

STUDIO HENK

CODE OF CONDUCT

Studio HENK believes that furniture should be beautiful, functional, made-to-last, and not come at the expense of the planet. That's why we're on a mission to create a zero-waste furniture industry that puts circular design front and centre.

It is our responsibility to select those suppliers and partners who share this mission. That is why we have created Studio HENK's Code of Conduct, which outlines what we expect from ourselves, our suppliers and partners when taking care of people and the planet.

Introduction

Studio HENK was founded to create quality furniture pieces that last for generations to enjoy. But in doing so, we must take our responsibility to also protect the planet for all future generations to enjoy. Our strong environmental and social values are reflected in our choice of materials, production processes and company-wide business activities. We believe that this way we can have a positive impact on people and the planet.

It is our mission to fight the waste problem in the furniture industry, in collaboration with the entire supply chain. We want anyone who works with us to be concerned about the impact that the furniture industry has. By building long-term relationships with suppliers and other contracting parties that share our vision, we want to achieve our vision of a zero-waste furniture industry.

That is why we have created Studio HENK's Code of Conduct, which outlines what we expect from ourselves, our suppliers and partners when taking care of people and the planet. This Code of Conduct is based on universally recognized standards set by the UN Global Compact's ten principles and International Labour Organizations (ILO). The Code of Conduct is applied and respected by Studio HENK, all suppliers who work in partnership with us, and extends to the supplier's subcontractors in a direct descending line.

It is Studio HENK's responsibility to select those suppliers and partners who can guarantee that they provide fair working conditions and apply sustainable methods. That is why we ask our suppliers to provide us with reports, action plans and certifications to document compliance with fair working conditions and sustainable methods. We keep our communication lines open with all our suppliers, and where possible provide guidance to our suppliers to continuously improve in line with our standards.

Studio HENK's commitment

Studio HENK, as the buyer, commits to supporting our suppliers to meet the required standards by:

- Continuously working to improve our policies and practice to enable our suppliers to be able to meet their commitments as outlined in this code of conduct.
- Treating suppliers with respect and consideration in all our dealings and communications.
- Communicating clearly, promptly, and accurately on all issues concerning orders or joint projects.
- Never negotiating a price that is below the cost of production, as this will impact on the wages and working conditions of workers.
- Staying with our current supplier if a higher price will ensure decent wages and working conditions for workers, or a switch to more sustainable materials, rather than moving our business elsewhere purely based on price.
- Placing orders with lead times that do not trigger excessive working hours or sub-contracting.
- Refraining from changing orders repeatedly and with short notice. If changes are unavoidable, amending target delivery times accordingly.
- Providing material and practical support to our suppliers in striving to meet their obligations under this code of conduct.
- Taking pay and working conditions of workers and environmentally friendly business practices into consideration, when reviewing our business relationship, rather than ending a business relationship purely on the grounds of price.

RESPECTFUL TREATMENT OF WORKERS

1. Human Rights

Human rights refer to compliance with the UN Universal Declaration of Human Rights (1948), the International Covenant on Civil and Political Rights, and the International Covenant on Economic, Social and Cultural Rights.

Studio HENK supports and respects human rights and has a responsibility to respect and promote human rights, both within its own operations and in the supplier chain.

Studio HENK ensures that it does not participate, directly or indirectly, in violations of human rights. This also includes situations when the company fails to pose questions on violations of human rights or benefits from violations that are carried out by a third party.

2. Forced and compulsory labour

With reference to ILO Conventions 29¹ and 105²:

There shall be no forced, bonded, or involuntary prison labour. All work must be voluntary and not under threat of any sanctions or penalties.

Suppliers must not engage in any practices that restrict worker's freedom of movement, such as the retention of identification documents, demanding deposits, imposing financial penalties, or withholding wages outside of a legal contractual agreement.

Suppliers must acknowledge the right of their employees to leave the premises at the end of the normal workday and terminate their employment after a reasonable period of notice.

