

## **MILE MARKER - Supplier Social Accountability**

### Introduction

Mile Marker is committed to do what is right and hold ourselves to the highest ethical standards. We lead by example and take responsibility for our actions while being transparent with our intentions.

Our principles of respect for the individual and corporate integrity are core foundations of our business. These foundational principles apply to all aspects of Mile Marker's business, including its employees and Suppliers. These principles, when applied to the supply chain, mean Mile Marker and its Suppliers must operate in a socially and environmentally responsible manner everywhere we do business.

Mile Marker's Suppliers are vital partners to the success of our business. As partners, Mile Marker believes that all of its Suppliers should hold themselves to the same high standard for social and environmental responsibility. We use this Supplier Social Accountability Standards (Standards) in selecting our suppliers and expect compliance by our Suppliers.

As a Supplier that supplies Mile Marker product, it is your responsibility to comply with all applicable laws and our Standards. These Standards are Mile Marker's minimum expectations on Suppliers and their factories for the ethical treatment of workers, workplace safety, environmental responsibility, and appropriate business practices.

These Standards parallel the audit standards Mile Marker uses to measure how well Suppliers are meeting the requirements. If a Supplier fails to meet the Standards, it must take prompt corrective actions to improve its performance or it will not be permitted to supply products to Mile Marker.

By implementing standards in the jurisdictions where our Suppliers' factories produce products, we are creating a far-reaching strong supply chain standards that are achievable and sustainable. Together, we have a tremendous opportunity to help people live better and have something to smile about!

These Standards must be visibly posted in English and in the shared language of workers in a common area at all facilities that manufacture products for Mile Marker and its affiliates.

### Mile Marker Standards for Suppliers

- 1. Compliance with laws**
- 2. All voluntary labor**
- 3. No underage labor**
- 4. Reasonable working hours**
- 5. Fair wages**
- 6. Individual dignity and respect**
- 7. Safe and healthy workplace**
- 8. Environmentally responsible**
- 9. Anti-corruption compliance**
- 10. Financial integrity compliance**

## **MILE MARKER - Supplier Social Accountability**

### **1. Compliance with laws**

1.1 Suppliers and their designated manufacturing facilities (Suppliers) must fully comply with all applicable national and local laws, including but not limited to those laws and regulations related to work hours, wages, labor relations, immigration and foreign labor, health, safety, and the environment. Whenever there is a difference between the terms of applicable laws, regulations, and standards, Supplier is expected to adhere to the most stringent applicable requirement.

### **2. All voluntary labor**

2.1 All workers must be working on a voluntary basis and receive compensation in accordance with local law.

2.2 Workers must be able to enter and end their employment freely. Workers should not be required to pay a deposit or fee to begin, continue, or terminate employment.

2.3 Slave, forced, bonded, or indentured labor will NOT be tolerated. Workers MUST NOT be forced to work or be bound to employment in order to fulfill a debt or a third-party.

2.4 No prisoners work for the Supplier. No production is subcontracted to prison laborers.

### **3. No underage labor**

3.1 Suppliers must implement hiring practices that accurately verify workers' age and legal right to work in the country prior to employment.

3.2 All workers must meet the minimum age requirement at the time of hire according to local law.

3.3 Suppliers MUST NOT employ any worker under the legal age limit as prescribed by law regardless of any local laws allowing younger employment.

3.4 Supplier must establish and enforce a human resources system to prevent underage labor, which must include verifying proof of age and identity for each applicant prior to hiring.

3.5 Supplier must keep organized personnel records with proof of identify and age for all workers. Each worker must have a personal record created at time of hire, containing employment date / month / year, and proof of age at the time of hire.

### **4. Working hours**

4.1 Suppliers should maintain a work schedule that complies with all local laws.

4.2 Suppliers must provide workers with holidays in compliance with applicable laws regarding worker leave.

4.3 Suppliers must ensure that all time worked, including time worked by those workers on a per-piece payment scheme, is fully documented by an accurate and reliable recording system for both regular hours and overtime worked by each worker.

### **5. Fair wages**

5.1 Suppliers must compensate workers for all hours worked at or above the pay rates stated by local law:

- Worker wage for regular hours worked, overtime, and holidays must meet or exceed the minimum wage required by local law.

5.2 Supplier should document the timely distribution of wages.

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5.3 No deductions should be made from wages unless they are mandatory under local law or voluntary, reasonable, and clearly understood by workers.

5.4 Ensure workers fully understand their wage structure and can verify the accuracy of payments they receive.

## **6. Individual dignity and respect**

6.1 Worker should be treated with dignity and respect for the individual. Supplier shall not tolerate the abuse of workers by any person.

6.2 Supplier management does not condone, create, or contribute to an intimidating, hostile, or offensive work environment.

