

SUPPLIER CODE OF CONDUCT

06.2022

- Ethics and governance
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- Concern for the environment





Dear Supplier,

For nearly 30 years, we, at FLOSLEK Cosmetic Laboratory, have been creating cosmetics and dermocosmetics that care for keeping the skin of women, men and children beautiful and healthy, not only in Poland, but also in 50 countries around the world. We are proud of our achievements, but we are also aware that the strength of the reputation of FLOSLEK Cosmetic Laboratory depends not only on our conduct, but also on the conduct of the partners working with us.

We recognise that any business activity makes a huge imprint on the environment, which is why every company should consider the social and environmental aspects of business operations as much as the economic ones. We have built the FLOSLEK Cosmetic Laboratory on our fundamental values of responsibility, integrity, fairness, respect, trust and respect for diversity. They form the strong pillars of our company.

Today, we want to develop long-lasting, trusting and mutually beneficial relationships with Suppliers who share the same values and are equally committed to acting responsibly and ethically at all levels of the business. For this reason, we have created the **FLOSLEK Supplier Code of Conduct**, which reflects the spirit of the company, sets the framework for business operation and cooperation, and provides a guarantee for the implementation of social responsibility and sustainability.

We believe that by conducting our business in accordance with the principles contained in this **FLOSLEK Cosmetic Laboratory Supplier Code of Conduct**, we all contribute to caring about society and protection of the environment for the benefit of present and future generations.

Yours faithfully,
Katarzyna Furmanek
Partner of Laboratorium Kosmetyczne
FLOSLEK Furmanek sp.j.



We understand and respect that our Suppliers operate in different legal and cultural environments around the world. This **Supplier Code of Conduct** sets out the basic standards that we expect all Suppliers to meet as a condition of doing business with FLOSLEK.

Ethics and governance

FLOSLEK Cosmetic Laboratory expects Suppliers to conduct their business in an ethical and honest manner, in full compliance with local, national and international laws. Ethical requirements include the following:

- **Business integrity**

Suppliers are expected not to practice or tolerate any form of corruption, extortion or embezzlement. Suppliers must not offer or accept bribes or other illegal benefits in their dealings with business partners. It is also prohibited to give or offer financial or personal benefits to public officials, auditors or employees of inspection, certification or supervisory bodies which could induce them to take or refrain from taking certain actions in their official capacity.

- **Fair competition**

Suppliers are obliged to conduct their business in accordance with the principles of fair competition and all applicable antitrust laws. This includes the prohibition of abuse of dominance, concerted practices and illegal agreements between competitors.

- **Respect for privacy and intellectual property**

Suppliers shall safeguard confidential information obtained in the course of their cooperation and use it only in an appropriate manner. They shall also ensure that the privacy and intellectual property, moral and economic copyrights and industrial property rights of all employees and contractors are protected.



Labour standards and social responsibility

FLOSLEK Cosmetic Laboratory requires its Suppliers to demonstrate exemplary social responsibility in their conduct. Suppliers are expected to protect the human rights of their employees and to treat them with dignity and respect. This includes the following:



Prohibition of child labour

Work of children under the age of 16 is strictly prohibited. In countries where local law sets an older age for child labour or an age for completing compulsory education older than 16, the oldest age shall apply. No work which may endanger children's physical, mental or moral health, safety or morals should be carried out by persons under the age of 18.



Prohibition of forced labour

Forced and bonded labour is not permitted. It is also forbidden to withhold employees' identity documents or their work permits. All employees shall have the right to freely choose to take up employment and also to leave employment, subject to the notice period prescribed by law.



Compliance with the principles of equality and anti-discrimination

We expect our Suppliers to treat employees equally and fairly, meaning that everyone should be treated with respect and dignity. Suppliers shall not discriminate in any manner, in particular with regard to wages, hiring, access to training courses, promotion, maternity protection and dismissal, on the grounds of gender, race or ethnic origin, religion, age, disability, sexual orientation, political affiliation, union

membership, nationality or social origin.

FLOSLEK Cosmetic Laboratory encourages Suppliers to create an inclusive and supportive working environment in which everyone can develop their potential.



Working hours, wages and benefits

The working hours of the Suppliers' employees must not exceed the maximum level set by the applicable national law. Overtime work is voluntary and its duration and settlement rules should be defined by internal regulations, in accordance with the applicable legislation. Employees shall be entitled to the minimum number of days off set by the applicable law and must have at least one day off in each seven-day period. The wages paid to employees must be in line with the applicable national legislation on wages and should be geared towards ensuring adequate living standards for employees and their families. It is recommended that Suppliers provide employees with a wide range of training courses and the opportunity to continuously improve the competences necessary for their job.



Freedom of association

Suppliers are obliged to maintain an open and constructive dialogue with employees and their representatives and to respect the right of employees to associate freely, join trade unions and works councils, exercise employee representation and participate in collective bargaining without any sanctions, discrimination or harassment.



Ensuring health protection and safety

Suppliers shall protect employees from all chemical, biological and physical hazards and physically demanding tasks in the workplace, as well as from the risks associated with any infrastructure used by the employees. A safe and healthy working environment also includes the provision of a minimum of potable water, adequate lighting, temperature, ventilation and sanitation, and, if applicable, safe and healthy accommodation.

Suppliers are required to establish procedures and training courses to detect, avoid and mitigate as far as possible any hazards posing a risk to the health, hygiene and safety of staff. They should comply with all applicable local and international laws and regulations in this respect.



