



FACILITY GUIDELINES

Oct 1, 2021

Owned / Contracted Facilities
Uniform Facility Compliance Audit Program

KONTOOR BRANDS FACTORY FACILITY GUIDELINES

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KONTOOR BRANDS FACTORY FACILITY GUIDELINES

Principle 1 - Legal and Ethical Business Practices: Kontoor Brands Authorized Facilities must fully comply with all applicable laws of the countries in which they are located including all laws, regulations, and rules relating to wages, hours, employment, labor, health and safety, the environment, immigration, and the apparel industry. Employers must be ethical in their business practices.

P1-1

Code Provision: Determine if the facility is properly licensed, registered, and permitted to perform its current activities in the municipality where it operates.

Facility Guidelines

- The facility must be properly licensed, registered, and permitted to perform its current activities in the municipality where it operates.
- The legal license for operating the facility must be valid and current. The use of the facility name and address for the business must correspond with the applicable municipal or provincial license or its equivalent.

P1-2

Code Provision: Determine if the facility maintains all relevant personnel documents and that such documents are completed, properly filled out, and up to date.

Facility Guidelines

- The facility must maintain a complete personnel file for each employee including employment application, grievance history, records of pay increases or decreases, and accident reports for each employee. A copy of proof of age document must be included in the personnel file of each employee.
- For facilities with migrant employees, a copy of the work permit must be included in the personnel file.
- Labor contract / agreements, where required, must include employee's signature, be current and updated, and authorized by the related ministry as mandated by local law. A copy of the labor contract / agreement must be provided to the employee. The duration and term of the contract must comply with the local law.
- Any probation period must be defined and fixed based upon local law.

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Principle 2 - Child Labor: No person shall be employed at an age younger than 15 (or 14 where consistent with International Labor Organization guidelines) or younger than the age for completing compulsory education in the country of manufacture where such age is higher than 15. All Kontoor Brands Authorized Facilities must observe all legal requirements for work of employees under 18 years of age, particularly those pertaining to hours of work and working conditions.

P2-1

Code Provision: Determine that the facility has processes designed to restrict hiring to persons above the age of 15 (or 14 where consistent with International Labor Organization guidelines or younger than the age for completing compulsory education in the country of manufacture where such age is higher than 15) and the processes are effectively implemented.

Facility Guidelines

- The facility must restrict hiring persons below the age of 15 (or 14 where consistent with International Labor Organization guidelines).
- A child labor policy must be established, and human resources personnel must be made aware of the policy requirements and be well trained in its application.
- The facility must ensure that no children, as defined above, are allowed in the production area or within the confines of the facility including the canteen area, even if they are not working.
- The facility must have procedures if child labor is found. Including:
 - a) Providing a minimum wage stipend to the child until she / he reaches age 16 or the minimum legal working age, whichever is higher.
 - b) Providing tuition and uniform to attend school.
 - c) Offering a job to the child once he reaches the age 16 or the minimum legal working age, whichever is higher.
 - d) The facility must provide a health screening before departure and compensation for transportation and accommodation for a child's relatives to take her / him back home.

P2-2

Code Provision: Determine that the facility obtain and retain proof of age for each employee and verify employees' stated age through the interview process.

Facility Guidelines

- The facility must have vigorous age verification in their child labor policy, including stringent checks on the legitimacy of documentation such as national identity card and passport. In countries where a national identity card is not available, two forms of age verification documents are required such as medical records, dental records, driver's license, right to vote card, etc. At least one of these documents must contain a photo ID.
- The facility must have interview process in their child labor policy and verify the employees' stated age through the interview process.

P2-3

Code Provision: Determine that the facility complies with all legal requirements, including health checks, for employment of juvenile employees (under 18 years of age).

Facility Guidelines

- The facility must comply with all legal requirements for the employment of juvenile employees.
- The facility must maintain a list of all juvenile employees and must ensure that these employees are protected from working environments which could pose a danger to their health, safety, or social development. Such working environment includes, but are not limited to, hazardous jobs and night shift work.
- Juvenile employees must not work longer hours than the law permits and must receive an annual medical checkup as required by law. Additionally, as required by local law, the facility must provide juvenile employees with occupational health and safety education, training, and maintain documentation of such.

Best practice:

- The facility should restrict hiring of all employees under 18 years of age.

Principle 3 - Forced Labor: Kontoor Brands Authorized Facilities will not use forced labor, whether indentured, bonded, prison, slave, trafficked or any other involuntary or compulsory labor.

P3-1

Code Provision: Determine that the facility does not utilize indentured, bonded, prison, slave, trafficked or any other involuntary or compulsory labor.

Facility Guidelines

Forced or Involuntary Labor

- The facility must not use or participate in recruitment or employment practice that indentures or bonds an associate to the workplace or which obtains labor or services using force, fraud, or coercion. The facility may not use prison labor unless specifically required through Kontoor Brands contractual obligations.
- The facility must have a written policy regarding its treatment of all migrant employees, whether internal or foreign. The facility must effectively communicate its migrant associate policy to all migrant employees so that they are aware of their rights under the policy. Information must be made available in the employee's native language.

Prison Labor

- Unless it is officially approved by law, use of prison labor is prohibited.

P3-2

Code Provision: Determine if the worker's government issued identification and personal documentation originals, e.g., Passport, Identity Card, Birth Certificate, Driving License etc. are not held by the facility, recruitment agency or Contractor unless expressly stated by country law.

