

**CODE OF ETHICS**

*Tet.*  
RESPONSIBLE WEAR

## CONTENT

3	Introduction
4	Our CSR strategy and sustainability focus areas
4	Employee Code of Conduct
4	Scope of this Code
4	Compliance with law
4	Respect in the workplace
4	Protection of Company Property
5	Anti-money Laundering, Anti-Bribery and Corruption
5	Conflict of interest
5	Job duties and authority
6	Absenteeism and tardiness
6	Communication
6	Benefits
6	Non-discrimination and diversity
6	Mutual respect and fair treatment
7	Occupational health and safety
7	Confidential information and privacy
8	Feedback on this Code of Conduct
8	Reporting of misconduct

## **INTRODUCTION**

TET. Responsible wear

This employee code of conduct is part of our employee handbook and describes the standards and principles we follow. These help us to work together towards a transparent, safe and sustainable organisation.

TET. Responsible wear own values and principles guide both our own efforts and the efforts we expect our employees to make, to ensure responsible supply chain and business conduct. We share the same values with the people who are a part of TET. Responsible wear.

# EMPLOYEE CODE OF CONDUCT

Our company policy on the Code of Conduct outlines our expectations regarding the behavior of employees towards their colleagues, superiors and the overall organization and towards external persons and organizations of TET. Responsible wear. When we talk about employees, we mean all direct employees, as well as indirect employees, including factories.

We stand for freedom of expression and open communication. And we expect all employees to follow our code of conduct. They must avoid offending, participate in serious disputes and not disrupt our workplace. We also expect them to promote a well organized, respectful and collaborative environment.

## SCOPE OF THIS CODE

This policy applies to all our employees, regardless of employment contract or position in the organization.

## COMPLIANCE WITH LAW

All employees must protect the legality of our company. They must comply with all environmental, safety and honesty laws. We expect employees to deal ethically and responsibly with our company's finances, products, partnerships and public image.

## RESPECT IN THE WORKPLACE

All employees must respect the people with whom they interact and act with integrity towards them. We do not tolerate any form of discriminatory behavior, harassment or victimization. Employees must act respectfully in all aspects of their work, from recruitment and performance evaluation to interpersonal relationships.

## BESCHERMEN VAN BEDRIJFSEIGENDOMMEN

All employees must treat our company's property, both tangible and intangible, with respect and care.

- Employees must not abuse or frivolously use company equipment.
- Employees must respect all types of intangible property. This includes trademarks, copyrights and other property (information, reports, etc.). Employees must only use them to carry out their duties.
- Employees must protect company facilities and other material property (e.g. company cars) from damage and vandalism whenever possible.

## ANTI-MONEY LAUNDERING, ANTI-BRIBERY AND CORRUPTION

At TET. Responsible wear we strive to operate in accordance with the highest ethical standards. This includes complying with all applicable laws and regulations against money laundering and terrorist financing. We want to actively prevent the risks of money laundering and terrorist or criminal financing in our business.

Not only does the management of TET. Responsible wear undertakes to comply with all laws and regulations to combat money laundering and terrorist financing; TET. Responsible wear expects the same commitment from its directors and employees (including interns and external staff),

customers, suppliers and contractors. Violation of the standards contained in this AML Policy may therefore lead to disciplinary action or termination of a relationship.

- Employees must ensure that charitable contributions or donations are not used to facilitate and conceal bribery;
- We will ensure that all charitable donations made are legal and ethical according to local laws and practices, and that donations are not offered/done without the approval of legal counsel.

#### CONFLICT OF INTEREST

TET. Responsible wear cannot allow an employee to become involved in any activity that might influence or change their judgement in the performance of their duties. We must therefore emphasize that in the event that an employee enters into a business transaction in which the employee has a financial or personal interest, a conflict of interest may arise. In the event of such a conflict of interest, which may harm the image or the business value of TET. Responsible wear, the employee is obliged to report this to the management.

