



TJ SQUARED CODE OF CONDUCT (COC)

(Updated February 14, 2022)

1. Introduction

- 1.1. The Code of Conduct (in the following referred to as “CoC”) reflects TJ Squared’s general position on human rights as well as ethical and environmental behaviour. We are committed to using our best efforts to influence people around us to commit to similar standards, including, but not limited to, our business partners, production partners/suppliers and their subcontractors, agents etc. (in the following referred to as “Suppliers”)
- 1.2. The present CoC is a statement of TJ Squared’s requirements regarding human rights, ethical and environmental behaviour in connection with our business. It was drawn up with reference to the relevant ILO and UN conventions. The CoC applies to all Suppliers who supply the goods and raw materials we use in our production for our customers.
- 1.3. We seek and favour Suppliers whose standards are compatible with our own. We are willing to take cultural differences and local factors into consideration, but we will not compromise on fundamental human rights and basic requirements regarding health, safety and environment.
- 1.4. The CoC is designed to be ethical, achievable and auditable, and we will work with our Suppliers in respect of this statement. The employees of TJ Squared are trained according to our requirements and will work together with Suppliers to achieve best possible conditions for workers working in both indoor and outdoor environments.

2. Compliance

- 2.1 In general, Suppliers must comply with the legal requirements and laws of countries in which they operate.
- 2.2 Conflicts between this CoC and the supplier country’s legal requirements and laws will be evaluated by TJ Squared in cooperation with that supplier. Suppliers must be able to document their compliance, and if any conflicts are detected, Suppliers must inform TJ Squared immediately.
- 2.3 TJ Squared is entitled to conduct announced and unannounced audits at the Supplier’s sites at any time either by themselves or through 3rd parties in order to verify compliance with this CoC.
- 2.4 If any non-compliance with the CoC should be discovered, a plan for remediation will be drafted immediately together with the Suppliers.



SQUARED

- 2.5 TJ Squared believes that by taking this approach, we can contribute more towards improving social and environmental conditions than by simply rejecting all Suppliers, who do not initially live up to or breach the CoC.
- 2.6 All Suppliers must, however as a minimum at all times, live up to requirements concerning fundamental human rights and basic requirements regarding health, safety and environment.
- 2.7 In the case of serious non-compliance with the CoC, e.g., repeated violations of the CoC, unwillingness to improve, or in case improvements were not carried out within the agreed deadlines, TJ Squared will terminate collaboration with the Supplier concerned and cancel all existing orders, if no other amicable solutions can be found.

3. Employment

3.1. General information

- 3.1.1 Suppliers must observe and fully apply local laws or regulations on employment protection. If no laws or regulations apply, the conditions imposed on workers and their legitimacy may not be less favourable than the terms generally applied in the area for workers doing the same type of work.
- 3.1.2 The workers should be granted their stipulated annual leave and sick leave without any form of repercussion. Female workers should be granted their stipulated maternity leave in case of pregnancy. Dismissal of female workers due to pregnancy is not acceptable.

3.2. Minimum wages and benefits

- 3.2.1 Payment to workers of the minimum wage prescribed by local law or the normal local industry wage must be paid regularly and on time and must be fair in respect of work performed. Payment to workers of overtime wages should be at a rate that is higher than or equal to the ordinary overtime rate.

3.3. Working hours

- 3.3.1 Overtime must be voluntary and limited to a level consistent with humane and productive working conditions. Workers should not on a regularly scheduled basis be asked to work more than 60 hours per week (48 hours of normal work plus not more than 12 hours of overtime), and if local laws or local industry standards prescribe fewer working hours per week, then this must be respected. Workers must, in general, be entitled to at least one day off every seven days.

3.4. Child labour

- 3.4.1 We recognize the right of children to be protected from economic exploitation and from performing any work that is likely to be hazardous or to interfere with



SQUARED

the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

3.4.2 The minimum age for a worker may not be less than the age of completion of compulsory schooling and, in any case, may not be less than 16 years according to the law of the People's Republic of China.

3.4.3 It is the responsibility of each Supplier to verify the age of all workers, and this information must be accessible for audit at any time.

