

Our Code is based on International Labor Organization (ILO) standards and requires compliance with all laws in each of the countries in which our suppliers operate. It applies to every level of our supply chain including subcontractors and sub-suppliers.

### Health and Safety

Maintain a clean, safe, and healthy workplace and residential settings (where provided) which comply with all applicable workplace health and safety laws and regulations.

### Transparency

Provide full access to J.Crew or its third-party representatives, as requested, for audits or investigations; provide complete and accurate records and information. When requested, provide full transparency to your supply chain partners who provide source materials or services to produce J.Crew products.

### No Harassment or Abuse

Treat all workers with respect and dignity. No worker shall be subject to workplace violence, corporal punishment or physical, sexual, psychological, or verbal harassment or abuse. Monetary fines must not be used as a disciplinary practice.

### Freedom of Association

Recognize and respect the rights of workers to freely associate and bargain collectively. Where such rights are not provided by law, workers will be provided with the means for independent and open communication.

### Hours of Work

Comply with all applicable laws and regulations. Except as necessitated by extraordinary business circumstances, workers shall not be required to work more than 60 hours per week (including overtime). All overtime work must be voluntary and compensated at a premium rate. Workers must be provided with at least one day off in every 7-day period.

### Anti-Corruption

Prohibit all forms of corruption, including extortion, bribery, or other abuses of power to gain an advantage.

### Environment

Adhere to applicable local, national, and international laws and regulations that protect and preserve the environment. Drive impact reductions in the use of water, chemicals, and carbon.

### Worker Voice

Implement and clearly communicate a process that allows employees to raise workplace grievances confidentially, anonymously and without retaliation. Post this **Supplier Code of Conduct** prominently in each factory, mill, and production facility.

### No Forced Labor

Forced, bonded, compulsory, or prison labor is absolutely forbidden. There shall be no restrictions on movement, no withholding of personal documents or deposits, and only voluntary overtime. Must engage in ethical recruitment practices. Must take adequate steps to ensure that workers are not trafficked.

### Nondiscrimination

Must not discriminate in recruitment, hiring, compensation, training, benefits, advancement, termination, or retirement based on race, sexual orientation, ethnic origin, religion, gender identity or expression, marital status, disability, political opinion or other personal characteristics or belief.

### Wage and Benefits

Comply with all applicable wage, benefit and social security laws and regulations. Workers shall be paid at least the minimum wage or a wage consistent with prevailing local industry standards, whichever is higher. Overtime work shall be compensated at the premium rate which is legally required. Compensation must be provided at least monthly and without inappropriate deductions or penalties.

### No Child Labor

Employ workers at least 15 years of age, the age for completing compulsory education, or the minimum working age, whichever is higher. Workers under 18 shall be protected from working overtime, performing hazardous work, and working night shifts.

### Laws and Regulations

Operate in full compliance with all applicable local, national, and international laws, standards, and regulations relevant to employment, workers, and the conduct of business.

### Customs and Security

Comply with all applicable local, national, and international customs laws, including those which prohibit trans-shipments. Implement security measures and participate in audits consistent with the recommendations set forth by the Customs-Trade Partnership Against Terrorism (CTPAT).

### Subcontracting

With prior written authorization from J.Crew, parts of the manufacturing process may be subcontracted to other facilities. However, as a condition of approval, subcontractors must agree to comply with the standards outlined in this **Supplier Code of Conduct**.

**WORKERS:** *To confidentially report suspected violations of this Supplier Code of Conduct, please contact J.Crew by e-mailing [socialcompliance@jcrew.com](mailto:socialcompliance@jcrew.com).*