

Brown Thomas Arnotts Ethical Trade Requirements for Suppliers

1. INTRODUCTION

1.1 Principles and standards:

We will reinvent retail for a better future for people and planet. Our sustainability commitments underpin our ambitions to change the way we shop for the future and to change the way we do business. By placing our customer at the heart of our business and through the driving forces of our destination, products, people and experiences, and with our community of team members, brand partners and customers, together we can imagine and create a sustainable future for retail alongside profitable business that respects people and planet.

Our Ethical Trade Requirements set out the core principles that all suppliers which work in partnership with Brown Thomas Arnotts must comply with; they are a compulsory part of the terms and conditions of trading with Brown Thomas Arnotts. We want to ensure that products and services used or sold by Brown Thomas Arnotts are sourced in an ethical manner, under humane working conditions, with respect for workers and their human rights, that animals are treated and transported humanely and that suppliers minimise their impact on environment. They align with the standards set out in our Code of Ethics, which help bring our values to life.

These Ethical Trade Requirements are based on internationally recognised standards including the Ethical Trading Initiative (ETI) Base Code, the International Labour Organisation (ILO) Conventions, the United Nations Guiding Principles on Business and Human Rights (UNGPs) and the OECD Guidelines for Multinational Enterprises (MNE Guidelines), which we expect our suppliers to operate in line with.

The provisions of these requirements constitute minimum and not maximum standards, and these requirements should not be used to prevent companies from exceeding these standards. Suppliers are expected to comply with applicable law and, where the provisions of law and these requirements address the same subject, to apply that provision which affords the greater protection.

Compliance with the law and these Ethical Trade Requirements is mandatory and we will view any failure to adhere to these requirements and the law as a potential material breach of contract.

1.2 Our expectations of suppliers:

It is the supplier's responsibility to ensure that the manufacture of all products and provision of all goods and services is carried out in compliance with these Ethical Trade Requirements which apply throughout the whole supply chain including sub-suppliers and subcontractors. We expect that our suppliers demonstrate responsible purchasing practices, including but not limited to ACT (www.actonlivingwages.com) or Better Buying (www.betterbuying.org).

We expect suppliers to ensure they have appropriate governance and management; stakeholder engagement; risk assessment; policy; due diligence, including but not limited to regular independent auditing of production facilities; grievance, escalation and remediation; and awareness raising measures in place (in line with the relevant aspects of the ETI Base Code, ILO Conventions, UNGPs and MNE Guidelines) to ensure adherence with these Ethical Trade Requirements; and that these requirements are passed on and upheld across the supply chain. We expect suppliers to be able to demonstrate transparent and traceable supply chains; and to address any non-compliances by agreeing, taking and following up on corrective actions relevant to the nature and severity of the non-compliance in a timely manner. A lack of transparency, refusal to respond fully or significant delay in responding to due diligence requests, or non-resolution of critical issues, may impact your contract with us.

Suppliers must notify Brown Thomas Arnotts in writing of any actual or suspected breaches of these Ethical Trade Requirements within a maximum of 14 business days of becoming aware. This notification must include details of the instance, and actions proposed or taken to resolve

Additionally, if anyone working in our supply chains has a concern our Ethical Trade Requirements are not being upheld they can confidentially and anonymously make a report via our Speak Up Helpline. This whistleblowing and support line can be accessed 24 hours a day, all year, by anyone who works for or with us, including anyone working in our supply chains. To raise concerns about actual or suspected breaches of our Ethical Trade Requirements please contact:

- United Kingdom phone: 0808 234 7287
- Republic of Ireland phone: 1 800 552 072
- Netherlands phone: 0800 023 2214 / 0800 250 5001
- Canada phone: 1 855 229 9304
- Online: www.selfridges.ethicspoint.com

1.3 Our due diligence:

We aim to work with suppliers in a collaborative and transparent way, to help improve the conditions across our supply chain. To aid this and gain further transparency of our supply chains we take certain actions and conduct our own due diligence, including:

- Requiring that suppliers agree to these Ethical Trade Requirements.
- Requesting evidence to demonstrate compliance with these Ethical Trade Requirements and applicable legislation. This may include requesting completion of Self-Assessment Questionnaires, requesting details and documentation of the measures in place, requesting existing audits or commissioning new audits, and/or holding discussions with suppliers.
- Encouraging the sharing of information through the use of collaborative platforms including but not exclusive to, SEDEX and the Sustainable Apparel Coalition.

