



2023

CODE OF  
CONDUCT

## WORKPLACE CODE OF CONDUCT

The purpose of this Code is to establish a standard of performance, to educate and to encourage responsible manufacturing to which we are committed.

**EMPLOYMENT RELATIONSHIP:** SunWest and its manufacturers shall adopt and adhere to rules and conditions of employment that respect workers and, at a minimum, safeguard their rights under national and international labor and social security laws and regulations.

**WAGES AND BENEFITS:** SunWest and its manufacturers recognize that wages are essential to meeting employee's basic needs and provide some discretionary income. SunWest and its Manufacturers will, at a minimum, comply with all applicable wage and hour laws and regulations, including those relating to minimum wages, or the appropriate prevailing wage, whichever is higher, overtime, maximum hours, piece rate and other elements of compensations, and provide legal mandated benefits.

**WORKING HOURS:** Except in extraordinary business circumstances such as events or circumstances which substantially disrupt productions and which are out of the ordinary and out of the control of the employer, hourly and/or quota-based wage employees shall (i) not be required to work more than the lesser of (a) 48 hours per week and 12 hours of overtime or (b) the limits on regular and overtime hours allowed by the law of the county of manufacturer or, where the laws of such country do not limit the hours of work, the regular work week in such county plus 12 overtime; and (ii) be entitled to at least one day's rest (defined here as 24 hours) off in every seven day period.

**HEALTH, SAFETY AND ENVIRONMENT:** SunWest and its Manufacturers shall provide a safe and healthy workplace setting to prevent accidents and injury to health arising out of, linked with, or occurring in the course of work as a result of the operation of the employers' facilities. Employers shall adopt responsible measures to mitigate negative impacts that the workplace has on the environment.

**CHILD LABOR:** SunWest and its Manufacturers shall not knowingly use child labor in any stage of manufacturing. The term "child" refers to any person at an age younger than 15. Where the age for completing compulsory education is higher than the standard for the minimum age of employment stated above, the higher age for completing compulsory education shall apply to this section.

**FORCED LABOR:** SunWest and its Manufacturers shall not use prison labor, regardless of if it is forced or unforced, indentured labor, bonded labor or other forced labor. Workers are free to leave when their shift ends.

**OVERTIME COMPENSATION:** In addition to their compensation for regular hours of work, hourly and/or quota-based wage employees shall be compensated for overtime hours at such a premium rate as legally required in the country of manufacturer or one and one-quarter times the regular rate, in those countries where such laws do not exist, at a rate at least equal to their regular hourly compensation rate.

**NONDISCRIMINATION:** SunWest and its Manufacturers shall not subject any person to discrimination in employment, including hiring, salary, benefits, advancement, discipline, termination or retirement, on the basis of gender, race, religion, age, disability, sexual orientation, nationality, political opinion, or social or ethnic origin.

**HARASSMENT AND ABUSE:** SunWest and its Manufacturers shall treat every employee with dignity and respect, and will not use corporal punishment, threats of violence, or other forms of physical, sexual psychological or verbal harassment or abuse.

**FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING:** SunWest and its Manufacturers shall recognize and respect the right of employees to freedom of association and collective bargaining.

**UYGHUR (XINJIANG, CHINA) FORCED LABOR CRISIS:** SunWest Sportswear and its Manufacturers shall not use labor, from any point in the supply chain (raw materials included) sourced from the Uyghur/Xinjiang Region of China.

As of 2021, the Collegiate Licensing Company, Fair Labor Association and SunWest Sportswear have adopted a ZERO tolerance policy for materials sourced from the Uyghur Region of China (Western China) due to usage of Forced Labor Camps in the regions. Please refer to the Forced Labor section of this document.

**DEFINITIONS:**

**“SunWest” – SunWest Sportswear owners and employees**

**“Manufacturers” – Factories & Decorators that SunWest Sources collegiate decorated products from**