



BELCINTO

CODE OF CONDUCT

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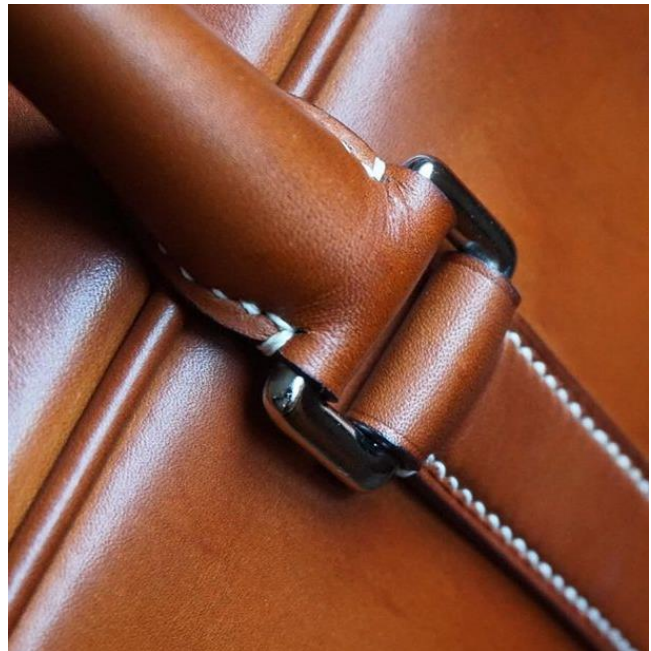
Website: www.belcinto.pt



BELCINTO CODE OF CONDUCT

With this code of conduct, Belcinto intends to enlighten all its Stakeholders about their values, ethical principles and responsibilities that govern its activities.

We believe that the commitment to an ethical and transparent management of our business creates a relationship of mutual trust and respect with our employees, clients, suppliers, local community and other partners.





Scope of Application

This code of conduct applies to all Stakeholders of the company.

Goals:

- > Disclose in a clear and transparent manner the values and ethical principles determined by Belcinto;
- > Reflect the behavioural standards expected from all Stakeholders;
- > Actively contribute to the adoption and implementation of these principles and values.

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.

Conduct regarding Stakeholders

Belcinto conduct responsibilities with their Employees

- > We enhance the skills of our employees through training tailored to their needs;
- > We seek to contribute to the improvement of the quality of life of our employees through a paygrade above average;
- > Regarding the relationship with our employees, we try to go beyond the employer relation by being aware and attending to personal and family needs whenever possible;
- > We provide a safe and healthy work environment because safety, health, and well-being of our employees is a top priority;
- > We treat our employees with dignity and respect, under no circumstance permitting any type of harassment: physical, psychological, verbal or sexual;
- > We outlaw any type of forced labour or child labour;
- > We show no discrimination in the hiring process, access to training or paygrade;



- > We maintain a relationship of respect with all trade union entities and do not discriminate against unionized employees;
- > We promote internally environmentally friendly practices such as the reuse of paper, energy saving, and others.

Employees conduct responsibilities with Belcinto

- > Act accordingly to high standards of transparency, honesty and integrity;
- > Perform duties in a responsible manner always seeking excellence in their performance;
- > Promote healthy relationships and mutual respect in their interactions in the workplace;
- > Committed to being assiduous and punctual, the failure to comply with this principle may be subject to penalties accord to the respective legislation;
- > Comply to not engage in any external professional activity that may interfere with their duties or with the company's activities;
- > Ensure confidentiality regarding company affairs, its customers or its suppliers. The information to which they have access to, should only be used in the interest of the company;
- > Preserve the assets of the company and ensure its efficiently used.

Belcinto conduct responsibilities with Clients

- > We meet the needs and expectations of our clients, promoting for this reason, a relationship based on trust;



- > We ensure that business is run in an effective, responsible and ethical manner;
- > We respect our client's privacy by guaranteeing full compliance regarding copyrights of work performed by us;
- > We seek to comply with our client's regulations and code of conduct;
- > We guarantee our clients a socially and environmentally responsible manufacturing process.

Belcinto conduct responsibilities with Suppliers

- > We develop a relationship based on trust and mutual respect with our suppliers;
- > We seek to work with suppliers who share our values and ethical principles;
- > We comply to monitor the ethical conduct of our suppliers and to take immediate and rigorous action if their ethical conduct is questionable.

Suppliers conduct responsibilities with Belcinto

- > 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;
- > Regarding the commercial transactions with Belcinto, suppliers must assume the obligation not to be involved in any practices punishable by law. In the event of the occurrence of illegal practices, all negotiations with this supplier will be cancelled;



- > The products supplied, and the services provided must meet the quality and safety criteria that is legally specified and contractually specified, as well as, be safe for the purpose they are intended for;
- > Regarding the 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;
- > 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;
- > By accepting the code of conduct, the suppliers acknowledge that all agreements, contracts and commercial relationships with Belcinto, are subject to the provisions contained in this document. In case of verifying any action or omission in violation to this code of conduct by a supplier, Belcinto reserves the right to resort to means appropriate to the secession of this violation without prejudice to the remedial measures which may require to the supplier.

NOTE: Belcinto has a *Supplier's Manual* where all the procedures of the company are detailed regarding its suppliers.

Belcinto conduct responsibilities with the Local Community

- > We respect the community we are inserted in and seek to contribute to its development by actively participating in social and environmental projects in the community.



Responsibility of the Code of Conduct

Each employee at Belcinto should ensure compliance with this code of conduct, be obliged to inform his/her superior whenever he/she is aware of any violation of the code of conduct.

No one shall be punished for given, in good faith, information about a conduct contrary to this Code.

Final Notes

Belcinto is fully committed to operate accordingly to this code of conduct and is publicly disclosing it to all its stakeholders.

Belcinto will review its code of conduct periodically, amending its content if necessary.

The Administration