2. EMPLOYMENT AND WORKING CONDITIONS

2.1 Employment is freely chosen:

Reference is made to ILO Convention C29 (Forced Labour Convention and its 2014 Protocol) and C105 (Abolition of Forced Labour Convention)

- 2.1.1 There is no forced, bonded or involuntary prison labour.
- 2.1.2 Workers are not required to lodge "deposits" or their identity papers with their employer and are free to leave their employer after reasonable notice.
- 2.1.3 There is no use of modern slavery including child and forced labour and human trafficking.
- 2.1.4 Suppliers must be compliant with applicable modern slavery legislation

2.2 Freedom of association and the right to collective bargaining are respected:

Reference is made to ILO Convention C87 (Freedom of Association and Protection of the Right to Organise Convention) and C98 (Right to Organise and Collective Bargaining Convention)

- 2.2.1 Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively.
- 2.2.2 The employer adopts an open attitude towards the activities of trade unions and their organisational activities.
- 2.2.3 Workers' representatives are not discriminated against and have access to carry out their representative functions in the workplace.
- 2.2.4 Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.

2.3 Working conditions are safe and hygienic:

- 2.3.1 A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by assessing and

minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.

- 2.3.2 Workers must not be locked into their places of work and adequate means of fire escape must be provided.
- 2.3.3 Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers.
- 2.3.4 Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided free of charge.
- 2.3.5 In geographically isolated areas of the developing world, where labour is brought in from surrounding areas to semi-permanent/permanent dwelling, the employer shall provide at least a minimum standard of support services, where possible including schooling, medical and health facilities and recreational facilities.
- 2.3.6 Where management provides dedicated transport for the movement of the workforce within the workplace, these shall conform to the minimum standards set down in the appropriate applicable transport legislation. In the absence of such legislation, the management shall make every reasonable effort to minimise risk to the workforce whilst transporting them.
- 2.3.7 Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers.
- 2.3.8 Suppliers and their manufacturers should assign responsibility for health and safety to a senior management representative.

2.4 Child labour shall not be used:

Reference is made to ILO Conventions C138 (Minimum Age Convention) and C182 (Worst Forms of Child Labour Convention)

- 2.4.1 There shall be no new recruitment of child labour.
- 2.4.2 Suppliers shall develop or participate in and contribute to policies and programmes which provide for the transition of any child found to be performing child labour to enable her or him to attend and remain in quality education until no longer a child. The ILO and the ETI Base Code state that a child is any person younger than 15 years of age, unless applicable minimum age law stipulates a higher age for work or mandatory schooling, in which case the higher age shall apply.
- 2.4.3 Children and young persons under 18 shall not be employed at night or in hazardous conditions.
- 2.4.4 Supplier's policies and procedures shall conform to the provisions of the relevant ILO standards.

2.5 Living wages are paid:

- 2.5.1 Wages and benefits paid for a standard working week meet, at a minimum, applicable legal standards or industry benchmark standards, whichever is higher. In any event wages should always be enough to meet basic needs and to provide some discretionary income.
- 2.5.2 All workers shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid.
- 2.5.3 Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by applicable law be permitted without the express permission of the worker concerned. All disciplinary measures should be recorded.
- 2.5.4 The Employer Pays Principle shall be adopted. No worker shall pay for a job - the costs of recruitment should be borne not by the worker but by the employer.

2.6 Working hours are not excessive:

- 2.6.1 Working hours must comply with applicable laws, collective agreements, and the provisions of 2.6.2 to 2.6.6 below, whichever affords the greater protection for workers. Sub-clauses 2.6.2 to 2.6.6 are based on international labour standards.
- 2.6.2 Working hours, excluding overtime, shall be defined by contract, and shall not exceed 48 hours per week. (International standards recommend the progressive reduction of normal hours of work, when appropriate, to 40 hours per week, without any reduction in workers' wages as hours are reduced.)
- 2.6.3 All overtime shall be voluntary. Overtime shall be used responsibly, taking into account all the following: the extent, frequency and hours worked by individual workers and the workforce as a whole.