- Suppliers must ensure that workers are not subject to corporate punishment, verbally or physically harassed, or mentally abused
- Supplier rules should provide information about disciplinary practices in the workplace and be consistent with local laws
- Supplier rules may not include fines or fees for the following, or similar:
  - Damaged goods
  - Drinking water
  - Minor disciplinary infractions such as smoking or tardiness
  - Freedom of movement violation (for example: limitation on bathroom privileges)
- All workers, including management, should receive education on the disciplinary policies

6.3 No discrimination. Hire, compensate, promote, discipline, and terminate workers should be based on qualifications, abilities, and performance – regardless of race, gender, sexual orientation, gender identity, personal characteristics or beliefs. Do not use pregnancy testing as a condition of employment or to terminate.

## **7. Safe and healthy workplace**

7.1 Suppliers must be in compliance with all local health and safety laws and regulations regarding the workplace

7.2 Suppliers must provide workers with a safe and healthy work environment. Suppliers must take proactive measures to prevent or manage workplace hazards.

- Health and safety standards apply to all facilities, including factories, dormitories, and canteens
- Supplier should provide clean, sanitary, and neat work areas
- Suppliers must ensure
  - All workers are prepared for an emergency and educated on how to prevent health and safety issues
  - Basic first aid supplies are available at all times
  - Supplier is well-lit day-to-day and during an emergency
  - All machines are operated safely
  - Electrical systems are properly configured and protected with the appropriate

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safety equipment

- Minimize the risk of hazardous materials through appropriate chemical safety measures
- Their facilities maintain a valid fire license or permit as required by law
- Their facilities obtain valid construction approvals as required by law
- Facilities have at least the minimum number of emergency exits per occupied floor according to local law
- All emergency exit doors must be maintained in an unlocked, accessible, and usable condition, readily open from the occupied side and swing in the direction of emergency travel. Doors cannot require special keys or knowledge to open. Travel distance to an exit from any point in the building shall comply with local laws
- All workers have easy access to unobstructed emergency exits
- Facilities must establish an adequate evacuation plan. Conduct and document evacuation drills according to local law
- All facilities conduct and document fire safety inspections according to local law
- All workers have access to functional fire safety equipment
- Facilities have designated emergency response personnel identified, trained, and present for each floor, building and shift

## 8. Environmentally responsible

8.1 Suppliers should ensure that every facility complies with environmental laws, including all laws related to waste disposal, air emissions, discharges, toxic substances and hazardous waste disposal

- Suppliers must handle, store, transport, dispose materials in a safe and appropriate manner to control risks of accident
- Suppliers must obtain and maintain appropriate permits for onsite waste storage and disposal, wastewater and any effluents discharge, air emissions, as required by law
- Suppliers must segregate hazardous and non-hazardous waste
- Suppliers shall not conduct open burns of waste or dispose of waste by burial on-site.
- Hazardous waste for offsite treatment and disposal must be only delivered to licensed contractors or otherwise permitted by the appropriate authority
- Workers should be provided appropriate waste management training

8.2 All suppliers must manage the procurement, handling, storage, and use of hazardous materials in facilities and production processes:

- Only authorized personnel may handle chemicals
- Training is required on the disposal and spills of hazardous chemicals, including practice drills to simulate pollution incidents, for all relevant personnel
- Document inventory of all hazardous materials with valid MSDS's and hazardous waste

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- Chemical storage areas must be properly covered and ventilated to prevent chemical build-up and weather-related risks
- Chemicals must be stored in containers made of materials rated for the types of chemical they contain. Chemical storage containers must not be leaking. Liquid hazardous materials must be stored in acceptable secondary containers
- All incompatible materials must be separated to avoid chemical interaction

8.2 All supplier facilities must meet the applicable legal requirements for energy use and greenhouse gas emissions.

## 9. Anti-corruption compliance

9.1 Suppliers must comply with the United States Foreign Corrupt Practices Act (FCPA) at all times as well as all anti-corruption laws and statutes in countries in which they operate.

9.2 Suppliers or those acting on behalf of Suppliers must not offer anything of value to Mile Marker team members or those acting on behalf of Mile Marker or the customer in an attempt to influence audit results or any other business decision.

9.3 Suppliers must not enter into transactions with Mile Marker employees that could create the appearance of a conflict of interest. A conflict of interest exists when personal interests interfere or appear to interfere with business interests.

## 10. Financial integrity

10.1 Suppliers must keep accurate records of all matters related to their business with Mile Marker in accordance with standard accounting practices, such as Generally Accepted Accounting Principles (GAAP) or International Financial Reporting Standards (IFRS).

Accepted by \_\_\_\_\_(legal representative name) \_\_\_\_\_(title) on this date  
\_\_\_\_\_on behalf of \_\_\_\_\_(company).

Signature: \_\_\_\_\_