



# Code of Conduct by Scorett

**SCORETT**  
QUALITY MATTERS

Scorett Footwear AB is one of Sweden's leading shoe retailers and sell a wide range of brands in stores and online. We design and manufacture an attractive range of high-quality footwear and related accessories to fashion and quality conscious consumers.

Since the start in 1989, our business has grown which generates a great responsibility. Furthermore, we always strive to ensure that the manufacturing of our products is made in a way that is both environmentally, socially, and ethically sustainable. As part of Scorett Footwear AB quest to work sustainably, our responsibility does not only apply to our customers, employees and all actors taking part of the production. Our responsibility extends to achieve a better and more sustainable future for humanity.

This code of conduct is applicable to all suppliers, their subcontractors and other business partners that do business with Scorett Footwear AB (registered in Sweden SE55635077470). It defines standards for fair, safe, and healthy working conditions and environmental responsibility throughout our supply chain.

If our code of conduct is not followed, the supplier will have to implement measures within a set time frame. If these measures are still not acceptable due to our code of conduct, Scorett Footwear AB will have the right to cancel the co-operation and cancel our orders.

Our code is based on international regulations set by the International Labour Organization (ILO), the UN Universal Declaration on Human Rights, the UN Declaration on Children's Rights, the OECD guidelines and the UN Global Compact. All suppliers and business partners shall commit to the code of conduct in all production for Scorett Footwear AB. Our suppliers and business partners must also ensure that their subcontractors follow the code of conduct. Business partners/suppliers must also ensure that national legislations are followed.

This code of conduct is valid in the English language. Where there are different language versions of this document these shall be considered translations of convenience only and the English version will prevail in any case of discrepancy.

Scorett Footwear AB expects its suppliers not only to follow the law, but also to respect the rights, interests and wellbeing of their employees (including homeworkers), their communities and the environment. We also expect our suppliers to share best practice to make realistic, long-term improvements.

## 1. Contract of employment

There should be a legally binding employment relationship for every worker. Every employer has a responsibility to ensure that all employees are aware of their legal rights and obligations. This implies that all workers, including short term and part time employed workers should get a written contract of employment in the local language, that determines the employment terms and conditions.

## 2. No forced labour

There must be no use of forced labour, including bonded or prison labour, nor shall there be illegal labor in any form. Employment shall be freely chosen. These conditions must be met unconditionally for all workers. **ILO Conventions 29 and 105**

## 3. No exploitation of child labour

We do not accept child labour. The minimum age and regulations for young workers includes that the age for admission to employment shall not be less than the age of completion of compulsory schooling and, in any case, not less than 15 years. Children in the age of 15-18 shall not perform work which, by its nature or the circumstances in which it is carried out, is likely to harm their health or physical, mental, social or moral development. Young workers shall be given the opportunity to participate in education and training programs. When education and training programs are stipulated, Scorett Footwear AB wish to be informed. In addition, there shall be no forms of slavery or practices similar to slavery, such as the sale and trafficking of children, debt bondage and serfdom and forced or compulsory labour. **ILO Conventions 138 and 182, 79 and 142**

## 4. Equal treatment of homeworkers

Our definition of homeworkers is based upon the International Labour Organisation (ILO) Convention (1996, C177, Article 1) which promotes the equality of treatment between homeworkers and other wage earners. We are aware that homeworkers may be present in our supply chains, we are supportive of this and want to continue to provide an income stream for these workers. Suppliers to Scorett Footwear AB is urged to strive to sustain their employment, make their work as regular as possible, while providing and safeguarding their rights, income and working conditions if they are found to be below those set out in international standards. **ILO Convention on Homeworking (1996, C177, Article 4, 5 6 and 7).**

## 5. Working hours

There must be no excessive working hours; the working hours must comply with applicable laws and industry standards. In any event, workers must not be required to work in excess of 48 hours per week on a regular basis. Employees must be allowed at least 24 consecutive hours rest in every seven-day work period. Overtime must be voluntary, must not exceed 12 hours per week and must always be compensated at a premium rate. All employees must be entitled to contractual holidays, sick leave and parental leave. **ILO Convention 1 and 14**

## 6. Compensation

Wages and benefits paid for a standard working week must meet at least legal standards. In cases where minimum standards are not enough to cover the basic needs for workers and their families, and to allow for some savings, the employer is urged to strive for a living wage. Deductions from wages which are not provided for by national law, are not permitted. Workers must be informed about how their wages are set and receive a pay slip with this information. The workers should also be entitled of all legal social benefits, such as pension and health benefits. These benefits must be clearly marked on the pay slip. **ILO Conventions 26 and 131**