It shall not be used to replace regular employment. Overtime shall always be compensated at a premium rate, which is recommended to be not less than 125% of the regular rate of pay.

- 2.6.4 The total hours worked in any 7 day period shall not exceed 60 hours, except where covered by clause 2.6.5 below.
- 2.6.5 Working hours may exceed 60 hours in any 7 day period only in exceptional circumstances where all of the following are met:
- This is allowed by applicable law;
 - This is allowed by a collective agreement freely negotiated with a workers' organisation representing a significant portion of the workforce (if there is a collective agreement in place);
 - Appropriate safeguards are taken to protect the workers' health and safety; and
 - The employer can demonstrate that exceptional circumstances apply such as unexpected production peaks, accidents or emergencies.
- 2.6.6 Workers shall be provided with at least one day off in every 7 day period or, where allowed by applicable law, 2 days off in every 14 day period.

2.7 No discrimination is practiced:

Reference is made to ILO Conventions C100 (Equal Remuneration Convention) and C111 (Discrimination (Employment and Occupation) Convention)

2.7.1 There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, ethnic origin, colour, national or social origin, migration status, language, religion, age, disability, illness, gender, marital status, gender identity, pregnancy, family status, sexual orientation, membership in or sympathy with worker organisations including unions, political affiliation, economic or social situation, or receipt of public assistance.

2.8 Regular employment is provided:

2.8.1 To every extent possible work performed must be on the basis of a recognised employment relationship established through applicable law and practice.

2.8.2 Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub-contracting, or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

2.9 No harsh or inhumane treatment is allowed:

2.9.1 Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation are prohibited.

3. BUSINESS ETHICS

3.1 No bribery or corruption will be tolerated:

3.1.1 The offering, paying, soliciting or accepting of bribes including facilitation payments is strictly prohibited.

3.1.2 A bribe may involve giving or offering any form of gift, consideration, reward or advantage to someone in business or government in order to obtain or retain a commercial advantage or to induce or reward the recipient for acting improperly or where it would be improper for the recipient to accept the benefit.

3.1.3 Bribery can also take place where the offer or giving of a bribe is made by or through a third party, e.g. an agent, representative or intermediary.

3.1.4 Some examples of potential bribes are as follows. This is not an exhaustive list:

- Gifts or hospitality with a value above a reasonable level.
- Provision or reimbursement of travel expenses.
- The uncompensated use of company services, facilities or property.
- Cash payments, loans, loan guarantees or other credit.
- The provision of a benefit, such as an educational scholarship or healthcare, to a member of the family of a potential customer/public or government official.
- Providing a sub-contract to a person connected to someone involved in awarding the main contract.
- Engaging a local company owned by a member of the family of a potential customer/public or government official.

3.1.5 Facilitation payments are small payments or fees requested by government officials to speed up or facilitate the performance of routine government action (such as the provision of a visa or customs clearance). Such payments are strictly prohibited.

3.1.6 Suppliers and their employees must comply with all applicable anti-bribery and corruption laws.

3.1.7 Suppliers must have in place anti-corruption and bribery procedures to prevent employees or persons associated with its business from committing offences of bribery or corruption.

3.1.8 Suppliers and representatives must properly implement these procedures into their business and review them regularly to ensure that they are operating effectively.

4. ANIMAL WELFARE AND TRANSPORTATION

4.1 Animal welfare:

- 4.1.1 As a minimum, suppliers shall adhere to five fundamental freedoms as recommended by the World Society for the Protection of Animals (WSPA) which set standards for basic animal welfare. Animals must have:
- Freedom from hunger and thirst by ready access to fresh water and an appropriate diet to maintain full health and vigour.
 - Freedom from discomfort by providing an appropriate environment including shelter and a comfortable resting area.
 - Freedom from pain, injury or disease by prevention or rapid diagnosis and treatment.
 - Freedom to express normal behavior by providing sufficient space, proper facilities and company of the animal's own kind.
 - Freedom from fear and distress by ensuring conditions and treatment which avoid physical or mental suffering.
- 4.1.2 Suppliers must ensure that staff are skilled and competent in animal husbandry and welfare, and have a good working knowledge of the animals in their care.
- 4.1.3 Suppliers must comply with applicable legislation on animal welfare, transportation and slaughter.

