

Better Cotton Code of Conduct

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| Policy: | Better Cotton Code of Conduct | Version: | 1.0 |
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| Owner: | HR | Review Date: | 01/01/22 |
| Approver: | Lena Staafgard | Approval Date: | 01/03/22 |
| Audience: | Better Cotton | | |

This Code of Conduct lays out the specific behaviours expected from Better Cotton staff, interns and affiliates. Breaches of the Better Cotton Code of Conduct are grounds for disciplinary action, up to and including dismissal and referral to relevant authorities.

The Better Cotton Code of Conduct applies to all countries where Better Cotton operates. This Code of Conduct should be read in conjunction with local legislation where possible, however should the Code of Conduct demand a higher standard than the local laws then this Code of Conduct will prevail.

General Conduct

- I will uphold the integrity and reputation of Better Cotton by ensuring that my professional and personal conduct is consistent with Better Cotton’s values and standards.
- I will treat all people with respect and dignity and will not discriminate against anyone on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, ethnic or national origin, religion or belief, sex or sexual orientation.
- I will demonstrate sensitivity to the customs, practices, culture and personal beliefs of others.
- I will not engage in physical violence or acts of bullying or harassment.
- I will not consume illegal substances, and understand that inebriation while performing work duties, or when representing Better Cotton, will not be tolerated.
- I will not engage in any acts of fraud, theft or corruption.
- I will not use Better Cotton time and property for personal gain.
- I will read and adhere to all Better Cotton employment and ethics policies and guidelines.
- I will not make “facilitation” payments, or bribes, unless I genuinely fear for the immediate safety and security of myself or my companions if the payment is not made.
- I undertake to maintain absolute confidentiality with regards to any sensitive information I encounter during my work with Better Cotton.
- I will not collect, use or disclose personal information for purposes other than those for which consent has been obtained, in accordance with Better Cotton’s Data Privacy Policy.
- I understand that when travelling on behalf of Better Cotton I may experience risk levels higher than in my own country. I am not obliged to tolerate a level of risk that I am uncomfortable with and should consult the Better Cotton Travel Policy for guidance on safety at the place of travel.

- I confirm that I will attend an Occupational Health/travel clinic meeting prior to undertaking travel and will take all recommended vaccinations and malaria prophylaxis where necessary. Details on where to find travel health clinic information can be found in the Better Cotton Travel Policy.

Safeguarding and Decent Work

- I will not engage in abusive or exploitative conduct.
- I will ensure that I understand all definitions of abuse and exploitation utilised by Better Cotton and will undertake any training on Safeguarding required of me.
- I will not engage in sexual activity with children (persons under the age of 18). Mistaken belief in the age of a child is not a defence.
- I will not exchange money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour.
- I will not engage in sexual relationships with beneficiaries of assistance, since such relationships would be based on inherently unequal power dynamics.
- I will not engage in any commercially exploitative activities with children, including child labour.
- I will not engage in any activities that involve forced, indentured, bonded or involuntary labour.
- I will not engage in human trafficking or any other forms of modern slavery
- I understand that Better Cotton has a zero tolerance approach to any attitudes or behaviours that put children or adults at risk of harm.
- I understand that Safeguarding incidents are acts of serious misconduct and are grounds for disciplinary action, up to and including dismissal and referral to relevant authorities for criminal prosecution.
- I understand that all Better Cotton staff and affiliates are obligated to report any safeguarding incident they become aware of within 24 hours following the Better Cotton Safeguarding Policy and Procedures.

Conflicts and Fraternisation

- I will avoid any situations in which a personal or professional interest could conflict, or reasonably appear to conflict, with the best interests of Better Cotton. I understand that this includes when an outside interest could inappropriately influence work decisions, or if Better Cotton engages in a financial, or other beneficial agreement with a person or organisation with which I have a personal relationship.
- I will disclose to Better Cotton management staff any relationships that could lead to potential conflicts of interest for Better Cotton.
- If I have a personal relationship with a candidate of any type during a recruitment process, including acquaintance or family member, I will not participate in the interview or selection process for them, and will disclose my relationship with them to HR.
- If I form a romantic or intimate relationship with a colleague, the relationship must be disclosed to HR and the line managers of both parties. I confirm that my relationship will be carried out discreetly and will not impact or interfere with the professional responsibilities and duties of those involved.
- I understand that romantic relationships are not allowed between a line manager and their direct report, and that alternative reporting lines will need to be made in this event.



Communications

- I will not post disparaging or defamatory statements about Better Cotton, Better Cotton staff, our partners, retailer and brand members, council members, or affiliates past or present.
- If I post about my work with Better Cotton online, I will state that my views are my own and do not represent those of Better Cotton or our partners.
- I will not photograph or tag anyone in photos on social media without their written consent. For people under 18 years of age, I will obtain written consent from both the child and their parent before posting any photos of them.
- I will not use social media accounts to discuss defamatory or harmful content, or any other matters that may negatively impact Better Cotton.
- I will not speak to the press without seeking my line manager's consent and informing the Communications Coordinator.
- In adherence with the Better Cotton Ethical Image Guidelines, I will not propagate negative stereotypes in any photos or videos and will be respectful of individuals' dignity and privacy. I will not take or utilise photographs or videos featuring suffering, portraying victimhood or containing graphic imagery.

By signing the Better Cotton Code of Conduct I acknowledge that I have read and agreed to adhere to the above.

DATE: _____

PRINT NAME: _____

SIGN NAME: _____