

*FIAVIT* – Fiação da Vitória, Lda.



# CODE OF ETHICS AND CONDUCT



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**1. OBJECTIVES OF THE CODE OF ETHICS AND CONDUCT**

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The Code of Ethics and Conduct establishes a set of moral and ethical values and principles that must be observed in the course of its activity, in accordance with the corporate culture of **FIAVIT - FIAÇÃO DA VITÓRIA, LDA.**, firmly based on the principles of the Declaration of Human Rights, in the Conventions of the International Labor Organization and in the National and Community Legislation in force.

In order to ensure its disclosure, understanding and compliance, this code will be posted in strategic locations of the company and will be communicated orally to all employees.

This code is applied to all employees, subcontractors and suppliers involved in the purchasing processes, and our Reclaimed Yarn Manufacturing (Cotton, Polyester, Acrylic, Viscose, Wool, Linen and Mixed), promoting and based on the general principles that define the ethical behavior of **FIAVIT - FIAÇÃO DA VITÓRIA, LDA.** in order to:

- All activities of **FIAVIT - FIAÇÃO DA VITÓRIA, LDA.** are carried out in an ethical and responsible manner, respecting the environment;
- All persons who maintain, directly or indirectly, an employment, economic, social or industrial relationship with **FIAVIT - FIAÇÃO DA VITÓRIA, LDA.** will receive fair treatment with dignity;
- All its subcontractors and suppliers must fully comply with the requirements set out in this code of conduct and ethics.

## **2. SOCIAL RESPONSIBILITY POLICY**

**FIAVIT- FIAÇÃO DA VITÓRIA, LDA.** is committed to complying with all of the following Social Responsibility principles:

### **✓ FORCED LABOUR**

It does not use or condone the use of forced or involuntary labour, whether through physical imposition, threats or other forced methods. It does not make any kind of pressure or retention of identification documents.

It recognizes the right of its employees to leave their job by giving notice within a reasonable period of time.

Encouraging and demanding that its suppliers and subcontractors not use any type of forced or involuntary labor.

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✓ **CHILD LABOR**

It does not use or admit the use of child labor, that is, minor employees. The term “minor” refers to a person who is under 16 years of age, or younger than the age required to have completed compulsory education.

Requiring its suppliers and subcontractors to comply with all legislation applicable to the work of minors.

✓ **DISCRIMINATION**

Ensures the integrity and dignity of employees in the workplace. It does not act in a discriminatory way towards ours or any other people, namely according to race, religion, sex, sexual orientation, ancestry, age, language, territory of origin, political or ideological convictions, economic situation, social context, family responsibilities, disability, marital status, union membership, contractual relationship or any other condition that may encourage discrimination.

Suppliers and subcontractors shall not apply any type of discriminatory practice to hiring, remuneration, access to training, promotions and termination of employment or retirement, based, in particular, on sex, race, religion, age, nationality, sexual orientation, political beliefs or physical and psychological disabilities.

✓ **FREEDOM OF ASSOCIATION**

It recognizes and respects the right of employees to freedom of association and representation, in accordance with their freely expressed will and without pressure.

Suppliers and subcontractors must not interfere in the exercise of employees' rights regarding Freedom of Association and their Right to Collective Bargaining.

✓ **DISCIPLINARY PRACTICES**

It assures its employees respect for their dignity and disapproves of any type of abuse or harassment of a physical, sexual, psychological or verbal nature. Demanding from its suppliers and subcontractors respect for the dignity of its employees.

✓ **SAFETY AND HEALTH AT WORK**

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**FIAVIT - FIAÇÃO DA VITÓRIA, LDA.** promotes compliance with health and safety standards. Identifies, assesses and treats situations of danger and risks that may jeopardize the health and safety of employees, goods and equipment, in order to ensure a safe and healthy work environment for its employees.

It requires its suppliers and subcontractors to ensure a safe and healthy working environment.

#### ✓ **REMUNERATION**

It recognizes that the salary is essential to meet the basic needs of employees and ensures all legally established remuneration, demanding fair remuneration from its suppliers, subcontractors and customers, in accordance with the laws in force.

#### ✓ **WORKING HOURS**

It ensures compliance with working hours and overtime remuneration in accordance with applicable legislation, also encouraging and encouraging its suppliers and subcontractors to comply with the law in force.

#### ✓ **REGULAR WORK**

It guarantees the promotion of regular employment, within the scope of the regulation of employment relationships. Suppliers and subcontractors undertake that all forms of contracting adopted comply with current labor legislation. In this way, they will not harm the rights recognized by workers in labor legislation and social security through schemes in which there is no real intention to promote regular employment, within the scope of employment regulation.