4.2 Transportation:

- 4.2.1 In addition, animals must not be transported for longer than 8 hours and should be sourced locally wherever possible, to avoid long journeys to abattoirs.
- 4.2.2 Animals must go directly from farm to slaughter, and not via livestock markets.
- 4.2.3 Animals must have adequate bedding, space and ventilation during the transportation.

5. ENVIRONMENT

Suppliers shall seek to:

- 5.1 Make continuous improvements in their environmental performance and will identify, monitor and minimise the environmental impacts of their operations ideally by using an externally accredited management process and with reference to science-based targets and industry standards.
- 5.2 As a minimum, comply with the requirements of applicable laws and regulations.
- 5.3 Demonstrate improved environmental performance over time, including but not limited to the areas of:
- Energy and fuel use including renewables.
 - Greenhouse gas emissions in line with OECD guidelines.
 - Water consumption, particularly in regions of water scarcity.
 - Effluent generation, treatment and water pollution.
 - Chemical and hazardous substance use.
 - Air, noise and odour pollution.
 - Resource and material selection and use.
 - Packaging optimization.
 - Waste generation and recycling.
 - Biodiversity, land use, deforestation and habitat loss.
- 5.4 Minimise their use of raw materials, continually looking for more efficient processes and maximise their use of recycled materials.
- 5.5 Reduce waste and continually strive to recycle as much of their waste as possible. Waste shall be disposed of in an efficient, safe and environmentally responsible way and in full compliance with applicable laws.
- 5.6 Avoid contamination of the local environment and ensure that air, noise and odour pollution is within applicable defined limits.
- 5.7 Innovate to find sustainable alternatives to using fossil fuel-based and non-renewable resources.
- 5.8 Minimise chemical use and abide by applicable laws and Codes of Practice for the use of pesticides and chemicals including those that are hazardous or restricted.

6. Chemicals:

You are legally obliged to ensure you comply with legislation as relevant to the products you supply us relating to the use of chemicals in consumer products, packaging materials, and production processes. This is intended to protect the environment, as well as our employees and customers from exposure to potentially harmful substances. In particular REACH Regulation (EC) No. 1907/2006, REACH Directive 2006/121/ and EC Classification, Labelling and Packaging Regulation. (CLP) Regulation (European

Regulation (EC) No 1272/2008). You shall ensure your Goods are certified to ensure compliance and it is your responsibility to check and comply with your current legal obligations. You will make bill of substances, declarations, test reports and certifications as relevant available to us upon request.

7. MATERIALS AND INGREDIENTS

Prohibited materials, ingredients and products

We have made a number of commitments either not to sell or to responsibly source products, ingredients and materials with known sustainability and ethical issues. Suppliers must abide by these commitments and provide products in line with the following requirements:

7.1 Product

7.1.1 Animal Testing

In vitro animal testing is not required to put products on the EU market including Ireland. For this reason, we require no animal testing for products to be sold in our stores. However, we understand that to sell products on some markets including the Chinese market, in vitro testing is still required. We welcome brands that prohibit the sale of products in any countries where animal testing is still required. We encourage brands that are:

- i. Cruelty free and certified in line with the Leaping Bunny Scheme.
- ii. Certifying products which are described or marketed as “vegan” to a third party standard.

7.1.2 Endangered Species

You, your contractors, agents or factories must not knowingly source or sell Goods or Goods containing ingredients from endangered species. You must ensure, and that your contractors, agents or factories use only farmed sources and/or provide a CITES (Convention on International Trade in Endangered Species of Wild Fauna and Flora) certificate before we will trade with you. CITES (Convention on International Trade in Endangered Species of Wild Fauna and Flora) is an international agreement between governments. Its aim is to ensure that international trade in specimens of wild animals and plants does not threaten their survival. Ingredients or inputs from species listed in a “threatened category” on the International Union for Nature Conservation (IUCN) Red List or on the CITIES database are banned from our Goods.

