



INTRODUCTION

Those Basic requirements for suppliers of BCC 95 Ltd are applicable to all suppliers, their subcontractors and other business partners that do business with BCC 95 Ltd, registered in Bulgaria.

Those Basic requirements for suppliers of BCC 95 Ltd are drafted and valid in the English language. Where there are different language versions of this document these shall be considered translations of convenience only and the English version will prevail in any case of discrepancy.

BCC 95 Ltd 's business concept is to offer safe, well designed and high quality products to a competitive price. Quality also means that our products must be manufactured in a way that is environmentally and socially sustainable. We have a responsibility towards everyone who contributes to our success. We are therefore committed to working closely with our suppliers and business partners to achieve a long-term, sustainable social and environmental standard in the factories that manufacture BCC 95 Ltd 's products and in the operations of other business partners.

Those Basic requirements for suppliers of BCC 95 Ltd specifies what we require from our suppliers, their subcontractors and other business partners in order to fulfill our commitment to our Board of Directors, to our employees, to our customers, to our shareholders and to other stakeholders. It is the responsibility of BCC 95 Ltd suppliers and other business partners to inform their subcontractors about BCC 95 Ltd 's Basic requirements for suppliers and and to ensure that these are implemented in every factory and workplace that produces, finishes packs or otherwise handles goods or performs services for BCC 95 Ltd.

We base our requirements mainly on internationally agreed standards such as the Universal Declaration of Human Rights, The UN Convention on the Rights of the Child and applicable ILO Conventions, as well as national legislation.

1. LEGAL REQUIREMENTS

Our general rule is that all our suppliers and other business partners must, in all their activities, follow the national laws in the countries in which they operate. Should any requirement in this document conflict with the national law in any country or territory, the law must always be followed. In such cases the supplier must notify BCC 95 Ltd immediately, before signing this document.

However, BCC 95 Ltd 's requirements may go beyond the requirements set out in national law.

2. CHILD LABOUR IS NOT ACCEPTED

(Refer to ILO Conventions 138 and 182 and to the UN Convention on the Rights of the Child).

2.1 Child Labour

BCC 95 Ltd does not accept child labor. No person shall be employed at an age younger than 15 (or 14 where the national law so allows) or younger than the legal age for employment if this age is higher than 15. The company must take the necessary preventive measures to ensure that it does not employ anyone below the legal age of employment.

2.2 Young Workers

All legal limitations on the employment of persons below the age of 18 years must be followed.

We acknowledge that according to the UN Convention on the Rights of the Child, a person is a child until the age of 18. We recognize the rights of every child to be protected from economic exploitation and from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.



3. HEALTH AND SAFETY

3.1 Building Safety

We require our suppliers and other business partners to make employees' safety a priority at all times. No hazardous equipment or unsafe buildings are accepted.

3.2 Fire Safety

Emergency exits on all floors must be clearly marked, well lit and unblocked all the way out of the building. Evacuation through emergency exits must always be possible during working hours. Everyone working on the premises, including managers and guards, must be regularly trained in how to act in case of fire or other emergency. Regular evacuation drills for all employees are required; evacuation plans and firefighting equipment must be in place.

3.3 Accidents and First Aid

The employer must work proactively to avoid accidents causing harm to any employee in the workplace. Relevant first aid equipment must be available and where legally required a doctor or nurse should be available during working hours.

3.4 Working Environment

The premises must be regularly maintained and cleaned and must provide a healthy working environment.

4. WORKERS' RIGHTS

4.1 Basic Rights

4.1.1 We do not accept any forms of forced or bonded labor and we do not accept the use of prison labor or illegal labor in the production of goods or services for BCC 95 Ltd.
(Refer to ILO Conventions 29 and 105)

4.1.2 Migrant workers shall have exactly the same entitlements as local employees. Any commissions and other fees in connection with employment of migrant workers must be covered by the employer. The employer must not require the employee to submit his/her identification documents. Deposits are not allowed. Workers employed through an agent or contractor are the responsibility of BCC 95 Ltd's supplier and other business partners, and are thus covered by this document.

4.1.3 Every employee shall be treated with respect and dignity. Under no circumstances do we accept the use by our suppliers, their subcontractors or other business partners of humiliating or corporal punishment, and no employee shall be subject to physical, sexual, psychological or verbal harassment or abuse.



4.1.4 All employees have the right to form or join associations of their own choosing, and to bargain collectively. BCC 95 Ltd does not accept disciplinary or discriminatory actions from the employer against employees who choose to peacefully and lawfully organize or join an association.

(Refer to ILO Conventions 87, 98 and 135)

4.1.5 No employee shall be discriminated against in employment or occupation on the grounds of sex, race, color, age, pregnancy, sexual orientation, religion, political opinion, nationality, ethnic origin, disease or disability.

(Refer to ILO Conventions 100 and 111)

4.1.6 All employees are entitled to a written employment contract, in the local language, stipulating the employment terms and conditions. The employer has a responsibility to ensure that all employees are aware of their legal rights and obligations.

