

Vendor Code of Conduct

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Ana Luisa's objective is to conduct business at the highest level of ethical standards. In addition to abiding state and local requirements, all vendors, factories and subcontractors are expected to cooperate fully in accordance with Ana Luisa's Code Of Conduct. By promoting the highest level of social and environmental responsibility, we are committed to a standard of excellence in all of our operations.

Ana Luisa utilizes a globally recognized, third-party auditing firm to ensure our social and environmental compliance standards are met or exceeded. Our goal is to fairly and consistently audit our supply chain to support and actively engage in monitoring our factories commitment to providing a fair, safe and diverse work environment.

1. CODE OF COMPLIANCE

Implementation of our Code of Conduct: Ana Luisa requires our suppliers to communicate our Code of Conduct to all subcontractors and employees, including full-time, part-time, permanent, and temporary employees.

Suppliers are required to display our Code of Conduct, labor standards, and grievance procedures in a conspicuous place, frequented by all employees, in the native language(s) spoken and understood by employees, supervisors and managers.

2. MONITOR, COMPLIANCE & TRANSPARENCY

Ana Luisa or its designated third-party auditor shall have the right to monitor and assess compliance within these principles. Suppliers must maintain on site all documentation necessary to demonstrate compliance with the Code of Conduct. Suppliers must allow Ana Luisa or our third-party audit team full access to production facilities, worker records and workers for confidential interviews in connection with monitoring visits. All suppliers are expected to take necessary corrective actions to promptly remediate any noncompliance and strive for continuous improvement. A violation of this Code of Conduct may result in corrective action, cancellation of purchase order(s) and/or termination of the business relationship.

3. LAWS & REGULATIONS

Vendors shall operate in full compliance with the laws, regulations, or other legal requirements of their respective country, including those governing compensation, working conditions, and environmental protection. Failure to take satisfactory corrective action may result in termination of the relationship between Ana Luisa and the vendor.

4. CHILD LABOR

We do not tolerate child labor. Suppliers must not employ workers younger than 15 years of age. The term "child" is defined as anyone younger than 16 years of age. However, in countries where the legal age for completing compulsory education is higher than 16, then we define "child" as anyone younger than the age for completing compulsory education.

In addition, Suppliers must comply with all local legal requirements for the work of authorized young workers, particularly those pertaining to hours of work, wages, and working conditions.

5. FORCED LABOR

Vendors shall not use involuntary or forced labor, whether in the form of prison labor, indentured labor, bonded labor, or labor acquired through slavery or human trafficking. Vendors shall procure all raw materials for Ana Luisa products solely from verifiable sources that do not utilize involuntary or forced labor. All workers should have access to and/or control of their citizenship documents at all times, and all labor contracts should be written in native language(s) of employees clearly outlining the employment relationship. All vendors shall closely monitor third-party employment agencies to ensure that potential employees are not coerced to work through intimidation, deception, force, or as a form of punishment.

6. FAIR WAGES & BENEFITS

Vendors must meet or exceed the legal minimum for wages, legally mandated benefits and paid leave, as well as, abide by all local laws. They must pay the legally prescribed minimum wage, the prevailing industry wage or the collective bargaining agreement wage – whichever is higher. If compensation does not meet the employee's basic needs, the vendor should develop and communicate a strategy to improve compensation such that it does. In addition to their compensation for regular hours of work, workers must be compensated for overtime hours at such premium rate as is legally required or, in those countries where such laws do not exist, at least equal to their regular hourly compensation rate. Vendors must ensure employees are paid in a timely manner and that all legal benefits are communicated to staff in the employee's native language.

7. DORMITORIES

Vendors shall ensure that, if provided, the quality of the housing accommodations offered to workers is at least equal to local independent housing. The living environment must be clean, healthy, and safe and must provide adequate privacy, security, ventilation, and living space for all employees. It must comply with applicable standards for public residences in the countries and regions in which they are located.

8. WORKING HOURS

Vendors must not allow employees, on a regularly scheduled basis, to work in excess of 60 hours per week (or fewer hours if prescribed by applicable laws and regulations). All overtime must be voluntary and must be fully compensated in accordance with the requirements of local law, and employees must be entitled to at least one day of rest in every seven-day period.

9. HARASSMENT OR ABUSE

Vendors must respect the rights and dignity of their employees. We will not tolerate human rights abuses, including physical, sexual, psychological or verbal harassment or abuse of workers. In addition, suppliers will not use monetary fines as a disciplinary practice.

10. NONDISCRIMINATION

Workers must be employed, retained, and compensated based on their ability to perform their jobs, and must not be discriminated against on the basis of gender, race, sexual orientation, color, national origin, age, religious, ethnic or cultural beliefs, or any other prohibited basis.

11. ENVIRONMENT AND SUSTAINABILITY

Vendors must be in compliance with all applicable environmental laws and regulations. We encourage our vendors to protect the environment by: operating in an eco-conscious manner, where possible; conserving and protecting resources, such as water and energy, taking into consideration environmental issues that may impact local communities and seeking out industry innovations to improve current practices/ systems.

12. USE OF CHEMICALS

Vendors must be in full compliance with all applicable local laws and regulation regarding chemical use and disposal, including maintaining relevant and valid permits. Strict standards for handling, use, labeling and storage of all chemicals used must be a vendor priority.

13. SUBCONTRACTORS

Suppliers must not use subcontractors in the manufacture of products or product components without approval. Vendors must ensure all subcontractors and any other third parties used in the production or distribution of goods comply with the principles described in this Code of Conduct. Additionally, our vendors must disclose to Ana Luisa the names of all such subcontractors and third parties before pursuing bulk production.

14. ANTI-CORRUPTION

Vendors must not tolerate, permit, or engage in bribery, corruption or unethical practices whether in dealings with public officials, or individuals in the private sector. Vendors must conduct business in compliance with all applicable laws and shall avoid engaging in any activity which could be deemed a corrupt and/ or unethical practice. Vendors must maintain integrity, transparency and accuracy in all records or matters relating to their business with Ana Luisa.

15. WORKER HEALTH & SAFETY

Vendors must comply with all applicable labor regulations and provide their workers with a clean, safe and healthy work environment. This includes residential facilities, if applicable. Employers shall have a clear and transparent system of worker and management communication that enables workers to consult with and provide input to management.

16. FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING

Suppliers must recognize and respect the rights of workers to exercise lawful rights of free association, including joining or not joining any association. Suppliers must also respect the legal right of workers to bargain collectively.

17. WOMEN'S RIGHTS

Suppliers will ensure women workers receive equal treatment in all aspects of employment. Employers shall not under any circumstances use pregnancy tests or the use of contraception in their hiring or employment decisions. Pregnancy tests will be voluntary and the option of the worker. In addition, workers will not be forced to use contraception.