3. Child Labour

With reference to the UN Convention on the Rights of the Child³, article 32; ILO Conventions 138⁴, 182⁵, and 79⁶; and ILO Recommendation No. 146⁷:

Child labour is prohibited. The minimum age for workers shall not be less than 15 and comply with the national minimum age for employment; or the age of completion of compulsory education, whichever of these is higher.

Young workers, between the age of 15 and 18 years, must be treated with special consideration. They shall not be engaged in labour that is hazardous to their health, safety, or morals, including night work. There is a policy in place for the types of tasks a person aged between 15 and 18 may carry out.

If child labour is detected, immediate action must be taken upon the best interests of the child, and suitable solutions in consultation with the child and the family of the child shall be found.

4. Discrimination

With reference to ILO Conventions 100⁸ and 111⁹ and the UN Convention on Discrimination Against Women:

There shall be no discrimination at the workplace in hiring, compensation, access to training, promotion, termination, or retirement based on any kind of ethnic affiliation, sex, civil status, pregnancy, religion, social or ethnic origin, nationality, physical ability, political opinions, union membership, gender-crossing identity or expression, age, health condition, or sexual orientation, or other character trait that is protected by applicable legislation.

Measures shall be established to protect workers from sexually intrusive, threatening, insulting or exploitative behaviour, and from discrimination or termination of

¹ ILO Convention C029 – Forced Labour Convention, 1930

² ILO Convention C105 - Abolition of Forced Labour Convention, 1957

³ UN Convention on the Rights of the Child, 1989

⁴ ILO Convention C138 - Minimum Age Convention, 1973

⁵ ILO Convention C182 - Worst Forms of Child Labour, 1999

⁶ ILO Convention C079 - Night Work of Young Persons (Non-Industrial Occupations) Convention, 1946

⁷ ILO Recommendation R146 - Minimum Wage Recommendation, 1973

⁸ ILO Convention C100 - Equal Remuneration Convention, 1951

⁹ ILO Convention C111 - Discrimination (Employment and Occupation) Convention, 1958

employment on unjustifiable grounds, e.g., marriage, pregnancy, or parenthood.

Female workers should not be discriminated against due to pregnancy or maternity leave and should be given equal access to employment.

5. Dignity and respect

With reference to ILO Convention 190¹⁰:

Physical abuse or punishment, or threats of physical abuse, sexual or other harassment and verbal abuse, as well as other forms of intimidation, is prohibited.

6. Freedom of Association and the Right to Collective Bargaining

In line with ILO Conventions 87¹¹, 98¹², 135¹³ and 154¹⁴:

Workers, without distinction, shall have the right to join or form trade unions of their own choosing and to bargain collectively. The employer shall not interfere with, obstruct, the formation of unions or collective bargaining.

Workers engaging in above stated activities are under no circumstances subjected to discrimination, harassment, intimidation, or retaliation. Workers' representatives shall not be discriminated against and shall have access to carry out their representative functions in the workplace. Disciplinary actions against workers who choose peacefully and lawfully to organize or join an association are unacceptable.

In countries where the right to freedom of association and/or collective bargaining is limited or restricted under law, the employer shall support, and not hinder, the development of alternative forms of independent and free workers representation and negotiations.

TERMS OF EMPLOYMENT

7. Contracts

All employees have a written employment agreement that includes information about the nature of the work, working hours, wages, and holiday leave, in a language they understand.

Obligations to employees under international conventions, national law and regulations concerning regular employment shall not be avoided using short-term contracting (such as contract labour, casual labour, or day labour), subcontractors or other labour relationships.

8. Right to Fair Wages

With reference to ILO Convention 131¹⁵:

Studio HENK strives for and promotes living wages in its supply chains. Wages and benefits paid for a standard working week shall as a minimum meet the legal minimum wage, industry standard or collective bargaining wage, whichever is higher. All social benefits granted by law must be paid.