4.2 Wages, Benefits, Working Hours and Leave

As background to this chapter we quote from the Universal Declaration of Human Rights Article 23:3, as guidance concerning our ambition for our suppliers and business partners: "Everyone who works has the right to just and favorable remuneration ensuring for himself and his family an existence worthy of human dignity..."

4.2.1 Wages must be paid regularly, on time, and must reflect the experience, qualifications and performance of the employee. BCC 95 Ltd's minimum requirement is that employers shall pay at least the statutory minimum wage, the prevailing industry wage or the wage negotiated in a collective agreement, whichever is higher. All other types of legally mandated benefits and compensations shall be paid. No unfair deductions are allowed, and the employee has the right to a written specification of how the wage has been calculated.

4.2.2 Ordinary working hours must not exceed the legal limit and shall never exceed 48 hour per week. Overtime hours must not exceed the numbers allowed by the law of the country. If such limits do not exist, overtime work should not exceed 12 hours per week. Overtime work must always be voluntary and compensated in accordance with the law. Piece-rate work should not be exempted from the right to overtime compensation. Employees are entitled to at least one day off in every seven-day period.

4.2.3 The employees shall be granted and correctly compensated for any types of paid leave to which they are legally entitled. Examples of such leave include annual leave, maternity/parental leave and sick leave.

5. HOUSING CONDITIONS

If a company provides housing facilities for its employees, the requirements regarding fire safety and cleanliness under point 3 above should also cover the dormitory. The dormitory must be separated from the workplace and have a separate entrance. Employees should have free access to the dormitory.

6. ENVIRONMENT

The environment is of increasing concern globally and BCC 95 Ltd expects its suppliers and other business partners to act responsibly in this respect. Our suppliers must comply with all applicable environmental laws and regulations in the country of operation.



6.1 Environmental Permits

The company must have the relevant environmental permits and licenses for its operations.

6.2 Handling of Chemicals

Chemicals used must be declared for the relevant product type. Chemical containers must be properly labeled and safely stored. A material safety data sheet (MSDS) must be available (in the local language) in the workshop. The instructions in the MSDS must be followed.

(Refer to ILO Convention 170)

6.3 Waste Management

Any waste and in particular hazardous waste must be taken care of in a responsible manner and in accordance with local law.

7. SYSTEMS APPROACH

In order to maintain compliance with BCC 95 Ltd's Basic Requirements, local labor laws and environmental laws, it is important that BCC 95 Ltd's suppliers and other business partners have the necessary policies and management systems in place.

8. MONITORING AND ENFORCEMENT

8.1 Transparency and Co-operation

BCC 95 Ltd expects all its suppliers and other business partners to respect those Basic Requirements and to actively do their utmost to achieve our standards. We also expect our suppliers and other business partners to be transparent and not intentionally mislead our auditors. We believe in co-operation and we are willing to work with our suppliers and other business partners to achieve sustainable solutions and to promote suppliers and other business partners who are in compliance.

8.2 Monitoring

All suppliers and other business partners are obliged to keep BCC 95 Ltd informed at all times of where each product is being produced, including subcontracting and homework. Relevant documentation must be maintained for auditing purposes. We reserve the right to make unannounced visits to all units producing goods or services for BCC 95 Ltd, at any time. We also reserve the right to appoint an independent third party of our choice to conduct audits in order to evaluate compliance with our Basic Requirements.

8.3 Supply Chain

BCC 95 Ltd's Basic Requirements applies only to our direct suppliers, other business partners and manufacturers of goods or services for BCC 95 Ltd and their downstream subcontractors. However, we encourage our suppliers and other business partners to impose social and environmental requirements upstream in their supply chain.



Basic requirements for suppliers of BCC 95 Ltd. Compliance Commitment

We hereby confirm that we have familiarized ourselves with and fully understand Basic requirements for suppliers of BCC 95 Ltd.

We confirm that we have full knowledge of all the relevant laws in the countries in which we operate.

We confirm that the requirements set out in the Basic requirements for suppliers of BCC 95 Ltd are not in any way contradictory to national law.

We agree to comply with the Basic requirements for suppliers of BCC 95 Ltd, to take responsibility for informing all our subcontractors of the content of the document, and to make sure that they also comply.

We acknowledge that BCC 95 Ltd, or any independent party appointed by it, has the right to carry out unannounced audits at any time at any factory owned by us or any subcontractor or other workplace that produces or otherwise handles goods or performs services for BCC 95 Ltd.

We will provide BCC 95 Ltd without delay with detailed information on the name and location of any factory of our own, subcontractor or workplace that produces or otherwise handles goods or performs services for BCC 95 Ltd.

We guarantee that no production of goods, handling of goods or performance of services for BCC 95 Ltd will take place at any location other than those of which BCC 95 Ltd has been informed.

Place and date

Company name

Company stamp

Signature of representative

Name of representative

This commitment must be duly signed and returned to BCC 95 Ltd's office or alternative address given by BCC 95 Ltd