltd's Embroidery Company Ltd being entered into.

Gifts and Hospitality:

Any business entertaining or hospitality with Slickstitch Embroidery Company Ltd's Embroidery Company Ltd is kept reasonable in nature, entirely for the purpose of maintaining good business relations and not intended to influence in any way Slickstitch Embroidery Company Ltd's Embroidery Company Ltd's decisions about how Slickstitch Embroidery Company Ltd's Embroidery Company Ltd awards future business. Gift giving should occur sparingly and always be legitimate and aligned with company policies.

Confidential and Competitor Information:

All competitor information is obtained and used legitimately and in compliance with all applicable laws and regulations. No attempt is made to divulge to Slickstitch Embroidery Company Ltd's Embroidery Company Ltd any information about its competitors. Likewise, Slickstitch Embroidery Company Ltd's Embroidery Company Ltd's confidential information must not be shared with any third party unless expressly permitted by Slickstitch Embroidery Company Ltd's Embroidery Company Ltd.

Financial Records, Money Laundering and Insider Trading:

All business and commercial dealings are transparently performed and accurately recorded in the supplier's books and records. There is no actual or attempted participation in money laundering. No confidential information in the supplier's possession regarding Slickstitch Embroidery Company Ltd's Embroidery Company Ltd is used to either engage in or support insider trading.

Safeguarding Information and Property (GDPR):

Slickstitch Embroidery Company Ltd's Embroidery Company Ltd.'s confidential information, know-how and intellectual property is respected and safeguarded. All information provided by Slickstitch Embroidery Company Ltd's Embroidery Company Ltd that is not in the public domain is deemed confidential and it is only used for its intended and designated purpose. All and any personal information about individuals, such as Slickstitch Embroidery Company Ltd's Embroidery Company Ltd's consumers or employees, is handled with full respect for the protection of their privacy and for all relevant privacy laws and regulations.

Product Quality and Responsible Innovation:

Products and services are delivered to meet the specifications and quality and safety criteria specified in the relevant contract documents and are safe for their intended use. Research and development are conducted responsibly and based on good clinical practice and generally accepted scientific, technological and ethical principles.

Reporting Concerns and Non-retaliation:

All workers (whether directly employed or not) are provided with means by which to raise their concerns about any of these requirements and processes are in place to ensure that workers who raise concerns and speak up in good faith are protected from retaliation.

SUPPLIER EXPECTATIONS

Slickstitch Embroidery Company Ltd's expects that all its suppliers complies within local legislation and that they adhere to the following:

Work is Conducted on the Basis of Freely Agreed and Documented Terms of Employment.

All workers, both permanent and casual, are provided with employment documents that are freely agreed and which respect their legal and contractual rights.

All Workers are Treated Equally and with Respect and Dignity.

All workers are treated with respect and dignity. No worker is subject to any physical, sexual, psychological or 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, ethnicity, age, role, gender, gender identity, colour, religion, country of origin, sexual orientation, marital status, pregnancy, dependants, disability, social class, union membership or political views is prevented. Attention is paid to the rights of workers most vulnerable to discrimination.

Work is Conducted on a Voluntary Basis.

Under no circumstances will a supplier use forced labour, whether in the form of compulsory or trafficked labour, indentured labour, bonded labour or other forms. Mental and physical coercion, slavery and human trafficking are prohibited.

All Workers are of an Appropriate Age.

Under no circumstances will a supplier employ individuals under the age of 15 or under the local legal minimum age for work or mandatory schooling, whichever is higher. When young workers 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.

All Workers are Paid Fair Wages

All workers are 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.

Working Hours for all Employees are Reasonable.

Workers are not required to work more than the regular and overtime hours allowed by the law of the country where the workers are employed. All overtime work by workers is on a voluntary basis.

All workers are free to Exercise their right to Form and/or Join Trade Unions or to Refrain from Doing so and to Bargain Collectively.

