

CODE OF CONDUCT

FÁBRICA DE TECIDOS DO CARVALHO,LDA

1. Legal Requirements

The current international scenario is characterized by a growing focus on ethical and social values and on different governments and non-governmental organizations dedicated to defending these values and promoting socially responsible actions and practices.

Regarding the legal aspects, Fábrica de Tecidos do Carvalho, Lda. formally declares that it complies with them and all its partners in each of its activities comply with the national laws in force in the country in which they operate; If any of the provisions contained in this document are in conflict with the national laws in force in the country of our partners, the latter will prevail.

However, considering the different environmental, economic and social policies around the world with which we operate, we think it is necessary to identify a set of fundamental provisions that must be respected by all our partners.

These provisions are mainly based on national and international regulatory requirements:

Labor Code;

United Nations Agreement on the Rights of the Child;

Universal Declaration of Human Rights;

ILO Agreements - International Labor Organization

The following paragraphs define the most relevant principles to be followed by the company and its partners within a scope of their business activity.

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2. Child Labor

Fábrica de Tecidos do Carvalho, Lda. and its partners do not accept the exploitation of child labor, which means the execution of any work that may endanger or interfere with the education of children, their health and their physical development, mental, spiritual, moral and social development.

As we are aware that the concept of "child" is applied differently according to the laws and habits of different countries, we refer to the definition of art. 1 of the United Nations Convention on the Rights of the Child which defines a child as "any person under the age of 18 unless, under the law applicable to the child, the legal age is reached at the youngest age".

In countries where the law permits work before 18 years of age, this must be done in a manner that does not interfere with the child's education and does not compromise his or her health and physical, mental, spiritual, moral and social development.

Aware of the realities that exist in some developing countries, the Fábrica de Tecidos do Carvalho, Lda. monitors the efforts of the NGO's involved, in the attempt to improve the general working and social conditions of the child. Any warning from NGOs about child labor exploitation behaviors will be welcome and verified.

3. Prevention and combat of harassment at work

In accordance with the Labor Code (Law 7/2009 of 12 February, paragraph k) of paragraph 1 of article 29, as amended by Law No. 73/2017 of 16 August), the company and its partners rejects any behavior that might be considered harassment at work.

Employees who consider themselves to have been subjected to harassment at work must:

1. Inform the harasser that such conduct is not acceptable and that he / she will inform Management / Administration, via the human resources department, of its occurrence;
2. Communicate in writing what happened. To this end, it should address human resources, informing of:

- The Date
- Hour
- Place
- Situation occurred
- Identification of any witnesses.

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For the purposes of clarification, harassment is considered to be unwanted behavior, including discrimination based on access to employment or employment, work or vocational training, as well as sexual harassment, unwanted behavior of a sexual nature under verbally, non-verbally or physically, for the purpose or effect of disturbing or embarrassing a person, affecting his or her dignity, or creating an intimidating, hostile, degrading, humiliating or destabilizing environment.

4. Worker Rights

Fábrica de Tecidos do Carvalho, Lda. and its partners respects all the fundamental rights of workers, as mentioned in the ILO conventions in particular, workers are not held in slavery or confined, nor are they illegally employed, nor does they accept discrimination based on race, sex, religion or origin.

For women, any discrimination regarding probable pregnancy (pregnancy and / or psychological stress testing when about to be hired and / or during work) will not be accepted.

Fábrica de Tecidos do Carvalho, Lda and its partners recognize the rights of workers to register with any party or political association with respect to the legally recognized forms of the country in which they operate. In the event that freedom of association and collective bargaining are limited by law, Fábrica de Tecidos do Carvalho, Lda. and its partners will do their best proactively to facilitate association.

5. Salaries and Overtime

Wages must be in accordance with the provisions of the law and the national employment contract, and in any event must be sufficient to ensure the basic needs of the worker.

Working time should also be consistent with applicable national laws.

6. Security Conditions

Safety at work means above all, the careful management of dangerous corporate equipment, the presence of regular emergency exits, without any obstacles to facilitate evacuation.

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All workers should be informed about safety devices in the company. In particular, regular evacuation exercises should be organized when the risk of fire is concerned according to a fixed plan. Its operation must be guaranteed at any time.

Each section should have first aid kits and workers must be trained to provide first aid procedures in case of need. All workers must be aware of the risks associated with their role.

As for the conditions of the work environment, we think these should be such as not to compromise the health of workers.

7. Environmental Protection

Fábrica de Tecidos do Carvalho, Lda and its partners are actively involved in aspects related to the environment. We ask our employees and partners to abide by all applicable laws and regulations in this regard.

8. Monitoring and follow up

Fábrica de Tecidos do Carvalho, Lda undertakes to disseminate this document for knowledge and promote the development of a culture of progress for its employees and partners.

9. Business Ethics and Universal Human Rights

Fábrica de Tecidos do Carvalho, Lda is committed to complying with and enforcing good business practices and respecting the Universal Declaration of Human Rights.

In case of non-compliance with the principles described in this code of ethics and conduct or other questions / suggestions, the following contact is available: etica@ftcarvalho.com

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10. Confidentiality and Protection of Personal Data

Fábrica de Tecidos do Carvalho, Lda undertakes to comply with Regulation (EU) 2016/679 of 26 April 2016 and to enforce the best practices of Confidentiality Protection and Personal Data Protection.

11. Protection of Whistleblowers of Infractions

Fábrica de Tecidos do Carvalho, Lda undertakes to comply with General Regulation of Whistleblowers of Infractions (93/2021 Law of 20 December), concerning the protection of those who report violations of EU law.
The following email address is available for this purpose: etica@ftcarvalho.com

This can also be done by post, to the following address:

Fábrica de Tecidos do Carvalho, Lda
A/c ética
Estrada Nacional 105, nº 991
4815-135 Lordelo