



CODE OF CONDUCT

TEXAID-GROUP

TEXAID

FOREWORD

Dear colleagues,

TEXAID has established its first Code of Conduct, using one document to combine key values and standards that shape our company and form the basis of our thoughts and actions.

Please read through this Code of Conduct carefully. It describes the benchmarks and standards for ethical business conduct and responsible economic activity – which we set both for ourselves, as well as for business partners, customers and the public.

As an internationally operating company that ranks among Europe's leading textile recycling organisations, guiding principles such as respect, honesty, integrity and transparency form an integral part of our corporate culture. On this basis, we're committed to ensuring ethical business practices and lawful conduct worldwide.

Whether they be managers or trainees, all staff are responsible for credibly embodying our values and fostering them as part of our corporate culture. They are key pillars of our company, and guarantee TEXAID's long-term business success.

It is thus important you see this Code of Conduct as part of our overall company policy, and as a point of reference for your daily work, for which we'd like to take this opportunity to sincerely thank you!

Kind regards,

Schattdorf, 31 October 2018



Paul Schmuki
Chair of the Administrative Board



Martin Bösch
CEO TEXAID

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PRINCIPLES & OBJECTIVES

The Code of Conduct establishes the basic values that define our conduct and actions, both internally and in dealings with all stakeholders. It serves as an overarching document that is amended and further consolidated by internal guidelines, regulations, work instructions, and external codes and polices from partner organisations and associations, such as the BSCI (Business Social Compliance Initiative) Code of Conduct.

We want the compliance principles to ensure all management bodies, staff, business partners and other stakeholders uphold the existing national and international laws, regulations and industry-specific requirements, and act responsibly.

It is through shared values that we are able to set uniform minimum standards for social and environmental aspects. The Code of Conduct acts as a guide in the event of dilemmas, and is designed to actively raise staff awareness.



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SCOPE

The Code of Conduct applies to all full-time and part-time staff, as well as to all management bodies (hereinafter known as staff) of all TEXAID companies.

We expect agents, subcontractors and other contracted parties co-operating with TEXAID to act in accordance with this Code of Conduct.



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COMPANY CULTURE & VALUES

TEXAID considers itself one of Europe's leading companies in the eco-friendly collection, recycling and marketing of used textiles. We operate in a profit-oriented, sustainable manner, with a view to generating funds for the participating relief organisations. In doing so, we commit to ensuring sustainable business management and bearing the associated environmental and social responsibility.

Motivated, independent staff are key to our long-term success. To achieve this, we act responsibly, honestly, reliably and with foresight.

3.1 Lawful conduct

Our actions are based on the local, national and international requirements and regulations applicable to the business fields in which we operate. We also respect the internal guidelines, work instructions and regulations, as well as the standards we voluntarily commit to upholding.

3.2 Actions and conduct: Respect, honesty, integrity and communication

Our dealings with one another are open, honest, direct and respectful, and we help each other across departments, companies and even national borders.

It goes without saying that we show appreciation among colleagues and towards stakeholders and the TEXAID assets.

We respect our staff's privacy, and support an open feedback culture and the freedom of expression.



Our management, actions and communication, both internally and externally, are governed by the following principles:

- Respect
- Focus on results
- Engagement
- Honesty
- Trust
- Integrity
- Openness
- Development
- Exemplary conduct

3.3 Assets

We perform all of our assigned work to the best of our knowledge and in good faith. We also comply with internal and external requirements to ensure TEXAID does not suffer any damage to its business assets as a result of negligence or deliberate acts. We particularly do not misappropriate funds, dupe or steal. We similarly do not engage in any tax-optimising policies through manipulation or evasion. We refrain from following any instructions issued by superiors that may result in asset misappropriation.

3.4 Non-discrimination

We commit to ensuring equal opportunities for men and women, and advocate equal treatment for everyone, regardless of origins, culture, skin colour, sex, language, age, religion, sexual orientation, physical limitation or political views. All staff are entitled to be treated in a manner that respects their worth at the workplace.

We protect our colleagues and stakeholders from any sort of discrimination, harassment, mobbing or oppression. We have a zero-tolerance policy when it comes to sexual harassment and assault.