Facility Guidelines

- Employees must not be required to deposit their original identity papers such as travel, or residency permits with their employer unless expressly stated by country law. Where the employer is legally required to hold the identification documents, the employer must provide the employee with a photocopy of the documents free of charge. At the employee's request, the facility may provide safekeeping of identity documents. In this case, the facility must provide immediate access to these documents and return them upon the employee's request with no restrictions. The deposit of identity documents for safekeeping

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and the return of those documents must be documented and signed by the employee and the facility.

- Third party recruiters, employment agents, and labor brokers are expressly prohibited from holding employees' identity documents. Neither these recruitment agencies nor the employer may hold other employee documents such as land titles.

P3-3

Code Provision: Determine if employees have freedom of movement that is not impeded except for the protection of facility property and security of facility personnel.

Facility Guidelines

- The facility must allow employees to move freely within their designated work areas during work hours, including being allowed access to drinking water and toilet facilities.
- Employees must be allowed to leave the facility during meal periods and after work hours. The supplier will not impose curfews or geographical limits on employee movement.
- Except where necessary for employee privacy or safety, the facility must not restrict or limit access to employee's accommodation or visitors to the employee's accommodation.
- Facilities must allow free access to toilets throughout the working day. The use of toilet passes is not allowed.

P3-4

Code Provision: Determine if the facility does not require employees to deposit any payment nor withhold any part of employees' payment.

Facility Guidelines

- Neither the facility nor any third party must have access to, or control of, migrant employees' bank accounts, except to directly deposit wages or

compensation payments per the written contract of employment. Wages must be paid in full, including overtime at the legally applicable rate. The employee must be provided with clear, legible, and accurate pay slips in a language they can understand.

- The facility must not impose forced savings schemes, i.e., withholding of wages until the employee's contract is finished, providing the employee a small allowance for personal expenses, or have wages paid into a bank or postal account which the employee cannot access.

P3-5

Code Provision: Determine if the deducted costs or fees associated with employment by the facility or recruitment agency are not greater than local law requirement or Kontoor Brands requirement, whichever is stricter.

Facility Guidelines

- The facility and recruitment agencies may not deduct from wages (by way of garnishments, levies, deposits, guaranteed monies or otherwise) costs or fees associated with employment, including required visas, health checks, employment registration, work permit, management fee, or recruitment agency / placement firm fees greater than one month of the base salary.
- The employer or recruiter may not utilize recruitment agency services conditional upon applicants paying for other goods and services such as travel, training, etc.
- The facility must not deduct wages for work equipment, including uniforms, and basic needs such as water and first aid. Deductions for accommodations and food must only be made with the express consent of the employee and at a fair rate as allowed by law or stated in the employee's contract, whichever is lower.

P3-6

Code Provision: Determine if the facility, recruitment agency and Contractor comply with the local law requirement and Kontoor Brands' requirement whichever is stricter, on employing migrant workers. (work permit, contract of employment, etc.)

Facility Guidelines

Contracts of Employment

- Where possible, the facility must make every effort to employ migrant labor directly. Where recruitment agencies are used, these must be legally approved / registered recruitment agencies per country law (where applicable).
- General requirements regarding contracts of employment when employing migrant employees:
 - a) The terms outlined in the employee's written employment contract must be fully explained before departure from their home country. This includes conditions of employment and reasons for termination.
 - b) The employment contract must be written such that it is legally enforceable in the receiving country and written in the employee's native language.
 - c) The employee must receive a copy of the employment contract before leaving the country of origin.
 - d) The facility is responsible for any costs associated with changing the employment visa or other employment authorization documentation.
 - e) Migrant employees (or their family members) must not be threatened with violence (including sexual violence) nor denunciation to authorities to coerce them into taking up employment or preventing them from voluntarily terminating their employment, at any time, without penalty.

Freedom of Movement

- Migrant employees must be free to return to their home country during periods of annual or personal leave without having to pay any form of deposit and be free of the threat of termination or other penalties. In those cases, where employees return home during their annual leave, the facility must keep their positions available upon their return.
- The facility may not prevent any migrant employee from contacting their country's Embassy or Consulate.

Leave Benefit

- Migrant employees are eligible for all paid leaves, i.e., annual leave, sick leave, etc. per local laws. If local labor law does not specify the annual leave entitlement, then migrant employees must receive the same annual leave benefit as local employees. Employees must not be forced by threat (e.g., of dismissal) to work more overtime than is allowed under national law (i.e., excessive overtime).

Grievance Mechanisms

- Migrant employees must have effective access to remedy grievances, without fear of recrimination, reprisal, or dismissal. This includes internal grievance procedures regarding the labor recruiter or the employer.

Principle 4 - Wages and Benefits: Kontoor Brands believes all workers in our global supply chain have the right to living wages that meet their own basic needs and attain a decent life that is considered acceptable within their society given its level of economic development and we believe the best way to improve labor conditions in the countries where we operate is through meaningful dialogue between employees and employers. Kontoor Brands Authorized Facilities must compensate their employees fairly by providing compensation packages comprised of wages and benefits that, at the very least, comply with legally mandated minimum standards or the prevailing industry wage, whichever is higher, and shall provide any benefits required by law. Employees must be fully compensated at a premium rate for overtime according to local law and each employee must be provided with a clear, written accounting for each pay period.