#### ✓ **LEGAL REQUIREMENTS**

Comply with national and international legislation and regulations applicable to its activity, demanding equal compliance from its suppliers and subcontractors.

#### ✓ **ENVIRONMENT**

**FIAVIT - FIAÇÃO DA VITÓRIA, LDA.** promotes the adoption of the necessary measures to protect the environment through:

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- the application of good environmental management practices, adequate management of the sustainable use of resources, with emphasis on the careful management of waste, focusing on reduction, reuse and recycling/recovery, as well as preventing pollution and waste.
- Executes all its activities in accordance with legal requirements concerning environmental protection.
- Dissemination of environmental management practices among its suppliers and subcontractors.

✓ **PRODUCTION TRACEABILITY**

Subcontractors may not subcontract production to third parties without prior written authorization from **FIAVIT - FIAÇÃO DA VITÓRIA, LDA.**

✓ **PRODUCT HEALTH AND SAFETY**

**FIAVIT - FIAÇÃO DA VITÓRIA, LDA.** discloses to employees and keeps all safety data sheets for its products up to date.

Suppliers and subcontractors are responsible that all products supplied to **FIAVIT - FIAÇÃO DA VITÓRIA, LDA.** comply with the Health and Safety standards of **FIAVIT - FIAÇÃO DA VITÓRIA, LDA.** so that the articles sold do not involve risks for the customer.

✓ **CONFIDENTIALITY OF INFORMATION**

Employees of **FIAVIT - FIAÇÃO DA VITÓRIA, LDA.**, even after leaving the company, are subject to professional secrecy, particularly in matters that, due to their objective importance, by virtue of an internal decision or by virtue of the legislation in force, should not be generally known. The obligation of confidentiality will remain once your relationship with **FIAVIT - FIAÇÃO DA VITÓRIA, LDA** has ended and will understand the obligation to return all materials associated with the company that the subcontractor or supplier has in its possession.

Suppliers and subcontractors are obliged to preserve the integrity and confidentiality of the information they receive as a result of the business relationships they maintain with **FIAVIT - FIAÇÃO DA VITÓRIA, LDA.**

✓ **POLICY OF NO SUB-CONTRACTING PRISON WORK**

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No forced labor:

- non-tolerance of any form of forced labor, including forced prison labor, debt labor, servitude, slave labor or any form of human trafficking.

Suppliers and subcontractors are required to be free from forced labor, including forced prison labor, debt labor, servitude, slave labor or any form of human trafficking.

✓ **ANTI HARASSMENT AND ANTI ABUSE POLICY**

Non-discrimination and equity:

- apply the principles of equal opportunity and fair treatment. No tolerance of any form of discrimination or verbal or physical harassment of workers.

Suppliers and subcontractors shall not apply any form of harassment or abuse.

✓ **COMPLAINT POLICY**

All employees have the right to have their issues, "complaints" dealt with by the company impartially, equitably and within a reasonable period, for this purpose they can use the "**Suggestion Bulletin - Fiavit.127**" register and put it in the suggestion box .

This right includes, in particular:

- Anonymity, if you wish;
- The right of any employee to be heard before any individual action is taken about him/her that adversely affects him/her;
- The right of any employee to have access to the processes that refer to him/her, while respecting the legitimate interests of confidentiality and professional and commercial secrecy;
- The obligation on the part of Management to give reasons for its decisions.

**FIAVIT - FIAÇÃO DA VITÓRIA, LDA.**, reaffirms its commitment to the Social Responsibility Policy and undertakes to periodically review its performance, outlining strategies that ensure its full compliance, evaluating and disclosing its performance in the area of Responsibility Social to the different stakeholders.

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Suppliers and subcontractors undertake to fully comply with the obligations arising from this Code of Ethics and Conduct.

✓ **UNIVERSAL DECLARATION OF HUMAN RIGHTS**

**FIAVIT - FIAÇÃO DA VITÓRIA, LDA** fully subscribe to the Universal Declaration of Human Rights.

Any violation of these principles must be reported. In such cases, they can use the methodology described in the “Complaints Policy” section.

Suppliers and subcontractors undertake to subscribe to the Universal Declaration of Human Rights.

**3. OBLIGATIONS OF SUPPLIERS AND SUBCONTRACTORS**

**FIAVIT - FIAÇÃO DA VITÓRIA, LDA.** reaffirms its commitment to the Social Responsibility Policy and undertakes to periodically review its performance, outlining strategies that ensure its full compliance, evaluating and disclosing its performance in the area of Social Responsibility to the different stakeholders.

Suppliers and subcontractors undertake to fully comply with the obligations arising from this Code of Ethics and Conduct.

They must inform their employees of the social responsibility commitments mentioned in this Code of Ethics and Conduct, ensuring their full compliance, as well as all the legislation in force applicable to their activity.

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