3.5 Humane working conditions

We categorically reject any form of child labour, prison labour or forced labour at our company and throughout the entire value chain.

We do not enter into business relationships with suppliers, customers, partners or organisations suspected of engaging in or encouraging child labour, prison labour or forced labour. Existing business partners regularly undergo social compliance checks.



TEXAID AS AN EMPLOYER

4.1 Occupational health and safety

TEXAID protects its staff against occupational accidents, provides a safe and healthy working environment, and supports each individual staff member through regular training courses. The staff are proactively involved in designing and continuously improving HR processes.

We look out for our colleagues, and alert them of any risks or hazards early on. Prior to and during work, we do not consume any alcohol or other drugs or substances that could negatively affect our actions.

4.2 Advanced training

Well trained and motivated staff are an important factor for success. TEXAID encourages the personal and professional development of all staff.

Advanced-training programmes to develop professional and social skills are offered in the form of internal and external courses across all levels. We provide evidence of every internal or external course attended, and act in an exemplary, motivational and collegial manner during all training. We also offer traineeship positions to young people entering the job market.

4.3 Employment conditions

TEXAID positions itself as an attractive employer in the respective markets, pays its staff fair wages in line with the market, and offers above-average working conditions. Regular performance appraisals, as well as internal and external audits, form the basis for continued improvement.

TEXAID is open to social partnerships, offers all staff equal opportunities for employment and promotion, and guarantees working hours compliant with the legal regulations at all locations.

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DEALINGS WITH BUSINESS PARTNERS & THIRD PARTIES

5.1 Corruption and bribery

We operate a transparent business based on honesty and integrity. As such, we reject any form of bribery or corruption, and adhere to the relevant regulations.

We do not accept or offer personal privileges to or from private individuals in the form of money, gifts or invitations that are inappropriate or non-transparent, and which do not constitute customary business conduct.

We do not accept or offer personal privileges to or from officials or authorities in the form of money, gifts or invitations if, in good faith, we believe these will influence business decisions.

5.2 Cartels and competitors

When dealing with competitors, including when fighting for market shares, we always act with integrity, and uphold the rules governing fair, responsible competition. We support free competition so that innovation, the improvement process, and social and environmental sustainability can be further developed along the entire value chain.

We comply with competition laws, and particularly refrain from any competition agreements in the form of market demarcation agreements, customer agreements or pricing agreements at all times.

We distance ourselves from any attempts made by competitors or customers to motivate us to act unlawfully.

5.3 Duty of care

We expect our business partners to uphold the applicable laws, guidelines and agreed contractual conditions. We also place particular emphasis on protecting human rights, on occupational health & safety, and on environmental conservation.



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AVOIDING CONFLICTS OF INTEREST

6.1 Basic principle

We avoid situations and activities that cause conflicts of personal interests or loyalty to TEXAID, pose a risk of this. Activities performed by relatives or close friends can also lead to conflicts of interest.

We do not use our position within TEXAID to gain personal advantages or advantages for family members or close friends.

In the event of an actual or potential conflict of interests, we are obliged to immediately disclose this to our supervisor.

6.2 Ban on competition

Staff are not allowed to run companies that are partial or full competitors of TEXAID, nor are they allowed to directly or indirectly take holdings in companies that are partial or full competitors of TEXAID.

6.3 Secondary employment

Secondary employment must not negatively impact on work performance, and must be approved in writing. Holdings in third companies must similarly not conflict with TEXAID's efforts.



HANDLING INFORMATION & DATA

7.1 Privacy and data protection

We adhere to the applicable data protection laws and duties of non-disclosure, and commit to protecting information entrusted to us, and treating this carefully and confidentially.

We exercise a high degree of care when handling sensitive data, and only use data and information that is relevant and useful to our business activities at the present time.

Data particularly worthy of protection, such as personal data, is only collected, processed or used insofar as this is necessary for clear, established, legitimate purposes. We also handle the data transparently for the data subjects, provide access, and do not unlawfully forward the data to third parties.

7.2 Non-disclosure

We do not disclose confidential information to third parties or the public. The duty of non-disclosure shall continue to apply even after the employment contract has ended.



