

Bata

Bata Supplier Code of Conduct

For Bata in-house facilities & external suppliers





Bata Supplier Code of Conduct

Since 1894, Bata companies (“Bata”) have believed that they can contribute to improving the lives of their stakeholders, most especially, employees, suppliers, customers, and the communities in which Bata companies operate, by raising the standards of health, workplace security, economic well-being, education, and environmental respect. Bata operates with fairness and integrity in all dealings. Implicit in its core operating beliefs and culture is the determination that Bata would build its businesses, in collaboration with stakeholders, based on trust, teamwork, honesty, and mutual respect. Bata expects all business partners to operate under these same principles. Bata expects its providers of goods and services, agents, and subcontractors (collectively referred to as “Suppliers”), to operate their respective businesses in accordance with the standards and principles outlined in the Bata Supplier Code of Conduct (“the Code”) and in full compliance with all applicable laws and regulations.

The Code goes beyond mere compliance with the law by drawing upon internationally recognized standards to advance social and environmental responsibility.

In cases where the standards and principles in the Code differ from national and local legislation or other applicable regulations or standards, Suppliers shall abide by the stricter requirements.

DIGNITY AND RESPECT

Suppliers and business partners shall ensure each employee is treated with dignity and respect.

Suppliers shall not engage in or support for any reason the use of forced labor, corporal, and physical punishment, sexual, psychological, verbal harassment, abuse, fines, or penalties as a disciplinary measure in their dealings with its employees.

NON-DISCRIMINATION

Suppliers shall not operate their businesses or subject any of their employees to discrimination including, but not limited to hiring, work assignments, wages, benefits, promotion, discipline, termination, retirement based on gender, race, color, religion, national origin, age, disability, pregnancy status, physical appearance, sexual orientation, political opinion, social, or ethnic origin.

FORCED LABOR AND INVOLUNTARY LABOR

Suppliers shall not in any way use or support the use of forced labor, or involuntary labor, whether in the form of prison, indentured, trafficked, slave, bonded, or otherwise.

“Bata companies” is inclusive of all Bata Brands SA, Bata Industrials, LAW-Lab and Bata India Limited licensees, subsidiaries, affiliates, and franchisees.

MINIMUM AGE OF EMPLOYMENT

Suppliers' employees shall be at least 18 years old.

In the absence of a minimum legal age of employment, workers must be at least 18 years old.

Any apprenticeship programs provided at the facility shall be legal, documented, and designed for educational benefit.

Suppliers must ensure workers and apprentices are not subjected to working conditions that jeopardize their well-being, education, physical, psychological, moral, or social development such as, working at night, with chemicals, or using heavy machinery.

FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING

Suppliers shall recognize and respect the right of workers to join and organize associations of their own choosing and to bargain collectively.

Where the right to freedom of association and collective bargaining is restricted or prohibited under law, suppliers shall allow the development of parallel means for independent and free association and bargaining.

No employee shall be subject to harassment, intimidation, or retaliation in their efforts to freely associate or bargain collectively.

GRIEVANCE SYSTEMS

Suppliers shall ensure that employees have a confidential mechanism to report grievances and that facilitates open communication between management and employees.

REMUNERATION AND BENEFITS

Suppliers shall recognize that every worker has a right to remuneration for work that is sufficient to meet the worker's basic needs and provide some discretionary income.

Suppliers shall provide remuneration and legal benefits to their employees that comply with required laws, or, in the absence of local laws, which are fair and competitive both within the relevant industry and within the local community in which the Supplier operates, and at all times dealing with its employees in good faith.



HOURS OF WORK

Suppliers shall ensure all applicable laws and regulations that pertain to working hours and days of rest are followed.

Suppliers shall ensure workers are given at least twenty-four consecutive hours of rest every seven-day period.

All overtime must be consensual and compensated at the legally prescribed premium rate, or if there is no legally prescribed premium rate, at a rate at least equal to the regular hourly compensation rate.

NATURAL ENVIRONMENT

Suppliers shall operate their businesses in a manner that recognizes the need to protect the natural environment.

Suppliers shall implement responsible measures to mitigate negative workplace and operational impacts on the environment and surrounding community. This includes integrating sustainability principles into business decisions; improving environmental performance by responsibly using natural resources; reducing waste, increasing energy efficiency; adopting cleaner production and pollution prevention measures, and sustainably designing, developing, and building products, materials, and technologies.

WORKPLACE STANDARDS

Suppliers shall provide employees with a safe, healthy, and clean workplace designed and maintained to prevent accidents, illness, and injury to the worker.

Suppliers must recognize that all injuries are preventable and take actions as may be required to identify risks, including health and safety training.