Our preference is the use of schemes looking to improve animal welfare standards. For example: The International Working Group on Reptile Skins (IWG-RS), Responsible Luxury Initiative

7.1.3 Electrical Products

If you provide us with electrical Goods, you shall ensure that, and that your contractors, agents or factories (as applicable) comply with legal obligations including on energy efficiency, WEEE and ROHS Directive.

Electrical equipment must meet energy efficient equipment requirements in line with the EU Energy label (to a minimum of level B and ideally A to A++) or Energy Star, Energy Saving Recommended or EU Eco label

The WEEE Directive sets out measures for collecting WEEE for recovery, recycling and re-use. Under this legislation, it is also the responsibility of the retailer to meet a “Consumer Information Obligation”. This obliges retailers to inform customers as to the availability of WEEE collection facilities throughout Ireland, and assist in developing their knowledge of recycling issues surrounding WEEE. So that our customers can get their waste electrical goods recycled, we contribute towards a national fund to assist local councils to further develop their existing waste electronics collection facilities. In order to assist customers in remembering that electronic goods can be recycled and therefore should not be placed in the general waste, all products of this type are to be marked by the Supplier with a crossed out wheeled bin symbol.

ROHS (Restriction of Hazardous Substances) Directive (EU) 2015/863 on the restriction of the use of certain hazardous substances in electrical and electronic equipment (EEE) (recast) aims to limit the environmental impact of EEE when it reaches the end of its life. It does this by minimising the use of hazardous substances and ensuring the harmonisation of legislation controlling hazardous substances in EEE across the Community.

7.1.4 Exotic Skins

Exotic skins refers to any skin/leather not derived from cow/calf, sheep/lamb, pig, goat or water buffalo.

From December 2021, we will no longer accept products containing exotic skins. We will not accept products containing materials from the following species:

- i. Lizard
- ii. Snake
- iii. Python
- iv. Alligator
- v. Crocodile
- vi. Caiman
- vii. Ostrich
- viii. Deer skin
- ix. Pony skin
- x. Zebra
- xi. Turtle
- xii. Armadillo

This list is not exhaustive.

We will continue to products containing materials from the following:

- i. Cow/calf
- ii. Sheep
- iii. Pig
- iv. Goat
- v. Water Buffalo
- vi. Lamb

7.1.5 **Fur:**

We have a strict no fur policy. We will not accept any non-food animal products unless they are a by-product or co-product of the meat industry such as shearing animal hides. Definitions: "Fur" means any animal skin or part thereof with hair or fur fibres attached, either in its raw or processed state or the pelt of any animal killed solely for its fur.

"Animal" includes, but is not limited to, mink, coyote, sable, fox, muskrat, rabbit, and raccoon dog.

Faux fur means non-real animal fur.

Permitted

Faux fur

Sheep (leather + hair-on hides) that are a by-product of the meat industry

Cow (leather + hair-on hides) that are a by-product of the meat industry

Not Permitted

Fur

Hides that are not a by-product of the meat industry

Other animal hides e.g. mink, coyote, sable, fox, muskrat, rabbit, and raccoon dog

In line with S.I. No 142/2012 - EU (Textile fibre names and related labelling and marking of the fibre composition of textile products) Regulations 2012, any textiles put onto the EU market trimmed with or containing any fur or leather must be labelled with the phrase "contains non-textile parts of animal origin". Garments without this must not contain any real fur. This is designed to allow the consumer to distinguish between real and faux fur contained in a product. More guidance can be found at <https://www.businesscompanion.info/en/quick-guides/goods/labelling-of-textiles>.

The fibre content of the faux fur used should be supported by a test report, carried out at an independent 3rd party laboratory. Testing must be conducted at a minimum of every 12 months, and/or when the supplier changes. This certified test report is necessary in order to verify faux fur fibres do not contain any real fur and only fibres meeting this strict requirement will be accepted. All products containing faux fur, including trims, must have the fibre specified on our product labels. We reserve the right to conduct checks for compliance, for example for restricted substances, like chemicals or real fur, or correct labelling. We may conduct random tests on products supplied by brands and concession partners.