The rights of workers to freedom of association and collective bargaining are recognised and respected. Workers are not intimidated or harassed in the exercise of their right to join or refrain from joining any organisation.

All Workers' Health and Safety is Protected at Work.

A healthy and safe workplace is provided to prevent accidents and injury arising out of, linked with, or occurring in the course of work or as a result of the employer's operations.

All Workers have Access to Fair Procedures and Remedies.

All workers are provided with transparent, fair and confidential procedures that result in swift, unbiased and fair resolution of difficulties which may arise as part of their working relationship.

Business is Conducted in a Manner Which Embraces Sustainability and Reduces Environmental Impact.

Operations, sourcing, manufacture, distribution of products and the supply of services are conducted with the aim of protecting and preserving the environment.

Reporting Breaches.

1. Any failure to comply with this Policy (including any failure by a worker of Slickstitch Embroidery Company Ltd's Embroidery Company Ltd or anyone acting on behalf of Slickstitch Embroidery Company Ltd's Embroidery Company Ltd) of which the supplier is aware should be reported to Slickstitch Embroidery Company Ltd's Embroidery Company Ltd as soon as possible. Failure to do so will be a breach of this RSP.
2. We strongly support a culture of speaking up for both suppliers and their workers without fear of retaliation against those who report actual or suspected breaches.
3. Suppliers, their employees, workers or contractors may report actual or suspected breaches of this RSP to Slickstitch Embroidery Company Ltd's Embroidery Company Ltd by phone or online. Reports can be submitted confidentially and anonymously (where permitted by law).
4. Slickstitch Embroidery Company Ltd's Embroidery Company Ltd will investigate any concern raised and discuss findings with the supplier. The supplier shall assist with any such investigation and provide access to any information reasonably requested.
5. If remediation is required, the supplier will devise and inform Slickstitch Embroidery Company Ltd's Embroidery Company Ltd of their corrective action and implementation plans and timeline to effectively and promptly resolve the breach.

Compliance

All suppliers must supply Slickstitch Embroidery Company Ltd's with their most recent supplier audits and compliance certifications upon request. We expect that suppliers responsibly and ethically source their products, **see appendix 1**, of example expectations and can identify each stage of their supply chain from the source (e.g. fibre, farm, field) of their supplied products.

Sourcing in High-Risk Areas

Slickstitch Embroidery Company Ltd's expects that all its suppliers conduct the due diligence and are able to trace the journey of their products to ensure that their supply chains are not sourced in conflict affected and high-risk areas (CHARA). As a member of the ETI, Slickstitch Embroidery Company Ltd's takes its definition from the ETI based code and identifies CHARA as the presence of armed conflict, widespread violence or other risks of harm to people. High risk areas may also include areas of political instability or repression, institutional weakness, insecurity, collapse of civil infrastructure and widespread violence.

Slickstitch Embroidery Company Ltd's agrees to adhere to the supplier policies outlined by its customers and aims to work collaboratively to ensure that these are met.

Appendix 1

Slickstitch Embroidery Company Ltd's supply chain example:

Product	Aim	Requirements	Prohibited
Cotton	To supports and promotes sustainable practices.	Traceability - source and origin of the product Certified <ul style="list-style-type: none"> • Oeko tex accredited • OCS certified • GOTS certified • Fairtrade cotton • Better Cotton Compliance <ul style="list-style-type: none"> • Socially compliant factories 	Products must not be sourced from the following areas due to concerns around forced labour and human rights. Uzbekistan Turkmenistan Xinjiang region of China
Timber	To support ethically and sustainably sourced timber.	Source Produced, processed and traded in compliance with applicable legislation. Certified <ul style="list-style-type: none"> • FSC • PEFC Compliance <ul style="list-style-type: none"> • Socially compliant factories 	Timber must not have been sourced from areas where there is prevalence of armed conflict, for which there is a concern for Timber.