P4-1

Code Provision: Determine that the facility compensates their employees fairly by providing compensation packages comprising wages and benefits that, at the very least, comply with legally mandated minimum standards or the prevailing industry wage.

Facility Guidelines

- Relevant national or regional labor laws must be posted in the local language and the native language of the employees. The posted laws must cover such areas as minimum wage, overtime rates, work hours, leaves, and limits on

overtime.

- Legally mandated wages, including overtime premiums, must be calculated as required by local law. When alternative calculations are used to determine total salary, the amount paid may not be less than the legally prescribed calculation of the total salary amounts. For piece rate employees, paid leave must be compensated based upon actual earnings and must not be paid out of the piece rate wages.
- If improper payments to the employees are found in the wages, including any incorrect accounting of base and overtime wages, the facility is responsible for the retroactive payments of these wages from the date of the error up to one year or the legally required period, whichever is higher.
- If payments are made to the employees in cash, bank transfer records must be maintained.
- Facilities must ensure probationary periods do not exceed the legal limits, and only one probationary period can be used unless allowed by law. During a probationary period, the facility must not pay the employees less than the lowest wage paid for a similar job, or less than the wage agreed upon in the contract, assuming it meets or exceeds the minimum wage.
- The facility must not make any deductions from the employees' wages which are not explicitly allowed by the law, or for any disciplinary reason. Additionally, the facility must ensure that deductions, where legal, are reasonable, appropriate, and voluntary when related to services such as accommodations, transportation, and food.
- Idle / downtime payments must be compensated as per legal requirement.
- A maximum non-paid tolerance of 15 minutes can be used before or after a working shift to allow time for employees clocking in and out.

P4-2.1

Code Provision: Determine if the facility provides legally mandated social security / insurance to employees.

Facility Guidelines

- All legally mandated benefits including social insurance contributions must be

paid as required by law on time with tangible proof of subscription for the legally entitled employees.

- The facility must ensure that when legally required, appropriate insurance is available to cover any injuries, accidents, and deaths of the employees. This is relevant for all work on site and must when specified by law, include contractors, temporary, and part-time employees.

P4-2.2

Code Provision: Determine if the facility provides legally mandated leave benefits to employees.

Facility Guidelines

- All mandated leave benefit, paid or unpaid, must be provided for the legally entitled employees.

P4-2.3

Code Provision: Determine if the facility provides severance payment to employees as required by local law.

Facility Guidelines

- The facility must have a procedure in place for determining all statutory severance and separation benefits which the employee is legally entitled to.
- The facility must not break the continuity of service an employee has through short time breaks between contract periods.

P4-2.4

Code Provision: Determine if the facility provide other legally mandated benefits (e.g. canteen, creche) to employees.

Facility Guidelines

- All other legally mandated benefits (e.g., canteen, creche) must be provided to employees.

P4-3

Code Provision: Determine that the facility compensates for overtime hours in accordance with local law.

Facility Guidelines

- Employees must be fully compensated for overtime worked per local law.

P4-4

Code Provision: Determine that the facility provides each employee with a clear written accounting of their payroll earned for each pay period.

Facility Guidelines

- Employees must regularly receive a written pay slip, in an understandable format, in the local language when the payroll is distributed. A translation key must be provided for those employees not able to read the local language. The payslip must include at a minimum the following information:
 - a) Pay period and wage payment dates
 - b) All regular and overtime hours worked
 - c) Wage rates for hours of work
 - d) Totals for regular and overtime compensation
 - e) All additional compensation such as individual / team bonuses
 - f) All deductions for insurance and other legally mandated benefits
- The facility must be able to explain all payments and deduction items clearly, and the employee must have the same level of understanding.
- Holiday pay, overtime payments, and any related additional compensation must be identified separately for piece rate and outsourced employees.

P4-5

Code Provision: Determine that the facility does not utilize home employment for Kontoor Brands production.

Facility Guidelines

- The facility must not use any form of home working arrangement to produce Kontoor Brands product. If the facility has home working activities with other

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customers, the facility must establish and demonstrate a system to ensure Kontoor Brands production is not intentionally or unintentionally home worked.

P4-6

Code Provision: Determine if the frequency, timing, and form of payroll meet or exceed legal requirements.

Facility Guidelines

- Payroll payments, including payments for employees who have resigned, must be made within the legal time limit.

P4-7

Code Provision: Determine if the facility produces and retains payroll records and time records to support compensation for the period required by law.

Facility Guidelines

- Payroll records are best kept on a computer payroll system linked to a clocking system (or timecards) and pay slips. Raw data, including production records, for the payroll calculations, must be maintained for at least 12 months, or the legal duration whichever is higher.
- Bank transfer records must be maintained for all wage payments.
- A facility that is paying wages through bank transfer it is recommended to pay all final termination settlements through bank transfers into the employee's account.

P4-8

Code Provision: Determine if the facility provides rest and meal breaks as required by law.

Facility Guidelines

- The facility must provide rest and meal breaks as required by law. For countries with no legally required breaks, a 30-minute unpaid break must be provided during an 8-hour workday.

P4-9

Code Provision: Determine if temporary, outsourced, or seasonal employees are utilized by the facility and are compensated in a legal and timely manner.