#### JOB DUTIES AND AUTHORITY

All employees should perform their duties with integrity and respect towards customers, stakeholders and the community. Leaders and managers must not abuse their authority. We expect them to delegate tasks to their team members, taking into account their competences and workload. At the same time, we expect team members to follow the instructions of the team leaders and to carry out their tasks competently and in a timely manner. We encourage mentoring throughout our company.

#### COMMUNICATION

Employees should be friendly and collegial. They should try not to disrupt the workplace or impede the work of their colleagues. All employees should be open to communicating with their colleagues, superiors or team members.

When employees speak at a public event where an employee identifies himself as TET. Responsible wear, any comment to the media may be perceived as a representation of [company name]. Therefore, TET. Responsible wear ensure that only appropriate information is disclosed and that such statements are made in accordance with TET. Responsible wear, to a standard that benefits the TET. Responsible wear brand and in a coordinated manner.

#### BENEFITS

We expect employees not to abuse their terms of employment. This may refer to time off, insurances, facilities, subscriptions or other benefits offered by TET. Responsible Wear companies offer.

#### NON-DISCRIMINATION AND DIVERSITY

In order to provide equal employment and promotion opportunities to all individuals, employment decisions at TET. Responsible wear will be based on merit, qualifications and abilities. TET. Responsible wear does not discriminate in employment opportunities or practices on the basis of

race, colour, religion, sex, sexual orientation, national origin, age or disability.

TET. Responsible wear will make reasonable accommodations to qualified individuals with known disabilities, unless doing so would cause undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, disciplinary action, termination and access to benefits and training.

Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of their supervisor. Employees can raise their concerns and report them without fear of retaliation. Anyone who engages in unlawful discrimination will be subject to disciplinary action, including termination of employment.

It is our goal to maintain a harmonious working environment. TET. Responsible Wear encourages its employees to voice concerns about work-related issues, including workplace communication, interpersonal conflicts and other working conditions. We have an open-door policy to encourage open communication, feedback and discussion about issues that are important to an employee. Our open door policy means that everyone is free to talk to their supervisor/manager at any time. Receiving the complaint can go hand in hand with a direct conversation to address it. Or schedule an appointment for this as soon as possible. Other team members may be called in to help investigate or resolve the problem.

#### MUTUAL RESPECT AND FAIR TREATMENT

Employees shall base all conditions of employment on an individual's ability to do the job, and not on personal characteristics or beliefs as described above. Employees must not engage in or tolerate harassment, intimidation or abuse of any kind. Employees shall ensure that colleagues are not subjected to degrading treatment and/or verbal abuse.

#### CONFIDENTIAL INFORMATION AND PRIVACY

TET. Responsible wear expects all of its employees to protect all of their internal confidential information, as well as all confidential information received from TET. Responsible Wear or other stakeholders and third parties. Failure to do so may result in a breach of obligations arising from contracts or laws protecting trade secrets, data protection and privacy. Under no circumstances should confidential information be disclosed to anyone outside the supplier's own organisation(s) or TET. Responsible wear. Confidential information must not be shared with others except on a need-to-know basis.

TET. Responsible wear values input and feedback on the Code of Conduct to stay connected with employees and work together to create a workable Code of Conduct for all employees. Therefore, all feedback and discussion points are welcome and can be sent to [lieke@tetswimwear.com](mailto:lieke@tetswimwear.com).

#### REPORTING OF MISCONDUCT

TET. Responsible wear aims to build an open and responsible culture where employees speak up when misconduct occurs. Misconduct includes, but is not limited to, corruption, malfeasance,

## **FEEDBACK ON THIS CODE OF CONDUCT**

bribery, theft or misuse of [company name] property, fraud, coercion, any misconduct, willful failure to perform a duty, or any violation of the Code or any policy and practice. When reporting misconduct, employees may choose to identify themselves or remain anonymous.