



Code of Conduct

Preamble

textilhandel-cotton-n-more GmbH is a specialist in the design, development and production of and trade in textiles of all kinds.

We develop individually tailored clothing in the areas of merchandising, corporate fashion, work fashion and private label.

We take care of everything: from the creative idea and conception, through design and development, production and finishing, to comprehensive logistics solutions, reportings, web shop solutions and marketing support.

Satisfied customers form the basis for the economic success of our growing company. With outstanding quality, the best service and a fair price-performance ratio, we ensure the high satisfaction of our customers.

Motivated and committed employees are indispensable for the success of our company. Promoting and using their skills and abilities serves our company and our partners.

Founded in Braunschweig in 2009, we are aware of our responsibility for people and the environment. We are convinced that sustainable and environmentally friendly actions contribute significantly to the economic success of our company. The economical use of resources and the consistent avoidance of harmful environmental impacts protects the environment of all of us.

Based on this self-image, this Code of Conduct formulates the standards for our actions in 14 principles both internally for our employees and externally for customers, suppliers and partners.

It is based on the following internationally recognized guidelines:

- United Nations Universal Declaration of Human Rights ([un.org/en](https://www.un.org/en))
- United Nations Global Compact ([unglobalcompact.org](https://www.unglobalcompact.org))
- Declaration on Fundamental Principles and Rights at Work of the International Labour Organisation ([ilo.org](https://www.ilo.org))
- Rio Declaration on Environment and Development ([un.org/en/rio1992](https://www.un.org/en/rio1992))
- United Nations Convention against Corruption ([unodc.org](https://www.unodc.org))
- OECD - Recommendations for the textile segment ([mneguidelines.oecd.org](https://www.mneguidelines.oecd.org))

1. Compliance with Laws

textilhandel-cotton-n-more GmbH complies with all laws applicable to the company at all levels: In our own interest, in the interest of our employees and for the benefit of our customers, because many of our products are subject to strict legal requirements. The implementation of national and international laws, standards and guidelines is therefore of enormous importance to us and at the same time a matter of course, because this is how we guarantee the safety of our products and thus the safety of our customers.

2. Prohibition of Child Labour

textilhandel-cotton-n-more GmbH observes the regulations of the United Nations on human and children's rights. In particular, we undertake to comply with ILO Convention 138 (ilo.org/C138) on the minimum age for admission to employment and ILO Convention 182 (ilo.org/C182) on the prohibition and immediate action for the elimination of the worst forms of child labour.

3. Prohibition of forced Labour

textilhandel-cotton-n-more GmbH is committed to the prohibition of all forms of forced labour in accordance with ILO Conventions 29 (ilo.org/C029) and 105 (ilo.org/C105). We assume that our suppliers do not allow any form of forced labour in their companies.

4. Prohibition of Discrimination

In accordance with ILO Conventions 100 (ilo.org/C100), 111 (ilo.org/C111), 158 (ilo.org/C158) and 159 (ilo.org/C159), textilhandel-cotton-n-more GmbH firmly rejects any form of discrimination in the working environment. We promote equal opportunities and diversity within the company. Decisions that have a direct impact on employees (hiring, promotion, further training, etc.) are made on the basis of the individual abilities and qualifications of the employees concerned. Criteria such as gender, age, religion or belief, race, caste, social or ethnic origin, disabilities, nationality, sexual identity, political stance, personal relationships, membership in employee organisations or other personal characteristics have no influence on decisions.

5. Anti - corruption

textilhandel-cotton-n-more GmbH rejects any form of corruption and observes the United Nations Convention against Corruption (unodc.org/unodc). Bribery, extortion and the general influencing of decisions through improper benefits, such as gifts in money or in kind, have no place in our company. We deal with conflicts of interest in a transparent manner. If those affected disclose a conflict of interest, they will not suffer any disadvantages as a result.

6. Antitrust Law and free Competition

textilhandel-cotton-n-more GmbH stands for fair and free competition among market participants and compliance with the relevant national regulations. Unfair competition, price agreements with other companies and similar arrangements are completely unacceptable to us.