7.1.6 **Packaging and signage**

Suppliers agents or factories should design and source packaging, fillers and signage to minimise the environmental impact. This includes using low impact and sustainably sourced materials and

designs that take into account resource efficiency, waste prevention, minimisation and the ability to reuse and recycle.

For basic, luxury paper bags, cardboard boxes and POS signage:

- i. Use paper/board from sustainably managed forests as certified by the Forest Stewardship Council (FSC);
- ii. be made of as much recycled paper/board as feasible for the function and design specification;
- iii. use low impact dyes not containing hazardous substances e.g. water based inks; and
- iv. shall be 100% recyclable, themselves.
- v. Where laminates are used these should be biodegradable to ensure packaging can be recycled when no longer needed.

For ecommerce mailing bags, transit packaging and any packaging fillers:

- i. Our aim is to shift to eliminating the need for “single use” plastic packaging where possible while still ensuring the product is suitably protected. We will work with our suppliers to support this.
- ii. Minimise the use of virgin plastic and polystyrene packaging as much as possible and shift to lower impact materials.
- iii. Where plastic packaging is used this should be from as much recycled plastic as feasible for the function or using alternative materials with lower environmental impacts enabling either reuse, recycling, composting or suitable disposal that does not damage the environment.
- iv. For compostable materials these must be to the EU Composting standard IS EN 13432:2001 Packaging Recoverable Through Composting & Biodegradation and be clearly labelled.
- v. Ensure all packaging is clearly labelled to specify the material composition, certifications and waste management required e.g. recyclable or compostable. Labels in line with the Irish REPAK scheme should be used to facilitate consumer communications on recycling etc... See <https://www.repak.ie/for-home/recycling-symbols>
- vi. If you are a concession, then your bags should meet or exceed the above requirements. You will use signage that meets this minimum requirement and shall re-use signage wherever possible to reduce cost and waste.

7.2 Plastics

7.2.1 Microbeads:

Plastic microbeads are banned from cosmetics and personal care products because of their impact on the marine environment.

“microbead” means a solid plastic particle that is—

- i. not water soluble,
- ii. not more than 5 millimetres at its widest point, and
- iii. not less than one nanometre at its narrowest point

7.2.2 Glitter:

From 1st April 2021 Brown Thomas Arnotts no longer sell cosmetic products containing plastic-based (e.g. PET and PLA) glitter.

For the purposes of this policy, plastic based glitter is defined as “Solid plastic less than 5mm diameter which is used in cosmetic products for visual aesthetic affects. Including but not limited to Polyethylene, PET, PMMA, PVC, Acrylates Copolymer (including when combined with another polymer) and “plant” derived, “bio-plastic” or “biodegradable plastic”

- 7.2.3 **Single use plastic:** Products containing single use plastic including wipes and Q-tips have been phased out of our business since 2019. Products should be clearly labelled to support the correct recycling or disposal by customers. Biodegradable is defined as materials that can be decomposed by either anaerobic or aerobic decomposition, such as food, paper, paperboard, natural textiles and garden waste. 100% biodegradable materials suitable for composting must meet composting and biodegradation standards e.g. IS EN 13432:2001 Packaging Recoverable through Composting & Biodegradation.

8. Materials

- 8.1 **Future commitments:** By 2025, our priority materials (cotton, down & feathers, forest fibres/cellulosics, leather, palm oil, plastic packaging, and wood & paper) will be required to only come from

certified/verified sustainable sources. Please see our [2025 Materials Targets Brand Guidance pack](#) for further details.

8.2 Feather and Down

You, your contractors, agents or factories must only source:

- i. Feather and down from geese and ducks that are a by-product of the food industry
- ii. Have not been force fed.
- iii. Have not been live plucked or live harvested during the moulting period.
- iv. Traceability systems including audits back to the farm are required using recognised industry schemes and standards to verify this.

8.3 Leather:

You shall ensure that you, and that your contractors, agents or factories manage the sustainability impacts of leather sourcing and production. As a minimum this must be in compliance with relevant environmental legislation.