Facility Guidelines

- Use of temporary, outsourced, or seasonal employees must comply with the legal requirements for the relevant industries and conditions:
 - a) Temporary, outsourced, or seasonal employees utilized by the facility must be compensated timely as legally required for the position and location the work is conducted.
 - b) Copies of all records relating to temporary, outsourced, or seasonal employees including labor contracts, personnel files, social insurance, payroll, in / out time records, government permits, etc. must be maintained in the facility office.

Principle 5 - Hours of Work: Kontoor Brands Authorized Facilities must ensure employees' hours worked shall not, on a regularly scheduled basis, exceed the lesser of (a) the legal limitations on regular and overtime hours in the jurisdiction in which they manufacture or (b) 60 hours per week including overtime (except in extraordinary business circumstances). Employees must be informed at the time of hiring if overtime is a condition of employment. All employees will be entitled to at least one day off in every seven-day period.

P5-1.1

Code Provision: Determine if the facility ensures that employee hours worked do not, on a regularly scheduled basis, exceed the lesser of (a) the legal limitations on regular and overtime hours in the jurisdiction in which they manufacture or (b) 60 hours per week including overtime taking into consideration periods of extraordinary business circumstances.

Facility Guidelines

- The facility must ensure that employee hours worked do not exceed 60 hours per week including overtime, or greater than the legal limit.
- All overtime must be voluntary. The facility must have an internal policy that states employees are free to decline over time. Employees must also be given

adequate notice of future planned overtime work.

P5-1.2

Code Provision: Determine if workers use a reliable electronic / mechanical device to record their start and stop times of works.

Facility Guidelines

- All hourly and production employees must use a time clock, swipe card, biometric scanner, or another reliable mechanical device, to record their start and stop times. If manual time records are used, the employees must approve / initial the timecards. The employees themselves must do the process of punching in and out. The facility must also provide access to employees' attendance records upon request.
- The time record must have continuous calendar days including workdays and non-workdays.

P5-1.3

Code Provision: Determine If the transportation which is provided to the employees, is available at the end of the regular workday or shift so that employees who choose not to perform overtime can leave the facility.

Facility Guidelines

- If the facility provides transportation to the employees, it must be available at the end of the regular workday or shift so that employees who choose not to perform overtime can leave the facility.

P5-2

Code Provision: Determine if the facility provides at least one day off out of every seven days.

Facility Guidelines

- All employees must be provided at least one day off in every seven-day period.
- A day of rest exchange for a holiday, election, government-mandated power

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outage, or strike is allowed within one week of the holiday, election, government-mandated power outage, or strike. Under no circumstances must a day of rest exchange result in employees working more than 13 consecutive days.

- A day of rest must consist of at least 24 consecutive hours.

Best Practice:

- The day of rest should be regularly scheduled on the same day of the week so the employee can plan for that day of rest.

Principle 6 - Freedom of Association and Collective Bargaining: Kontoor Brands Authorized Facilities shall obtain and comply with current information on local and national laws and regulations regarding Freedom of Association and Collective Bargaining. No employee shall be subject to harassment, intimidation, or retaliation in their efforts to freely associate or bargain collectively.

P6-1

Code Provision: Determine if the facility has and communicates information on local and national laws and regulations regarding Freedom of Association and Collective Bargaining.

Facility Guidelines

- The facility must maintain current information on local and national laws and regulations regarding Freedom of Association and Collective Bargaining. This Freedom of Association material must be shared with management and supervision. The facility management and supervisors must respect the employee's right to freely associate, or to choose not to associate, and any associated rights related to collective bargaining.
- The facility must be open and cooperative towards employee representation, allow employees to form or join trade unions of their choosing, and to bargain collectively. The company must also give employees' representatives reasonable access to the facility so they can conduct their representative functions. In countries where the law restricts freedom of association and collective bargaining, the facility must enable employees to establish substitute arrangements of employees' representation and negotiation.
- When employees' unions are in place, there must be processes to recognize the

formation of employee unions and address employee grievances:

- a) Where legally required, a current list of recognized union members and representatives must be maintained and be available for review.
 - b) Records of meetings, including minutes and agenda, with the union committee, must be retained and be available for review.
- The facility must not deduct union membership dues, fees, or fines from the employees' wages without the written consent of the individual employee unless this was freely negotiated in a valid collective bargaining agreement or when legally required.

P6-2

Code Provision: Determine if employees have been subject to harassment, intimidation, or retaliation in their efforts to freely employee or bargain collectively.

Facility Guidelines

- The facility must not subject employees to harassment, intimidation, or retaliation in their efforts to freely associate, join a trade union, participate in trade union activities, strike, or bargain collectively. Additionally, the employee representatives must be provided with regular access to company management to address grievances and other issues. The facility must not forbid union representatives from interacting with employees.
- All collective bargaining between the employees and facility management must be negotiated in good faith. When a collective bargaining agreement exists, both employees and company management must obey all contractual requirements.

P6-3

Code Provision: Determine if the facility has a mechanism in place to receive and respond timely to employee grievances.

Facility Guidelines

- The facility must have processes in place to address associate grievances (suggestion box, open door policy, communications committee, etc.). This grievance mechanism must be accessible, predictable, reasonable, transparent, confidential, and based on engagement and dialogue.
- A resolution history of employee complaints and strikes must be maintained and

be available for review.

Principle 7 - Health and Safety: Kontoor Brands Authorized Facilities must provide their employees with a clean, safe, and healthy work environment, designed to prevent accidents and injury to health arising out of or occurring during work. All Kontoor Brands Authorized Facilities are required to comply with all applicable, legally mandated standards for workplace health and safety in the countries and communities in which they operate.

