



BELCINTO

SUPPLIERS' MANUAL

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The purpose of this manual is to contribute to the improvement of the commercial relationships between BELCINTO and its suppliers and to describe the minimum requirements for the supply of products and/or services destined to BELCINTO's production.

BELCINTO expects punctuality in delivery, excellence in quality and competitive prices. The decision to purchase from a supplier depends, amongst other things, on the supplier's ability to comply with the requirements described in this manual.

BELCINTO reserves the right to verify the compliance with the requirements set forth in this manual and, in case of non-compliance, to apply measures that they deem appropriate.

This manual applies to all BELCINTO's active suppliers, as well as potentially new national or international suppliers.



Organisational Culture

Mission - Leather Goods with Soul - We strive to develop leather goods with soul, that not only represents our way of living, but enhances the way we do it, inspiring and connecting with the world that surround us.

Vision We endeavour to be the representation of both past and future, to combine innovation with tradition, to merge eternal with contemporary, encouraging the best of each individual, while rise to become internationally acknowledged in the assembly of leather goods.

Values

Respect for people and the environment We seek to always relate in a correct and fair way with our employees, customers, suppliers, local community and society in general. We developed an environmental policy to reduce and separate all kinds of waste and we only work with eco-friendly suppliers.

Transparency We act in an integral and transparent way, governing our actions based on ethical and honest principles.

Social Responsibility We are connected to projects in the field of volunteering and we believe in giving back and doing good. We promote the local industry and support local artisans.

Uniqueness Our team is full of personality and history, and that is transferred to our collection, making each product unique and rich.

Heritage Our brand was born in 1961, we carry with us a lineage full of experience in the art of craftsmanship of leather goods – from belts to handbags and not forgetting luggage, hats or wallets.



Conducts of Suppliers towards BELCINTO

Belcinto applies the same rules defined herein concerning the laws of work, business ethics, environmental protection, hygiene and safety at work, to its company. These rules are implemented through the social handbook, code of conduct and the social responsibility policy.

Work Conditions and Labour Norms

Concerning the working conditions and labour norms, Belcinto expects its suppliers to comply with the applicable legislation and regulations, with their sources of reference being the universal declaration of human rights, the global pact of united nations and the conventions of the international organisation of labour:

- > Prohibition of child labour practices: in the scope of their activities, suppliers guarantee the absences of child labour;
- > Prohibition of forced labour practices: The suppliers assume the obligation not to employ anyone against their will or to force anyone to work;
- > Prohibition of all types of harassment: The suppliers assume the obligation of prohibiting all types of harassment whether it be psychological, verbal or sexual;
- > Freedom of association: It should be possible for employees to communicate openly with management regarding working conditions, without fear of reprisals of any kind. Employees have the right to associate freely, to belong to labour unions, to seek a representative and to belong to worker's commission;
- > Health and safety: In their role as employers, suppliers should ensure health and safety conditions at work, accordingly to the national legislation, as well as promote the continuous improvement of working conditions.



Business Ethics

- > Anti-corruption measures and conformity: Regarding all commercial transaction with Belcinto, suppliers assume the obligation not to engage in any practices punishable by law. If one of these practices were to happen, Belcinto holds the right to abandon or terminate immediately all legal transactions with the supplier in question, as well as to cancel all negotiations with the same. Notwithstanding the foregoing, the suppliers assume the obligation to comply with all the applicable law regarding their own transactions and the commercial relationship with Belcinto;
- > Prohibition of all types of discrimination: Suppliers are obliged to prohibit all types of discrimination, whether in hiring, access to training, or in the attribution of remuneration;
- > Safety and quality: The products supplied, and the services provided shall meet the quality and safety criteria legally foreseen and contractually specified and should also be safe for the purpose they are intended;
- > Confidentiality: Suppliers must ensure confidentiality about business affairs. The information to which they have access should be used only in the interest of the company itself.

Environmental Norms

General environmental responsibility: Belcinto seeks to act responsibly in relation to the environment and is committed to follow an environmental policy together with all its business partners, namely suppliers;

Environmental protection: Suppliers must act in accordance with precautionary principles, taking the initiative to ensure the promotion of greater environmental responsibility. They shall also disclose their sustainability provisions to their own suppliers to whom they shall require compliance with the corresponding obligations;



Responsibility for the Supplier's Manual

Through the acceptance of the rules contained in this manual, suppliers are obliged to comply with them, as well as to transmit in full its content and to ensure full compliance thereof, to its employees or third parties to whom resorted to the fulfilment and execution of the service and/or supply of goods, complying with the applicable law and regulations.

The rules in this manual will apply without prejudice to other rules contained in other documents made available to the supplier and/or that the supplier will become aware of during the execution of the contract and/or execution of services.

In case of any conflict between this manual and the contract for the provision of services and/or supply of goods between the supplier and Belcinto, the provisions in the contract shall prevail.

In the event of any action or mission in violations of this code by any supplier, Belcinto reserves the right to use the means that are appropriate to the cessation of such violation without prejudice to the corrective measures that may be require for the supplier.

The Administration