Where residential housing is provided, Suppliers shall ensure a safe, healthy, and clean-living environment.

Suppliers shall have plans in place to assess and address risks associated with occupational health and hygiene which includes:

- Building Integrity
- Occupational Safety
- Occupational Injury & Illness
- Fire Safety
- Emergency Preparedness
- Machine Safeguarding
- Chemical Safety
- Sanitation, Food & Dormitory
- Freedom of Movement



ANIMAL WELFARE

Suppliers shall work with their upstream suppliers to ensure humane procedures and sound practices designed to prevent the mistreatment of animals and use the proper handling and humane slaughter of animals.

SUBCONTRACTING

Suppliers shall keep Bata informed at all times of the location where each product and/or component is being manufactured, including subcontracting, homeworking, and cottage industry. Relevant documentation must be maintained for auditing purposes.

Suppliers shall not use unauthorized subcontracting sites.

Suppliers involved in primary production processes shall disclose and receive written authorization from Bata prior to outsourcing production using subcontractors. If work is done at another location, Suppliers are responsible to maintain authorization documentation and ensure their upstream suppliers' compliance with the principles outlined in the Code.

PRODUCT SAFETY

Suppliers shall provide Bata with products and/or services that meet the needs of Bata and are in line with safety and quality requirements.

LEGAL AND ETHICAL BUSINESS PRACTICES

Suppliers shall fully comply with all applicable laws and regulations including those relating to child labor, wages, hours, labor, health and safety, slavery, human trafficking, and immigration. Suppliers must be ethical in their business practices.

RECORDKEEPING

Suppliers are to maintain accurate financial books and business records in accordance with all applicable requirements.

ANTI-BRIBERY AND ANTI-CORRUPTION

Suppliers shall comply with applicable anti-corruption laws. Suppliers must not offer anything of value, either directly themselves or through a third party, to government officials, and non-government officials to obtain or retain business.



**PROTECTION
OF INTELLECTUAL PROPERTY**

Suppliers shall respect intellectual property rights and safeguard customer information.

Suppliers shall manage technology and know-how in a manner that protects intellectual property rights.

**PRIVACY AND
DATA PROTECTION**

Suppliers acknowledge that Bata considers privacy to be a fundamental human right and shall have processes and practices in place to secure and protect personal data.

Suppliers shall comply with all privacy, data protection, and cybersecurity laws that are applicable to Bata or Supplier.

FAIR BUSINESS PRACTICES

Suppliers must practice fair competition in accordance with local antitrust and competition laws. Activities that restrict competition must be avoided. Commercial decisions, including prices, terms of sale, division of markets, and allocation of customers, must be made independent of understandings or agreements with competitors.

The Code is drafted and 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.



MONITORING AND ENFORCEMENT

Compliance with the Code is a condition of doing business with Bata.

Suppliers shall post the Code in the language(s) of their employees in visible and accessible locations in their sites and train workers on their rights and obligations according to the principles and standards in this Code and applicable laws and regulations.

Suppliers shall implement the Code and all accompanying policies and procedures into operation and cooperate with and facilitate any visits, and/or audits conducted by or on behalf of Bata. Bata and its authorized representatives reserve the right, at any time, to make unannounced visits to any production facilities manufacturing goods supplied to Bata. Suppliers shall ensure that Bata and its authorized representatives have unrestricted access to such facilities, its employees, and all documentation relevant to determine the Supplier's compliance with the Code.

Bata reserves the right to verify the Suppliers' compliance with the Code. Unwillingness to cooperate or repeated violations of the Code and/or national and local legislation may lead to a reduction in business or termination of the business relationship between Bata and Supplier.

IMPROVEMENT ACTION PLAN

Bata endorses the principle of continuous improvement as a key commitment to enriching the social and environmental well-being of our stakeholders, most especially, employees, suppliers, customers, and the communities in which Bata companies operate.

An audit may identify gaps between the requirements of the Code, national and local laws, and regulations, and the Supplier's actual operational practices and conditions. The audit will require a correction and preventative action plan with timelines for implementation by the Supplier. Suppliers shall have a process in place for the timely correction of any deficiencies and/or violations identified. The failure of the Supplier to comply with the improvement action plan, without just cause, will be considered a violation of the Code.

REPORTING CONCERNS TO BATA

Please report any concerns, known or suspected with the Bata Supplier Code of Conduct via the following means:

Email: Sustainability@bata.com

Bata shall observe the following principles regarding concerns raised in good faith:

Confidentiality: All reports made, and the identities of the whistle-blowers will be kept strictly confidential, to the extent allowed by law.

Retaliation: Bata does not tolerate any form of retaliation, reprisals, or harassment against whistle-blowers.