The environmental impacts of leather production are significant and must be suitably managed from cattle ranching to leather production. These include Greenhouse Gas emissions from cattle ranching and chemical pollution, water and energy used in processing and tanning leather.

Country of Origin of cattle used for leather should be identified to ensure cattle ranching is not causing deforestation and biodiversity loss such as in the Amazon biome. In the Amazon region, cattle ranching is linked with over 80% of deforestation.

8.4 Mica

Mica is a naturally occurring group of silicate minerals used to make colour pigments and lustres. Key challenges are illegal mines, child labour and exploitative practices in mining of mica raw material. We require that supply chains are traceable and ensure fair and sustainable mica collection, processing and sourcing practices. Industry best practice scheme include Responsible Mica Initiative.

8.5 Precious Stones, Metals and Minerals

Precious stones and metals can be used in jewellery, accessories, homewares and electronics. Their production has ethical and environmental impacts. Environmental damage and pollution can be caused by mining and extraction of stones, metals and minerals. Open pit mining, mercury used in artisanal mining and certain sourcing methods for tin cause pollution and health hazards.

You shall ensure that you, and that your contractors, agents or factories manage the sustainability impacts of mining for stones, metals and minerals. As a minimum this must be in compliance with relevant environmental and labour legislation. You shall ensure that you do not, and that your contractors, agents or factories use open pit mining. Good standards of environmental management should be used in the production of stones, metals or minerals.

Our preference is the use of credible third party certified schemes

8.6 Timber

You shall ensure that you, and that your contractors, agents or factories supply timber that complies with the EU Timber Regulations (EUTR) Regulation, CITES (Convention on International Trade in Endangered Species of Wild Fauna and Flora) and EU Wildlife Trade Regulations, where relevant. Under the EUTR, placing illegally harvested timber and products derived from such timber on the EU market is prohibited. The Regulation applies to wood and wood products being placed for the first time on the EU market. Full end to end chain of custody and compliance must be demonstrated. Failure to do so will result in product cancellation and associated costs. Further information is at

<http://agriculture.gov.ie/forestservice/eutrfllegt>
http://ec.europa.eu/environment/forests/timber_regulation.html

You shall ensure that you, and that your contractors, agents or factories source timber and paper from sustainably managed forests such as certified by the Forest Stewardship Council (FSC). Goods complying with these codes must be labelled accordingly.

8.7 Wool and Cashmere

You shall ensure that you, and that your contractors, agents or factories manage the animal welfare and environmental impacts of wool sourcing and production. As a minimum this must be in compliance with relevant sustainability legislation.

Shearing must be obtained in line with good animal welfare practice.

Our preference is for compliance with third party certified schemes including Woolmark, Zque (for merino wool) or Responsible Wool Standard (RWS) for animal welfare and land management practices in sheep farming.

9. Food and beverage

You shall ensure that, and that your contractors, agents or factories, source food locally and that sustainable products/production systems are used as much as possible. These include sustainable farm and food supply chain schemes including Origin Green (Bord Bia Ireland), Organic, Free Range, Red Tractor (UK) Freedom Foods, Marine Stewardship Council (fish), Rainforest Alliance (coffee, tea, and other commodity foods), Palm oil free/ Roundtable on Sustainable Palm Oil (RSPO), as well as local, in season sourcing. Products should be clearly labelled in line with licensing requirements.

9.1 Restaurant Concessions

In addition to the above sustainable food sourcing, restaurant concessions shall ensure that you, your contractor and supplier also reduce resource use and prevent waste through meeting the following requirements:

- i. No single use plastics e.g. cutlery, plastic cups, water bottles or straws – replace with options that can be reused hygienically.
- ii. Compostable single use plastics only meeting EU composting standards e.g. Vegware can be used as a second option and can go into the food waste/composting collection. However, moving to a reusable option is our preference.
- iii. Take away napkins and take away containers should be recyclable or compostable. If made of cardboard or paper they must be certified to either FSC.
- iv. No single use take away coffee cups with a plastic liner. Replace with compostable or take away reusable cups.
- v. Shift from single use plastic sachets of sauces and other materials.
- vi. In choosing menus and food options, our preference for restaurants concessions is to grow healthy/climate friendly eating & nutrition.