Product safety and quality

The quality and safety of FLOSLEK products have always been controlled and optimised through innovation, significant investment in research and development and continuous improvement of production systems. To maintain the highest standards, FLOSLEK Cosmetic Laboratory expects Suppliers to meet all product safety and quality requirements, including:



Quality requirements and product safety

Suppliers shall meet generally recognised or contractually agreed quality requirements to provide goods and services which meet FLOSLEK's needs, function in accordance with the warranty and are safe for their intended use. Suppliers shall comply with all applicable quality regulations and obtain, maintain and update all required permits, licences and registrations. Suppliers shall meet the operational and reporting requirements concerning them.



Standards for the conduct of clinical trials involving human subjects

Suppliers shall undertake that any clinical trials of products or ingredients conducted with human subjects on behalf of the FLOSLEK Cosmetic Laboratory or for the purpose of obtaining data for the FLOSLEK Cosmetic Laboratory shall be performed, commissioned and paid for in accordance with international guidelines, current national and local laws and internationally

recognised quality and safety standards. Furthermore, any such research shall be conducted in accordance with international principles of good clinical practice and the strictest medical, scientific and ethical principles, including in particular the Declaration of Helsinki.



Humane treatment of animals

Suppliers shall undertake not to carry out, commission or finance animal testing for the purpose of obtaining data, in particular for the purpose of confirming the safety of use of an ingredient or component by the FLOSLEK Cosmetic Laboratory. Any breach or potential breach of these provisions must be reported to FLOSLEK Cosmetic Laboratory. In addition, Suppliers must ensure that any animal products supplied to FLOSLEK Cosmetic Laboratory come from animals which have been treated ethically during the production process.



Concern for the environment

Sustainability is a globally accepted approach to maintaining economic growth without harming the planet or depleting its resources. At the same time, it serves to improve quality of life for present and future generations. At FLOSLEK Cosmetic Laboratory, we have been taking care from the earliest days of our company to ensure that our activities do not harm people, animals or the environment*. We also want to work with our Suppliers to support their sustainability activities in our supply chain. This includes the following:

- **Environmental requirements and regulations**

FLOSLEK Cosmetic Laboratory expects its Suppliers to comply with local and international environmental regulations and standards, to obtain all required environmental permits and to prove effective implementation of environmental measures.

- **Protection of natural resources and the climate**

FLOSLEK Cosmetic Laboratory Suppliers must make every effort to continuously reduce their adverse impact on the environment, including by promoting sustainability initiatives and implementing energy and water saving practices, pollution prevention, waste minimisation and reuse and recycling of packaging. Suppliers should minimise or eliminate the environmental impact of their activities by continuously optimising their processes and using substances, materials and technologies with

the least possible negative impact on the environment.

- **Waste and emissions**

Any activity which may have a negative impact on human health or the environment should be properly managed, measured and controlled. Suppliers are required to have systems in place to ensure the safe handling of waste in terms of transport, storage, recycling and reuse. Methods of managing air, water and soil pollutant emissions should ensure that they are minimised.

*To learn more about FLOSLEK Cosmetic Laboratory's commitment to sustainability, we encourage you to read the "FLOSLEK for the environment" section of our website:

**Take care of the Earth with us
– it's the only home we have!
#floslekecosteps**



This FLOSLEK **Supplier Code of Conduct**
is available online on the FLOSLEK website.

www.floslek.pl

Any questions regarding this **Supplier Code of Conduct** should be sent to FLOSLEK Cosmetic Laboratory, at the following e-mail address: **sekretariat@floslek.pl**

Adherence to sustainability in our supply chain is important to us. Suppliers can adopt the above principles or express their commitment by adhering to their own code of conduct or a company policy incorporating these standards. FLOSLEK Cosmetic Laboratory reserves the right to carry out audits or assessments to obtain confirmation of the Supplier's compliance with the above principles and shall take appropriate steps concerning the mutual business relationship in case of doubt. FLOSLEK Cosmetic Laboratory reserves the right to terminate the cooperation in the event of non-compliance with the following principles or failure to remedy violations.

Piaseczno, June 2022
Katarzyna Furmanek

DECLARATION

On behalf of the company
with its registered office at

I hereby declare that:

- We have received and read the **FLOSLEK Supplier Code of Conduct**. We undertake, in addition to our obligations set out in the supply contracts with FLOSLEK Cosmetic Laboratory, to fully comply with the **FLOSLEK Supplier Code of Conduct** and its requirements.
- We shall inform FLOSLEK Cosmetic Laboratory if a conflict arises between the **FLOSLEK Supplier Code of Conduct** and the applicable laws or regulations of the country in which we operate.
- FLOSLEK Cosmetic Laboratory or a third party appointed by FLOSLEK Cosmetic Laboratory may/may not* carry out inspections at our companies to verify our compliance with the **FLOSLEK Supplier Code of Conduct**.
- We shall effectively inform our employees and Suppliers of the contents of the **FLOSLEK Supplier Code of Conduct** and ensure that they also comply with its provisions.

Furthermore, we confirm that we have taken note of the fact that compliance with the **FLOSLEK Supplier Code of Conduct** is an indispensable basic requirement in business relations between the companies of the FLOSLEK Cosmetic Laboratory and ourselves as business partners.

Place, date.....

Full name:

Position:

.....
Signature and company stamp

*delete as appropriate