P7-1.1

Code Provision: Confirm the facility has an effective written and posted Health and Safety program that complies with all health / building / electrical / fire safety requirements, has a Health & Safety Committee that includes facility employees and management, which conducts regular meetings, keeps meeting minutes, and is in accordance with local law.

Facility Guidelines

- The facility's health and safety program must include policies and procedures, employee awareness training, safety meetings, accident reviews, injury and illness prevention, risk assessments, and a comprehensive review of occupational health standards by job type (noise, air, light, and ergonomics).
- The facility must have a Health & Safety Committee that includes a ratio of facility employees and management based on country law. The Health & Safety committee membership or organization chart must be posted prominently in appropriate areas of the workplace.

Safe System of Work (SSOW)

- The facility must establish a Safe System of Work (SSOW) that includes emergency arrangements and, where applicable, a Permit to Work System if the operation of the facility involves high risk tasks and areas, including:
 - a) Confined spaces such in a chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well and other similar space in which, by virtue of its enclosed nature, there arises a reasonably foreseeable specified risk of:
 1. Serious injury resulting from a fire or explosion
 2. The loss of consciousness arising from an increase in body temperature
 3. The loss of consciousness or asphyxiation arising from gas, fume, vapor, or the lack of oxygen
 4. The drowning arising from an increase in the level of a liquid
 5. The asphyxiation arising from free flowing of solid or the inability to reach a respirable environment due to entrapment by a free-flowing solid
 - b) Excavation work in areas with underground utilities such as water lines, power lines, steam lines, pressure lines, crude / refined oil lines, gas lines, telecommunication lines, fiber- optic etc.
 - c) Working in areas with high voltage, live working especially diagnostic work and working with electrical equipment in wet areas
 - d) Working with / in pressurized vessels

Best practice:

- Recommend using the 50 / 50 employee / management ratio rule when forming Health and Safety committee representation.
- For ease of recognition, identify committee or brigade members on the production floor.

P7-1.2

Code Provision: Determine if the facility has provided occupational health examination for workers as required by local law.

Facility Guidelines

- Medical checkups must be provided to employees as required by law.
- In absence of legal requirement, below medical checkups must be provided annually to employees:
 - a) Eyesight test for forklift driver / operator
 - b) Audiometric test for embroidery, Diesel Generator (DG), Effluent Treatment Plant (ETP) and Sewage Treatment Plant (STP) operators.
 - c) Complete Health Check (Blood Analysis, Stool Analysis, Urine Analysis and chest X-ray test or Spirograph) for Washing, Dyeing, Printing, Sewage treatment Plant (STP) & Effluent Treatment Plant (ETP) handlers / operators.
- Foodservice employees must undergo a medical examination and be certified as free from communicable diseases at least annually or as required by local law, whichever is more frequent.
 - a) Complete Health Check (Blood Analysis, Stool Analysis, Urine Analysis and chest X-ray test or Spirograph) plus WIDAL Test for Canteen / Pantry staff.

P7-2

Code Provision: Determine if facility personnel have been trained on health and safety issues.

Facility Guidelines

- The facility must have adequate health and safety training programs for their building configuration and production processes. Facility personnel must be trained on health and safety issues.
- Formal First Aid training is required for 1% of the facility personnel for all working shifts (both male and female) Training and certification through an approved training institution or agency such as the Red Cross, Red Crescent, St John Ambulance must be obtained, and refresher courses repeated at recommended intervals.

P7-3

Code Provision: Confirm that the facility has first aid supplies available, that are easily accessible, and are maintained as recommended by a local medical provider, or as required by law, and for regular inspection.

Facility Guidelines

- There must be at least one easily accessible, fully stocked First Aid kit per 100 employees on each production floor. If kits are locked to prevent theft, the keys must be readily available.
- Each first aid kit must contain at a minimum the following or with contents per local law:
 - a) Sterile gauze or cotton balls
 - b) Bandages
 - c) Adhesive tape (plasters)
 - d) Disinfecting agent (antiseptic cleanser)
 - e) Antibiotic / antibacterial ointment
 - f) Sterile / surgical gloves (non-latex)
 - g) Scissors (optional)
 - h) Tweezers (optional)
 - i) Thermometer (optional)
 - j) Burn ointment (optional)
- An inventory checklist must be posted inside or outside the kit. The kit must be inspected monthly with records maintained. All items must be labeled, identified, and be maintained in accordance with expiration dates.
- First aid responders must be identified on the cover of the first aid kit.
- Any medical staff (Doctor / Nurse) must have an appropriate and current license.
- If additional First Aid equipment is available in the facility such as Automatic External Defibrillators (AED), the equipment must be maintained as recommended by the manufacturer. Additionally, the training requirements for the equipment must be current.

P7-4

Code Provision: Determine if there are contingency plans for dealing with serious injuries, including accident investigation procedures.

Facility Guidelines

- The facility must maintain a written injury and accident investigation procedure along with records of accident investigations.
- A health clinic must be provided per the local legal requirement. The health clinic must afford the employees adequate privacy for medical procedures or to discuss confidential medical issues.
- The facility management must be knowledgeable of where the nearest medical clinic is located and have a procedure in place for safely transporting employees in an emergency. This process must cover all working shifts. Emergency telephone numbers must be prominently located by each telephone.