All employees have the right to compensation for a regular work week, not including overtime, that is sufficient to cover their and their family's basic needs and that will provide some discretionary income.

All workers shall be provided with a written and comprehensible contract outlining their wage conditions and method of payments before entering employment. Workers receive a payslip with complete pay, benefits and deduction information that reflects the pay received. Information provided in payslips is understandable for workers.

Wages are paid directly to the employee within the agreed timeframe and in full. Deductions from wages as a disciplinary measure shall not be permitted.

¹⁰ [ILO Convention C190 - Violence and Harassment Convention, 2019](#)

¹¹ [ILO Convention Co87 - Freedom of Association and Protection of the Right to Organise Convention, 1948](#)

¹² [ILO Convention CO98 - Rights to Organise and Collective Bargaining Convention, 1949](#)

¹³ [ILO Convention C135 - Workers' Representatives Convention, 1971](#)

¹⁴ [ILO Convention C154 - Collective Bargaining Convention, 1981](#)

¹⁵ [ILO Convention C131- Minimum Wage Fixing Convention, 1970](#)

9. Working Hours

With reference to ILO Convention 1¹⁶ and 14¹⁷:

Working hours shall comply with national laws and benchmark industry standards, and not more than prevailing international standards. Weekly working hours should not on a regular basis be more than 48 hours. Studio HENK handles a maximum of 40 working hours a week and encourages its suppliers and partners to follow this guideline.

Employees must be granted sufficient days of rest. Workers shall be provided with at least one day off following six consecutive days of work and have at least one break of 30 minutes after every 4.5 hours worked unless exceptions defined by collective agreements apply.

Overtime shall be limited and voluntary. Recommended maximum overtime is 12 hours per week, i.e., that the total working week including overtime shall not exceed 60 hours. Exceptions to this are accepted when regulated by a collective bargaining agreement.

Workers shall always receive overtime pay for all hours worked over and above the normal working hours, with a minimum in accordance with relevant legislation.

10. Health and Safety

In line with ILO Convention 155¹⁸ and ILO Recommendation 164¹⁹:

The working environment for all workers shall be safe and hygienic, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Employees have access to all necessary protective equipment without having to pay for it themselves.

Hazardous chemicals and other substances shall be carefully managed. 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 minimizing, so far as is reasonably practicable, the causes of hazards inherent in the working environment.

Workers shall receive regular and documented health and safety training, and such training shall be repeated for new or reassigned workers.

Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided. Accommodation, where provided, shall be clean, safe, and adequately ventilated, and shall have access to clean toilet facilities and potable water.

RESPECTING THE ENVIRONMENT

11. Environmental management

Operations are conducted responsibly in relation to the environment and comply with local and national environmental legislation. There are measures in place, such as for instance ISO certification, to guarantee compliance with legislation.

Measures to minimize adverse impacts on human health and the environment shall be taken throughout the value chain. Long- and short-term environmental goals, with associated action plans, must be drawn up to ensure continuous improvement. This includes minimizing pollution, promoting an efficient and sustainable use of resources, including energy and water, and minimizing greenhouse gas emissions in production and transport. The development of environmentally friendly technologies is supported by Studio HENK.

11.1. Chemicals

Suppliers are required to collect data on chemicals and disclose specific chemicals of concern. Suppliers must ensure that components and raw materials do not

¹⁶ ILO Convention Coo1 - Hours of Work (Industry) Convention, 1919

¹⁷ ILO ConventionCo14 - Weekly Rest (Industry) Convention, 1921

¹⁸ ILO Convention C155- Occupational Safety and Health Convention, 1981

¹⁹ ILO Recommendation R164 - Occupational Safety and Health Recommendation, 1981

contain hazardous materials in higher concentrations than permitted by law. REACH Regulations shall be always followed.

Suppliers must ensure that they have a good understanding of the health and environmental damaging properties of all the chemicals they use. Appropriate chemical management to protect the health of employees and the environment must be ensured, including storage, use and disposal.