7. Upholding fair Working Conditions/ incentive structures

textilhandel-cotton-n-more GmbH pays attention to fair working conditions for all employees. This includes compliance with national laws and regulations on working hours as well as the right to adequate remuneration. Wages and salaries correspond at least to the statutory minimum wages or applicable collective wage agreements. Ensure that employees receive full details of their pay and allowances at regular intervals. Unauthorised deductions from salary and deductions as disciplinary measures are not permitted. textilhandel-cotton-n-more GmbH promotes the personal and professional qualification of its employees. To support entrepreneurial diligence in our company, we have already realised the following incentives for our employees:

- Company holiday over Christmas and New Year
- Special bonus for all employees at least once a year
- extensive training program for all employees
- Bridging days at company expense
- joint brunch four times a year at company expense
- 2 -3 company events with the whole team

- flexible working hours and home office options
- pleasant and spacious working environment

8. Health and Safety at the Workplace

As a manufacturer and trader of textile products, the safety and health protection of our employees is part of our company's self-image and makes an important contribution to the company's success. With a variety of appropriate measures and programmes, we offer our employees a safe and healthy working environment that at least complies with the legal framework for health and safety at work. We keep the risks to which our employees are exposed in their work as low as possible and, in accordance with Convention 155 of the ILO (ilo.org/C155), ensure that working conditions are designed to prevent health impairments and accidents.

9. Free of Association

textilhandel-cotton-n-more GmbH respects the right of all employees to freedom of association and collective bargaining in accordance with ILO Conventions 87 (ilo.org/C087) and 98 (ilo.org/C098). All employees are free to form or become members of employee representative organizations. This does not put our workers at a disadvantage. Furthermore, workers or their representatives may enter into company agreements or negotiate and conclude collective agreements.

10. Complaint mechanism

Complaints or information about breaches of this Code of Conduct can be reported to us anonymously by email, telephone or letter, including via our complaints form (sustainability/en/complaint-form). Filing a complaint should be factual and verifiable. In no form is this associated with reprisals or penalties by supplying companies or by textilhandel cotton-n-more GmbH. Complaints are treated strictly confidentially and anonymously and can be submitted in any language.

textilhandel cotton-n-more GmbH
 Department Sustainability
 Katja Alexander/ Jessica Jost

telephone: +49-531-27340-65
 e-mail: nachhaltigkeit@cotton-n-more.com
 Hildesheimer Straße 27, 38114 Braunschweig

11. Environment and Resources

We comply with applicable national environmental laws and regulations. The use of contemporary and efficient technologies enables us to comply with the relevant environmental standards. We consider the careful handling of our environment and the available resources also as a contribution to the sustainable and ecologically responsible safeguarding of our company's future. Preventive measures help us to keep environmental risks as low as possible and to avoid negative effects on the environment.

12. Environmental Policy

Environmentally oriented management is part of our corporate policy. Being aware of our comprehensive responsibility, we feel equally committed to economy and ecology. The following guidelines provide the framework for our environmentally oriented actions:

1. We develop and manufacture products that have as little impact on the environment as possible.
 - We aim to increase the number of certified products, considering the requirements of Oeko-tex 100 as a minimum standard ([.oeko-tex.com/en](http://oeko-tex.com/en))
 - A growing number of cotton products are produced according to the Global Organic Textile Standard (global-standard.org), the world's leading standard for organic cotton textiles, which prohibits the use of genetically modified seeds, synthetic pesticides and insecticides, and harmful dyes.
 - We are continuously increasing the proportion of Fairtrade certified cotton, which also supports organic farming.
 - For all materials derived from animals (e.g. leather, down, wool), we ensure that our animal welfare policy is followed.
 - We encourage our suppliers to replace animal-derived materials with ethical and ecological alternatives, such as recycled polyester or plant-based leather alternatives, our company is PeTA certified (peta.org).

- For products containing polyurethane, the water-based alternative should preferably be used to avoid Dimethylformamide and the associated workplace and environmental risks.
- Our goal is to continuously increase the recycled content and recyclability of our textiles without compromising on the quality or safety of our products.

2. We focus on minimizing our CO₂ emissions.

Energy

- We only use green electricity from companies that produce energy that comes from 100% renewable sources.

Transport

- Reducing transport by air freight
- Awareness is raised among customers about the negative impact of air freight. If air freight is still desired, this results in financial incentives.
- In the future, we will strive to offset the CO₂ emissions of the remaining air freight through certified projects.

3. We strive to minimize energy consumption, waste water and waste. We use resources sparingly. Waste is recycled as much as possible.

- Energy and water consumption are recorded.
- We ensure that electric lights are switched off and heating is turned down after leaving a room.
- Waste is strictly separated.
- Invoices are sent in digital form whenever possible.
- FSC® or SFI® certified paper (fsc.org/en) (forests.org) is preferred for shipping materials, catalogues and other.
- We prefer to use recycled office material that is of high quality.

4. Environmental protection is part of the company's continuous improvement process and is the responsibility of the management.

5. We are committed to environmental protection through various memberships and certifications. We support the campaign "Beyond Climate Alliance", which manages large scale CO₂-effective plant projects (beyondclimatealliance.org/en/).