P7-5

Code Provision: Determine if lockout / tagout (LOTO) programs are adequate to protect the employees and comply with applicable legal standards.

Facility Guidelines

- Lockout / tagout (LOTO) procedures must safeguard employees from the unexpected energizing or startup of machinery and equipment or the release of hazardous energy during service or maintenance activities, such as elevators, laser abrasion machines, dyeing and washing equipment, lasting equipment for footwear etc.
- Procedures for lockout / tagout must meet legal requirements. In the absence of legal requirements, the facility must ensure that their lockout / tagout procedures are adequate to protect their employees.

P7-6.1

Code Provision: Determine if the facility has safety measures in place related to the storage of chemicals and hazardous substances.

Facility Guidelines

- There must be a written chemical safety program, including a chemical inventory list in the facility. As part of this safety program, employees who handle chemicals must be trained in their proper handling, storage, and spill cleanup.
- The Safety Data Sheets (SDS), which are organized, of any potentially hazardous chemicals used in the facility, must be up-to-date and posted in the areas where the chemicals (corrosive or injurious) are used, and a copy must be kept on file in the chemical storage area.
- Chemical storage areas should have proper management:
 - a) Restrict access to hazardous substance storage areas
 - b) Restrict drinking, eating, and smoking
 - c) Provide fire-fighting equipment, fire hoses, and / or fire extinguishers
 - d) All chemicals must be stored in a safe, contained, well-ventilated area, where combustible and flammable chemicals are separated from oxidizing chemicals, reactive chemicals, and electrical hazards. Warning signs must be posted in areas where chemicals are present.
 - e) Do not stack chemical containers higher than three (3) meters (10 feet). Always stack chemical drums with the closure device upward. Do not stack drums more than four (4) drums high, preferably with pallets between layers. Chock side-mounted drums to prevent them from rolling
 - f) Routinely inspect areas where chemicals are stored and handled to make sure they meet the requirements
- Explosion proof lights and non-sparking switches must be used as required in chemical storage and usage areas.
- Secondary containment of hazardous chemicals must be utilized in the facility. The size of the containment must be as follows:
 - a) For a single container, the size of secondary containment must be 110% of the container.
 - b) For multiple containers, the size of the secondary containment must be 10% of the total volume of all the containers or 110% of a single container - whichever is greater.

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- c) The secondary containment must not have any cracks or leaks; all drainage valves must be maintained in closed position.
- An appropriate spill control kit must be accessible.
- All chemicals must be clearly labeled with hazard communication detail per SDS safety information in an understandable format for local employees.

Best Practice:

- Chemical compatibility standards should be posted and observed along with PPE requirements.
- Recommend a periodic review of SDS for PPE requirements and hazard communication information.

P7-6.2

Code Provision: Determine if the facility has safety measures in place to ensure the safe handling of chemicals and hazardous substances.

Facility Guidelines

- There must be a written chemical safety program. As part of this safety program, employees who handle chemicals must be trained in their proper handling, storage, and spill cleanup.
- All spraying operations must be performed inside dedicated spraying booths that are equipped with local exhaust ventilation and overspray capture systems.
- Spot cleaning operations must be properly vented in accordance with SDS requirements. All recommended PPE must be available at the spot cleaning station.
- Use proper chemical transfer tools for liquid chemical transfers to reduce the risk of spillage and contact exposure to workers. Proper transfer tools include pumps, scoops, funnels, or cups with proper handles. Install drip trays to contain spillages that may occur while transferring chemicals.
- An Emergency shower and eyewash station must be provided in an area that

requires no more than 10 seconds to reach from areas of chemical (corrosive or injurious) storage, chemical usage, and battery charging. The eyewash station must meet the following requirements:

- a) Water must be potable
 - b) The velocity of water such that no injury can occur
 - c) Both eyes can be washed at the same time
 - d) Minimum flow rate: 1.5 L for a minimum of 15 minutes
 - e) No sharp projections
 - f) Nozzles maintained with covers to prevent airborne contamination
 - g) Accessible and identifiable with a highly visible sign
 - h) Water temperature in units must be maintained between 15 and 35 C (60 to 90° F)
- Plumbed eyewash units must be activated weekly to clean the line and verify proper operation. Self-contained eyewash units must be visually inspected weekly and maintained per the manufacturers' specifications. Documentation must be maintained on-site for all eyewash inspections and maintenance.

Ozone Treatment

- Ozone washers must be in isolated rooms or separate buildings that are equipped with functioning local or general exhaust ventilation.
- Ozone generators must be in isolated rooms or separate buildings from all other production equipment or processes and are equipped with functioning local or general exhaust ventilation.
- The ozone processing room, wash machines, and the ozone generator room must be equipped with an ozone sensor / monitor that has an audible alarm that is:
 - a) Clearly distinguishable from other process alarms.
 - b) Inspected, tested, and calibrated in accordance the manufacturers recommendations.
 - c) Has an alarm trigger no higher than 0.3 ppm, or lower depending on local law.

