

## Supplier onboarding procedure

To add a new supplier to our supply chain, below onboarding procedure should be followed. It is our aim to have a complete transparent supply chain to be able to protect the rights of the workers working in our production lines. Therefore, it is from major importance to document all production locations well.

We want to highlight that adding a new supplier should be a conscious decision. When we start working with a supplier our aim is to invest in developing a long-term relationship which we believe is beneficial for both parties. Therefore, we also implemented a procedure that guides us when a supplier is being de-listed, this as well is a conscious decision. Please refer to our exit procedure.

In case a new supplier is proposed please make sure to follow the steps below and provide all documents requested.

### **Onboarding procedure**

1. Agent: send required documents\* to the buyer.
2. Buyer: verifies documents and adds a motivation before sending it to the CSR Team and buying director. For the motivation, please be as explicit as and add a sufficient reason e.g. spreading of production amongst suppliers or countries, new product category, etc.
3. CSR Team and buying director: give final approval or rejection.
4. Administrative buying team: save all provided documents and create the new supplier in the system.

### **Required documents**

- Available social audit report not older than 1 year
- Zeeman 2-way Code of Conduct\*
- New Supplier Declaration Form\*
- Declaration of country specific risks\*
- Relevant certifications like Oeko-Tex / GOTS / GRS / FSC, etc.
- Document showing the % Initial Finding Progress Rate within the Bangladesh Accord is at least 97% (*Bangladesh only*)  
**Textile only**
- Zeeman Requirements for Wet Processing Units (photo ETP, waste water test report, signed MRSL, waste disposal certificate, health and safety training attendance sheet)
- Filled in questionnaire Code of Labour Practices Fair Wear Foundation\*
- Picture of 'Worker Information Sheet' (of FWF) placed in the factory\*

### **Required documents within 6 months after approval for textile production locations only**

- Picture of workers upon receipt of the 'Worker Information Card'\* (WIC) (Fair Wear Foundation)

*\*These documents can be downloaded from the Zeeman Supplier Platform. Also further instructions on above can be found there. Password: MVO2021.*

Please save the files using the following filename: **suppliernumber / suppliername / name of document / date of document**. For example: 1234 prosperity Ltd audit 040520.