13. Management Systems

textilhandel-cotton-n-more GmbH applies an integrated management system and thus ensures the long-term viability and development of our company. It comprises the areas of quality, environmental and occupational health and safety management. Our company is certified according to ISO 9001:2015 and GOTS (global-standard.org), Peta approved (peta.org), member of the Green Button (gruener-knopf/en) and the Partnership for Sustainable Textiles (textilbuendnis.com/en). Furthermore, textilhandel-cotton-n-more GmbH follows the ILO guidelines for occupational health and safety management systems (ilo.org/global).

14. Dialogue with Business Partners

textilhandel-cotton-n-more GmbH communicates the principles stated in this Code of Conduct to its business partners and at the same time encourages them to base their actions on at least the same standards.

15. Compliance with the Code of Conduct

textilhandel-cotton-n-more GmbH reserves the right to check its suppliers for compliance with the standards defined here in an appropriate form at its suppliers.

We consider violations of legal regulations and the standards of this Code of Conduct as a significant breach of contract, which forces us to take consistent action such as initiating the appropriate legal steps or terminating business relationships.

16. Declaration of Conformity

As an international company operating in a resource-intensive industry that is repeatedly criticized for its impact on people and the environment, we are aware of our social responsibility.

In order to live up to this responsibility, textilhandel-cotton-n-more GmbH is committed to the International Bill of Human Rights ([ohchr.org/en](https://www.ohchr.org/en)), the Guiding Principles on Business and Human Rights of the United Nations of 2011 ([ohchr.org/guidingprinciples](https://www.ohchr.org/en/guidingprinciples)), the UN Convention on the Rights of the Child ([ohchr.org/en-rights-child](https://www.ohchr.org/en-rights-child)), the Convention on the Elimination of All Forms of Discrimination against Women ([ohchr.org/en-women](https://www.ohchr.org/en-women)), the conventions of the International Labour Organisation ([ilo.org/global/standards](https://www.ilo.org/global/standards)) and the OECD Guidelines for Multinational Enterprises ([oecd.org](https://www.oecd.org))

Taking into account the OECD recommendations, we have identified the following vulnerable groups that may be affected by our business operations: Women, pregnant women, people from ethnic, religious and caste minorities and affiliations, LGBTQIA+, people with disabilities, refugees, migrants, international and domestic migrant workers, indigenous peoples, homeworkers, workers close to retirement age, people discriminated against on the basis of sexual orientation and gender identity, language, HIV-positive status or social status. This list does not claim to be exhaustive and will be expanded and adapted as necessary.

In addition, a comprehensive risk assessment was conducted. Risks were identified that relate to the following areas: Child labour, forced labour, discrimination, working hours/overtime, occupational health and safety, freedom of association, collective bargaining, minimum wages, living wages, corruption, bribery, chemical management, water consumption, water pollution, greenhouse gas emissions and animal welfare. The company strives to avoid and mitigate the associated risks and our actual impacts on human rights and the environment with increased priority.

Furthermore, textilhandel-cotton-n-more GmbH commits to establish a complaints procedure that is equally accessible to all parties affected by the company's activities. In particular, this mechanism is intended to provide a "safety net" or back-up system when factory-level systems are unable to provide an adequate remedy.

If textilhandel-cotton-n-more GmbH identifies or receives information about a violation of the above conventions, this will trigger textilhandel-cotton-n-more GmbH's internal safeguard procedures, which include an appropriate remedy for the violations to which textilhandel-cotton-n-more GmbH appears to have contributed.

Furthermore, we want to make our contribution to the Sustainable Development Goals of the United Nations ([sdgs.un.org](https://www.sdg.un.org)) primarily through our sustainable core business, but also by supporting social and ecological projects outside our business activities.

In order to put the above standards and conventions into practice, we have implemented the following set of rules, which we demand from our employees and business partners.

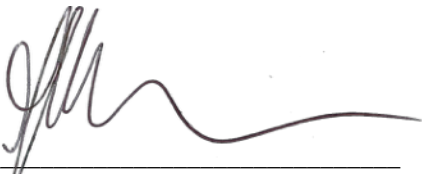
- Environmental policy
- Our Environmental Policy sets the guidelines for environmental issues related to our business operations.
- Code of Business Conduct

Our Code of Business Conduct sets a framework of certain non-negotiable minimum standards of conduct in key areas to which all employees commit.

Our Compliance Guidelines describe the minimum social and environmental requirements that we ask our suppliers to meet.

Both the compliance statement and the guidelines are reviewed, updated and supplemented every two years.

January 2023


Date, signature of Marc Kuhn, Managing Director