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- The ozone generator must have two (2) emergency shut-off switches. One located inside the ozone generator room, and one located outside the ozone processing room.
- Emergency shut-off switches should not shut-down the ventilation system in the ozone generator room.
- Ozone washing machine doors must be equipped with interlock guards that do not allow doors to be opened until the wash chamber has been fully purged of ozone after the wash cycle.
- Excess or exhausted ozone should be directed through an ozone destruction unit to breakdown ozone and is being exhausted outdoors.
- Any safety features on the ozone equipment should not be modified, bypassed, or disengaged.
- There is a regular inspection and maintenance schedule for all ozone generation and washing equipment that also covers all piping and ventilation systems.
- Working time in the ozone processing area should be limited as much as possible (e.g., entrance allowed only for loading / unloading, maintenance, etc.).
- There is emergency response / shut-down procedures in place in the event of an ozone leak. All relevant workers are trained and knowledgeable on the procedures.
- No flammable or combustible materials are stored in the ozone generator room and only work in progress garments are stored in the processing room.

P7-7

Code Provision: Determine if the facility has emergency evacuation diagrams in the native language(s) of the employees posted in conspicuous locations in the facility.

Facility Guidelines

- Emergency evacuation route maps must be posted in prominent areas of the facility floor, be up-to-date with the current facility layout, and correspond with the designated exit routes. The map must be drawn from the viewer's

perspective and have a “You Are Here” locator noted.

- Maps and evacuation instructions must be written in the local language, with translations for non-local employees, and with instructions for fire, earthquakes, bomb threats, strong storms, etc.

P7-8.1

Code Provision: Determine if an emergency / evacuation alarm and detection system is installed and can be heard in all areas of the facility.

Facility Guidelines

- An audible alarm system must be in place. In areas of high noise levels (above 90 decibels) or where hearing impaired employees are present, a visible alarm system must be in place in the applicable areas.
- Individual alarm switches must be integrated throughout the entire building, be clearly marked, and maintained unobstructed.
- The fire alarm must be audible throughout the facility and must have a sound distinct from other notice systems.
- All alarm devices must be tested regularly by qualified personnel at least twice annually. Testing must be conducted in conjunction with evacuation drills. Testing records must be maintained.
- The alarm system must have a backup power source, or there must be a secondary alarm system.
- All new personnel must be trained as to the functioning of the fire alarm system before beginning work.
- An adequately functional fire alarm and detection system must be in place for facilities with more than 5000 sq. feet (465 sq. meter) floor area or more than 50 employees in a single building.
- Where in place, fire alarm and detection system must be approved by the local fire department jurisdiction. The design and installation of the fire alarm and detection system must meet current local law or National Fire Protection Association (NFPA) requirements.
- Smoke alarms and detectors must be linked to a central alarm panel.

P7-8.2

Code Provision: Determine if the automatic sprinkler systems are installed in line with the local legal requirement.

Facility Guidelines

- Facilities should install automatic sprinkler systems as per the applicable local legal regulations.
- Where in place, automatic sprinkler systems must be approved by the local fire department jurisdiction.

P7-9

Code Provision: Determine if the facility conducts fire / emergency evacuation drills at least every six months or legal standard whichever is higher. Also, note if there are records indicating date and details of such drills.

Facility Guidelines

- Fire / emergency drills (the practicing of an emergency evacuation procedures) must be conducted facility-wide, for all shifts, at least every six months, or as required by law, whichever frequency is higher. Drills must be documented with date, shift information, evacuation time, photos, and any legal requirements.

P7-10

Code Provision: Determine if the facility has an adequate number of properly located and clearly marked emergency exits available. Confirm that the exits are accessible and unlocked during working hours. Confirm that, the emergency exit doors have panic hardware or lever style (one hand - one motion door openers).

Facility Guidelines

- There must be a minimum of 2 exits on opposite sides of the floor where up to 500 employees are stationed. There must be a minimum of 3 exits located on opposite sides of the floor where 500 to 999 employees are stationed, and 4 exits when the occupant load exceeds 1000 employees.
- If the number of employees, the size of the building, its occupancy, or the arrangement of the workplace allows all employees to evacuate safely during an emergency, one exit route is permitted.

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- Exits must be at least 28" / 71 cm wide if there are fewer than 50 employees in an area. Exits must be at least 32" / 81 cm wide if there are more than 50 employees in an area.
- Emergency exits must be maintained unlocked or have panic bars if the door is secured to prevent access from the outside. Emergency exits must be unblocked by materials and debris and be readily accessible while the building is occupied.
- Secondary exits must also ensure safe and rapid evacuation and be constructed as per legal requirements.
- Side hinged exit doors must swing in the direction of the flow of exiting traffic.
- Where required, fire doors should be installed, inspected, tested, and maintained as per NFPA requirements. Fire doors should not be kept open by any mechanical means (i.e., ropes, wedges etc.) under any circumstances. Magnetic door retainers are recommended to be installed where there are frequent movement of traffic.
- Roll-up doors marked as exits must be kept unlocked and open during working hours. The facility may lower these doors during non-working breaks, but they must remain unlocked. The electrical roll doors must have a secondary manual option to open the door in the event of power loss.
- Sliding doors marked as exits must be kept unlocked and open during working hours if they are primary exits. If they are secondary exits, they must remain unlocked and unblocked.
- All exits must lead to a safe assembly point a safe distance from the facility.
- Exits must be marked by illuminated or reflective signs visible 100' / 30 m away. Signs must have the word "Exit" (in the local language) in plain legible letters not less than 6' / 15 cm high and not less than ¾' / 2 cm wide or conform to the country standards.
- For facilities with security mesh on outside windows, the local fire department must be consulted to determine how much accessibility is required for fire department rescue efforts. Windows identified as 'emergency exits' in the emergency evacuation plan must be continuously kept clear.
- Emergency windows must have a landing on the outside, such as an external fire escape. The landing must be at least 3' / 1 m in width before stepping down.