3.4.4 In the Convention on the Rights of the Child, the UN specifies that the word "child" means any human being below the age of 18, unless, under the law applicable to the child, the majority is attained earlier. With this convention in mind, we want Suppliers to consider young workers between 16 and 18 years of age an especially vulnerable group of employees and to treat them accordingly.

3.4.5 The Supplier should refrain from hiring workers under the age of 18 for positions that require hazardous work that could jeopardise their health, safety or morals.

3.5. Unacceptable types of labour

3.5.1 We will not work with Suppliers who use illegal workers, forced labour or bonded workers when producing our goods.

3.6. Disciplinary practices

3.6.1 We do not accept Suppliers, who threaten workers with, or employ any corporal punishment, or any other form of physical or psychological disciplinary action, including sexual harassment.

3.7. Non-discrimination

3.7.1 Workers must be treated fairly and should only be employed by their ability to do the job.

3.7.2 Workers must not be treated less favourably because of personal characteristics or beliefs, such as race, skin colour, sex, religion, political opinion, national extraction or social origin. Differences in cultures must be respected.

3.8. Freedom of association

3.8.1 Suppliers will not prevent employees from associating freely. Where national laws prohibit these freedoms, Suppliers should not oppose parallel means for independent and free associations and bargaining.

4. Health & Safety

4.1. General information

4.1.1 Generally, the working environment must be safe and healthy, and Suppliers must comply fully with local laws or regulations covering this area. The requirements



SQUARED

below apply to factories, and also to any accommodation provided for the workforce.

4.2. Health and safety

- 4.2.1** There must be satisfactory lighting and ventilation in the work areas and surrounding areas. The temperature in the factory must be tolerable as a working environment. Clean drinking water must be provided. Separate eating facilities should be provided. Toilet facilities must be available and clean.
- 4.2.2** It is important that the factory environment is clean and that pollution, if any, is minimized. If accommodation is provided, bathing facilities and facilities for storing personal belongings must be available.
- 4.2.3** All reasonable steps must be taken to prevent accidents and injury. The Supplier shall provide the employees any necessary protection equipment and training in order to carry out the work in a safe manner.
- 4.2.4** Machines must be properly maintained and have the necessary safety mechanisms.
- 4.2.5** There must be a sufficient number of clearly marked exits and preferably emergency exits on all floors. Exits must be accessible at all times and easy to open or unlock in case of emergency.
- 4.2.6** Passageways and walking areas must be kept open and must allow unhindered passage in case of evacuation. Smoking must be prohibited in production areas and areas in which there are flammable materials. Fire alarms must be present and fire extinguishers installed and clearly marked.
- 4.2.7** All workers must be aware of emergency procedures. All types of emergency equipment must be regularly tested; evacuation drills according to documented plans are desirable.
- 4.2.8** First aid equipment must be clearly marked and available in each facility. At least one person must be responsible for the maintenance of the equipment and know how to use it. At least one person trained in basic first aid must be present when employees are working. The identity of this person must be known by all other employees.

5. Environment

5.1. Environmental protection

- 5.1.1** The Suppliers shall comply with all relevant national environmental laws and regulations. The Suppliers shall maintain awareness of current environmental



requirements relevant to the environmental impacts of its activities, products and services, and ensure legal compliance.

5.1.2 Suppliers must seek, wherever appropriate, to minimize any harmful environmental impacts of its business practices.

5.2. Hazardous substances

5.2.1 Suppliers will not manufacture, trade, and/or use chemicals and hazardous substances subject to international bans due to their harmful impact on the environment.

5.3. Waste and emissions

5.3.1 Suppliers will dispose of waste substances in compliance with national environmental laws and regulations. Suppliers will seek to minimize emissions to air, water and land relative to production output.

5.4. Use of energy and natural resources

5.4.1 Suppliers will seek to ensure the efficiency of their business operations in terms of consumption of natural resources including, but not limited to, water and energy.

TJ Squared ApS
TJ Squared ApS 公司

TJ Squared Trading (Shanghai) Co. Ltd
卓杰贸易（上海）有限公司

TJ Squared Production (Shanghai) Co. Ltd.
特杰（上海）展示道具有限公司

签字 Name:
日期 Date:

Supplier:
供应商: XXX

签字 Name:
日期 Date: