

# BED BATH & BEYOND®

Bed Bath & Beyond Inc. and its subsidiaries (from hereinafter referred to as the “Company”) are committed to developing relationships with Vendors and Buying Agents who share common principles of social responsibility.

Accordingly, Vendors and Buying Agents (for purposes of this Code hereinafter collectively referred to as “Vendor(s)”) must follow the Company “Code of Conduct”, which details policies pertaining to child labor, involuntary labor, disciplinary practices, non-discrimination, health and safety, environmental protection, wages and benefits, working hours, employee relations, and other matters. Vendors are expected to educate their employees about the standards and practices contained in the Code of Conduct. In addition, the Vendor is responsible for providing the Code of Conduct to each of their suppliers and subcontractors and requiring that they abide by the standards and practices there in. Vendors should translate the Code of Conduct to local language. The Company reserves the right to revise the Code of Conduct at any time, and will apprise Vendors of any such revisions.

## **Compliance with Laws**

Vendors and their designated manufacturing facilities must fully comply with all applicable national and/or local laws and regulations, including but not limited to those related to labor, immigration, health and safety, and the environment.

## **Child Labor**

Vendors shall not use child labor. For purposes of this Code, “Child” means being of the age for compulsory schooling and, in any case, shall not be less than 15 years. If any country or locality of production or export has a more restrictive definition of child labor, then that more restrictive definition applies. Vendors must verify the age of their workers at hiring and maintain copies of their workers’ proof of age. Vendors must follow all applicable laws and regulations regarding working hours and conditions for minors.

## **Involuntary Labor, Human Trafficking and Slavery**

Vendors shall not use involuntary, forced, bonded or indentured labor. Vendors must ensure that all work is done on a voluntary basis and not be subject to any exploitation such as forced, bonded and indentured labor, or sexual exploitation. Vendors shall not engage in the recruitment, transportation, transfer, harboring or receipt of persons, by means of threat or use of force. Workers shall not be subject to any forms of coercion, fraud, deception, or giving up control of their person to another for the purpose of such exploitation.

Workers shall not be mandated to work overtime hours or complete production quotas that result in a violation of legal working hour requirements. Workers shall maintain possession or have control of personal identity and travel documents. Workers’ freedom of movement shall not be restricted, nor shall Workers be prevented from terminating employment. Wages shall not be withheld except as mandated by law.

Workers must be given clear, understandable communication regarding the terms and conditions of their engagement including wages, hours, days off and benefits, in a language understood by the Worker, and a written contract where required by local law.

Vendors may engage third party employment agencies to assist with the recruitment of workers at Vendors’ cost and expense. In no event shall a worker, directly or indirectly, pay for the services of the employment agency, make any payment as a condition of employment, or have wage deductions or withholdings otherwise passed on to the Worker. Under no circumstances should the vendors demand to keep workers travel documents.

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## **Hiring, Employment and Disciplinary Practices**

Vendors must implement hiring practices that accurately verify workers' age and legal right to work in the country prior to employment. Work permits, as applicable, and copies of government issued identification documents must be maintained in the personnel files of all workers.

Vendors shall employ workers solely on the basis of their ability to do the job and shall not discriminate on the basis of age, gender, racial characteristics, maternity or marital status, sexual orientation, nationality or cultural, religious or personal beliefs in relation to hiring, wages, benefits, or termination.

Vendors shall treat all workers with dignity and respect. Factories shall not use corporal punishment or any other form of physical or psychological coercion or intimidation against workers.

## **Health and Safety**

Vendors shall provide workers with a clean, safe, and healthy workplace in compliance with all applicable laws and regulations.

The work environment must be safe and sanitary to ensure there are no unreasonable risks to the health and safety of all workers. Factories must implement procedures and safeguards to prevent accidents and injuries to workers; procedures and safeguards include, but are not limited to, inspection of buildings, machinery, and fire extinguishers. Regular and recorded health and safety training shall be provided for all new or reassigned workers and management.

Vendors shall provide workers access to clean drinking water, sanitary washing facilities, and an adequate number of hygienic toilets.

Aisles, exits, and stairwells must be kept unblocked and unlocked at all times. Appropriate and sufficient fire safety equipment, emergency lighting and fire alarms must be in place. Evacuation plan must be posted on key locations for workers to see and evacuation paths must be clearly marked on the floors and walls. Fire drills must be conducted once every 6 months.

The workplaces must have adequate lighting and ventilation. Vendors must maintain appropriate chemical safety ensuring proper chemical storage, eye wash stations, and Personal Protective Equipment for workers, as applicable.

## **Environmental Protection**

Vendors should ensure that every manufacturing facility complies with environmental laws, including all laws related to waste disposal, air emissions, discharges, toxic substances, hazardous waste disposal, environmental permits, and registrations as well as procedures for notifying local authorities in the event of an environmental accident resulting from the Vendor's operations.

Factories must take steps to ensure that all input materials and components were obtained from permissible sources consistent with international treaties and local laws and regulations. Appropriate and adequate environmental training should be provided to all workers and management.

## **Wages and Benefits**

Vendors shall provide wages and benefits that comply with all applicable laws and regulations, or the prevailing local manufacturing or industry rates, whichever is higher. Workers must be given breaks mandated by law during their work period. Overtime pay shall be calculated at the legally required rate. Factories must compensate all workers in accordance with the law and where applicable with contractual agreements. All wages must be paid directly to the worker not a third party. Workers must be provided with written and understandable details regarding their employment and compensation and must receive a wage slip to confirm payment of wages and benefits.

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## **Working Hours**

Vendors shall not require workers to work, including overtime, more than 60 hours per week or more than any maximum number of hours per week established by applicable laws and regulations, whichever is less. Unless extraordinary circumstances exist, Vendors shall guarantee that workers receive at least one day off during each seven day period.

## **Employee Relations**

Vendors shall respect the right of workers to take advantage of any applicable laws allowing employees to freely associate.

## **Dormitories and Canteen**

Factories that provide residential and dining facilities for their workers must provide safe, healthy, and sanitary facilities. All areas of the dormitory facilities shall be kept secure, clean and have safety provisions (such as fire extinguishers, first aid kits, unobstructed emergency exits, emergency lighting, etc.). Emergency evacuation drills shall be conducted at least once a year. Additionally, Factories shall provide appropriate washroom facilities, including adequate toilets and showers segregated by gender. The facility should also have security measures to protect employees and their property. Dormitories must be in compliance with all housing laws and regulations, occupancy requirements, and health and safety laws. Workers must be free to leave their dormitories as and when necessary.

## **Legal Requirements**

Vendors shall comply with all legal requirements applicable to the conduct of their businesses, including those set out above. All vendors operations must have a valid business license in place.