SUSTAINABILITY

8.1 The environment and society

We commit to taking responsibility for the environment, people and society, which is why constantly improving protection of the environment and climate is an integral part of our business strategy. We uphold applicable laws, regulations, and voluntary standards and norms, and gear our actions around the company's sustainability strategy.

All staff take responsibility for themselves, society and the environment. We strive to achieve social, environmental and economic sustainability as part of our daily actions.

We use natural resources sparingly, and actively commit to reducing greenhouse gas emissions. We advocate sound environmental and social conditions for work and production when co-operating with our business partners.

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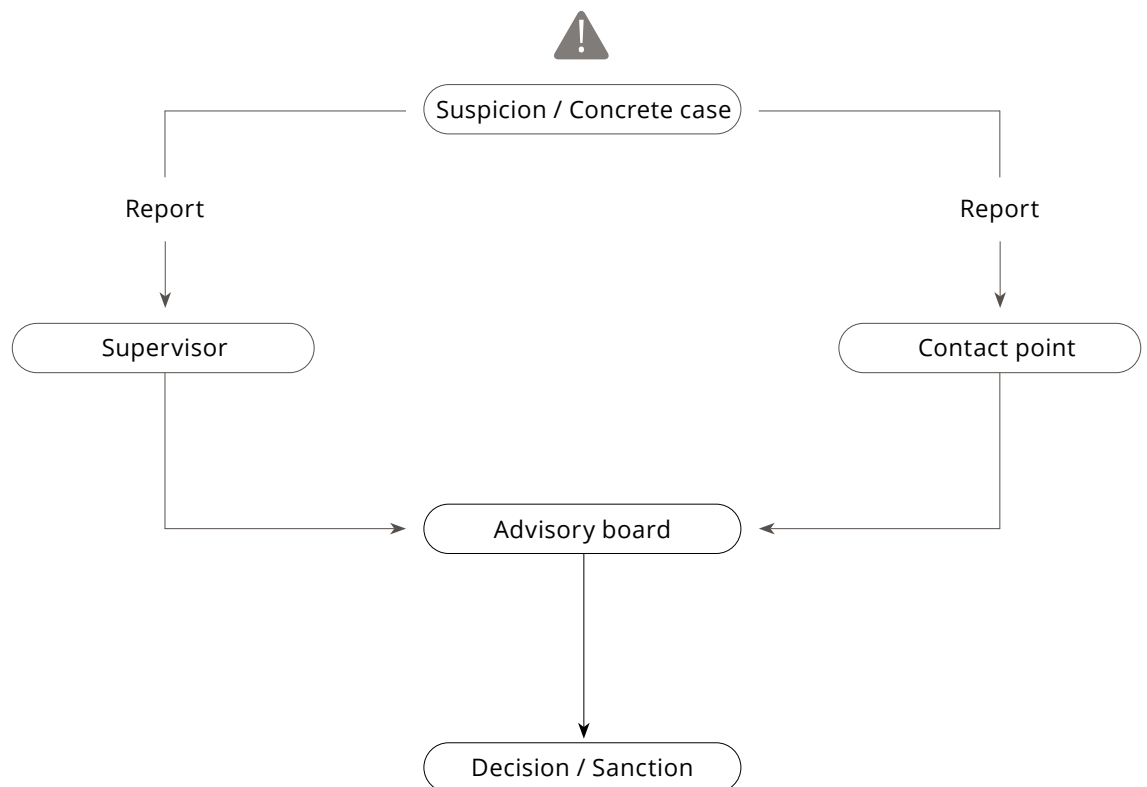
BREACHES & REPORTING PROCESSES

The standards and definitions in this Code of Conduct shall only apply insofar as they do not conflict with applicable national and international laws.

If the Code of Conduct is breached, the local management shall take appropriate disciplinary measures to protect TEXAID's interests.

Every staff member is obliged to report breaches as soon as they become aware of them. The reporting process is anonymous, and complies with the local data protection regulations.

All staff can freely choose between two different reporting channels:





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CONTACT

You are welcome to contact us any time at the following address if you have any queries:

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Disclaimer

This Code of Conduct does not entitle staff or third parties to exercise any enforceable rights against TEXAID. Code of Conduct subject to change.

IMPRINT

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