11.2. Footprint

Studio HENK has set the ambition for its own operations to track the environmental footprint, which includes water usage, energy usage and greenhouse gas emissions.

Suppliers are required to track their water usage annually. Water must be used as efficiently as possible, and its use must be reduced wherever possible. Effluent water must be treated before discharge and the quality must at least comply with the standards set by applicable legislation. Effluent water must not be harmful to people or the environment.

Suppliers are required to track their energy usage annually. Energy must be used efficiently, and its use must be reduced wherever possible. We encourage our suppliers to use renewable energy and shall provide support if needed.

Suppliers are encouraged to track their greenhouse gas emissions annually and reduce and compensate for their footprint as much as possible. Studio HENK is committed to offer guidance to suppliers in this process if needed.

11.3. Waste

It is Studio HENK's mission to fight the waste problem in the furniture industry, in collaboration with the entire supply chain. As our goal is to eventually eliminate waste entirely, we find it imperative that waste production shall be tracked. Suppliers are

responsible for tracking waste in the production process, by registering the amount and type of waste generated, collected, and disposed of²⁰. Waste, especially hazardous waste, must be disposed of properly and in accordance with applicable legislation. Suppliers shall limit waste as much as possible, and reduction targets shall be discussed between supplier and Studio HENK.

11.4. Raw materials

All raw materials and components shall be sourced responsibly. Any potential risks related to human rights violations, environmental hazards or animal welfare concerns associated with the production of our products shall be indicated to Studio HENK.

Studio HENK provides suppliers with a list of preferred materials. Certified materials are used whenever possible and in consultation with Studio HENK. If the supplier and Studio HENK have agreed to use certified materials for our products, the supplier shall provide Studio HENK with required documentation.

Suppliers must hand in a detailed "bill of materials" for each product sold to Studio HENK, providing an overview of the type and number of components or materials used, and potential information on certifications and raw material composition. Any change in material shall be first discussed with and approved by Studio HENK.

12. Animal Welfare

In reference to the Five Freedoms of Animal Welfare, all animals must be treated with dignity and respect. This includes being free from hunger, thirst, and malnutrition, free from physical and thermal discomfort, free from pain, injury, and disease, and being able to express most of their normal behavioural patterns. They must not experience fear or distress.

²⁰ Suppliers must meet this requirement within 12 months from signing the Code of Conduct

SOCIAL VALUES

13. Marginalized Populations

Production and the use of natural resources shall not contribute to the destruction and/ or degradation of the resources and income base for marginalized populations, such as in claiming large land areas, use of water or other natural resources on which these populations are dependent.

14. Corruption

Corruption in any form is not accepted, including bribery, extortion, kickbacks and improper private or professional benefits to customers, agents, contractors, suppliers, or employees of any such party or government officials.

COMPLIANCE

In the event of a breach of the code of conduct, Studio HENK and the supplier will jointly prepare a plan for remedying the breach. Remediation must take place within a reasonable period. We strive to solve all issues; however, non-improvement of conditions can be grounds for termination of our collaboration and any contracts with the supplier.

If you suspect a supplier violates any elements of the Code of Conduct, please bring these violations to our attention by contacting us at compliance@studio-henk.nl. We handle all information confidentially; your identity will never be disclosed.

SUPPLIER COMMITMENT

The undersigned hereby acknowledge and confirm that:

- We have received, read and understand Studio HENK's Code of Conduct and that we understand the importance of this Code being adhered to by us, by our suppliers and subcontractors.
- To ensure that the Code of Conduct is followed, Studio HENK reserves the right to, at any time, send representatives or external auditors to inspect the suppliers and subcontractors producing our products.
- We will be open to engage in Studio HENK's sustainability projects and will collaborate well with the Studio HENK's sustainability department.
- We will provide Studio HENK with all relevant certifications and reports to confirm compliance with the requirements.

Supplier name

Signature

Date

Signee title