



SEALS HQ

RESPONSIBLE SOURCING POLICY

At Seals HQ, our ambition is to be at the forefront of leading the change in responsible sourcing. We are committed to do business in a manner that improves the lives of employees across our supply chain, their communities and the environment. We are passionate to providing safe products of consistent quality that meet or exceed our customers' expectations, conducting our business ethically and respecting human rights wherever we do business.

GENERAL PRINCIPLES

Seals HQ's Responsible Sourcing Policy is based on the following general principles that the management of Seals HQ recognise for ourselves and expect from our suppliers and service providers. Direct suppliers and service providers are audited regularly to ensure compliance to these minimum standards:

- No forced / bonded labour** We strongly believe that employment is subjected to freedom of choice. Suppliers must not employ any type of forced labour, which means any work or service performed involuntarily by an individual. Further, suppliers shall respect the freedom of movement of its workers and not restrict their movement by controlling identity papers, holding money deposits or taking any other action to prevent workers from terminating their employment.
- No child labour** Child labour is any type of work that deprives children of their childhood and their dignity, and is potentially harmful to their physical, moral and mental development. Suppliers must comply with the minimum legal working age in their respective countries and must have a system in place to verify the age of all employees to ensure compliance.
- Wages, benefits and records** Suppliers must comply at a minimum with all laws regulating local wages, overtime compensation and legally mandated benefits. Record keeping must be accurate and transparent. Workers must be provided with written and understandable information about their employment conditions before they enter employment, and about their wages for each pay period. Deductions from wages for disciplinary measures or any deductions from wages not provided for by law shall not occur without the express permission of the worker concerned. All disciplinary measures should be recorded.
- Working Hours** Working hours must comply with applicable local laws. Workers should not be required to work more than the maximum hours per week as stipulated by local laws. Overtime shall be voluntary, shall not be excessive, shall not be demanded on a regular basis and shall be compensated as prescribed by local laws.
- Working Conditions** Suppliers shall provide a safe and hygienic working environment that is without risk to health. Workers shall receive adequate and regular training to perform their jobs in a safe manner. Personal protective equipment and machinery safeguards shall be supplied and workers trained in their use. Workers have the right to refuse work that is unsafe.
- Environmental Compliance** Suppliers shall comply with relevant local and national environmental protection laws and will strive to comply with international environmental protection standards.