## 7. No discrimination

There must be no discrimination in recruitment, wage policy, admittance to training programs, employee promotion policy, policies of employment termination and retirement. All employment relationships shall be based on the principle of equal opportunities, regardless of race, colour, sex, religion, political affiliation, opinion, union membership, nationality, social origin, deficiencies or various disabilities. **ILO Conventions 100 and III, 143, 158 and 159**

## 8. Safe and healthy working conditions/no harassment or abuse

The employer must provide a safe and hygienic working environment. The employer must provide adequate protective equipment where needed and educate workers how and why to use it. Furthermore, it is the employer's responsibility to ensure that protective equipment is used when needed. The employer must also implement effective regulations to prevent accidents and minimize health risks. Every employee should be treated with respect and dignity. No employee should be subject to any physical, sexual, psychological, verbal harassment or abuse. **ILO Convention 155 & recommendations 164 and 190**

## 9. Factory & housing conditions

For the well-being of the workers and for the quality of the products, following is of utmost importance:

- The factory environment should be clean and free from pollution.
- The temperature in the factory should be suitable for a working environment. Ventilation must be good enough to remain indoor air fresh from any pollutants from processes. Heaters and fans must be connected and in use.
- The lighting should be acceptable for all work performed.
- First aid equipment must be easily available, and an adequate number of workers shall have been educated in basic first aid.
- Evacuation plans should be in place and well known to all workers. Evacuation paths must be clearly marked, unblocked and suitable for firefighting equipment.
- Sanitary facilities should be clean, and workers must have access without unreasonable restrictions. There should be an adequate number of facilities for the workers in the factory (one in each floor and separate for men and women is preferred).
- If dormitory facilities are provided these should meet all applicable laws and regulations related to health and safety, including fire safety, electrical- and structural safety.

## 10. Freedom of association and the right to collective bargaining

Workers' right to negotiate collectively shall not be prevented in any way. The right of all workers to form and join trade unions shall be respected. In situations, in which the right to freedom of association and collective bargaining are restricted under law, the employer shall, facilitate other forms of independent and free association and bargaining for all workers. Workers' representatives must not be discriminated and shall have access to all workplaces necessary to carry out their role. **ILO Conventions 87, 98, 135, 143 and 154**

## II. Corruption

Scorett Footwear AB wants to conduct an ethical business where no corruption exists and demands our suppliers to act the same. We have a zero tolerance policy on corruption; including bribery, extortion, kickbacks and improper private or professional benefits to customers, agents, contractors, suppliers or employees of any such party or government officials. Suppliers to Scorett Footwear AB shall not make or approve any illegal payment to anyone under any circumstances.

## 12. Management system

The management shall ensure a well established and functional anti-corruption policy and handling of any eventual cases of corruption. Functional means for two-way communication between management and workers must be installed. Scorett Footwear AB expects their suppliers to continuously strive for improvements to comply with our code of conduct. For a successful implementation of our code of conduct, clear responsibilities and roles shall be communicated along with a working control system.

## 13. Environment

We expect our suppliers to maintain or implement environmental systems to minimize environmental impact, and to continuously update routines if new environmental issues should arise. To minimize the impact on human health and the environment, our suppliers must comply with existing environmental legislations and regulations applicable for their business. Waste or emission with potentially negative impact on human health or the environment should be properly controlled and treated prior to release into air, soil or surface water drains. We do not permit prohibited chemical substances in our production according to our chemical restriction list, which the supplier is also obligated to sign.

## 14. Animal welfare

Scorett Footwear AB only accepts leathers and materials originated from animals that have been bred for food production. We do not accept down or feathers from live plucked animals. Material must not originate from vulnerable or endangered species. We do not accept fur (this does not include sheepskin and cow leather with its hair attached to its skin). We encourage traceability and transparency down to farm level. All suppliers must follow national and international legislation regarding animal welfare.

## 15. Monitoring

If our code of conduct is not followed, we will agree with the supplier to implement measures within a set time frame. If these measures still don't follow our code of conduct, Scorett Footwear AB will have the right to cancel the co-operation and cancel our orders. If any violating against this code is discovered, this shall either be reported to the local management or to Scorett Footwear AB management or to CSR; CSR@scorett.se

## Code of conduct compliance commitment

Scorett Footwear AB suppliers are expected to make sure that all workers taking part in our production are informed about our code of conduct (in local language both orally and written). There should be records of all workers; names, age, working hours and wages paid available upon requests from Scorett Footwear AB. All suppliers are obliged to inform Scorett Footwear AB where each order is being produced. Scorett Footwear AB reserves the right to perform audits whenever needed, either performed by Scorett Footwear AB or by a third independent party.

**We hereby confirm that we have received, read and fully understand the Scorett Footwear AB code of conduct.**

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**Company name**

.....  
**Authorized signature**

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**Clarification of signature**

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**Place and date**