P7-11

Code Provision: Determine if aisles are always kept clear from obstructions.

Facility Guidelines

- Emergency exit aisles must be at least 36 inch / 90 cm wide, unobstructed, and marked with two lines of contrasting color to indicate the areas which must be kept clear. Objects that project into the exit aisles must not reduce the width of the exit route to less than the 36 inch / 90 cm.
- Static work storage, tripping hazards, and other obstructions must not restrict access to primary aisles.
- Combustible and flammable items (such as fabric rolls, fabric waste, chemicals, petroleum-based products, cartons boxes, finished goods, gas cylinders, cooking stoves etc.,) must not be stored under stairwells.
- Exit routes should include directional arrows indicating the direction of exit.

Best Practice

- It is recommended to use fluorescent or luminescent floor arrows.

P7-12

Code Provision: Determine if exits are properly illuminated with emergency lights and that they are functioning throughout the facility, including stairwells, aisles, and hallways.

Facility Guidelines

- Emergency lighting must be in place throughout the facility with initial illumination of not less than one foot-candle (10.8-lux) for aisles and exits, including halls and stairwells. Emergency lighting must be provided automatically in the event of a power failure. The emergency lighting must last for at least 90 minutes when activated. Any emergency illumination must be configured so the failure of any single lighting unit, such as the burning out of an electric bulb, will not leave any area in darkness.
- The facility must test all emergency lighting monthly and keep maintenance and testing records available for review.

P7-13.1

Code Provision: Determine if the facility has fire permits

Facility Guidelines

- Fire safety permits, if required by law must be obtained and kept current.

P7 -13.2

Code Provision: Determine if the facility has adequate firefighting equipment installed based on local requirements or Kontoor Brands guidelines, whichever is higher. Determine if the facility has the appropriate number and class of fire extinguishers installed without obstruction. Extinguishers must be inspected monthly by an internal competent person and serviced by professional at least once in 12 month or as per the local law whichever is stricter.

Facility Guidelines

- A fire extinguisher must be within 75 feet / 23 meters of each employee or as required by law (Class A, C, D, & ABC use). Class B use extinguishers must be within 50 feet / 15 meter.
- Extinguishers must be positioned as required by law. Highly visible paint must indicate the location of the extinguisher; fire extinguisher signage must be in the local language. The extinguisher location must be visible from throughout the immediate working area. Access to the extinguishers must be maintained unobstructed.
- Extinguishers must be an appropriate class for the workplace.
 - a) **Class A:** For fires involving ordinary combustible materials such as paper, wood, cloth, and some rubber and plastic materials.
 - b) **Class B:** For fires involving flammable or combustible liquids, flammable gases, greases, and similar materials, and some rubber and plastic materials.
 - c) **Class C:** For fires involving energized electrical equipment where safety to the employee requires the use of electrically nonconductive extinguishing material.

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- d) **Class D:** For fires involving combustible metals such as magnesium, titanium, zirconium, sodium, lithium, and potassium.
 - e) **Class ABC** for three different kinds of fires: Class A (ordinary combustibles such as wood or paper), Class B (flammable liquid fires such as grease or gasoline) or Class C (electrical fires)
- Fire extinguishers must be inspected monthly by an internal competent person, serviced annually by professional with date of inspections indicated on tags / stickers, and hydrostatically tested as required by law - or at minimum every five years, with the date of inspections indicated on attached tags.
 - 10 % of the workforce must be trained in the use of an extinguisher through demonstration or the distribution of instructional pamphlets. This training must be properly documented.
 - An adequately functional fire hydrant system must be in place for facilities with more than 5000 sq. feet (465 sq. meter) floor area or more than 50 employees in a single building.
 - Where in place, standpipe and hose systems must be approved by the local fire department jurisdiction. Minimum pressure requirements must meet current National Fire Protection Association (NFPA) requirements for an appropriately installed fire hose suppression system. Access to the standpipe and hose systems must be maintained unobstructed.
 - Fire hoses must be equipped with a shutoff type nozzle. All hoses must be inspected at least annually and replaced per manufacturer guidelines. The inspection records are to be kept on file. The fire pump must be tested and inspected annually by a qualified technician; the inspection records must be kept on file.
 - Training on the use of the fire hose system must be conducted annually and documented.
 - The gate valve for the fire suppression pump must be locked in the open position with a chain to prevent tampering or be secured in a locked pump room with limited access.
 - The fire pump should have adequate pumping capacity to support the fire hydrant system.

Best practice:

- It is recommended to utilize ABC (multi-use) extinguishers as appropriate.

P7-14

Code Provision: Determine if the working space allocated to each associate is adequate for the safe performance of production activities, emergency evacuation and access to safety equipment

Facility Guidelines

- Each workstation must be located within 200 feet / 60 meters of an exit or per the local standards.
- The facility floor must be maintained clean, dry and in a good state of repair. Any broken tiles, holes, or protruding objects must be repaired promptly.
- A minimum of 3 feet / 1 meter of clearance must be provided for all electrical panels, eyewash / shower stations, and emergency equipment.
- Any spills must be cleaned immediately, and waste disposed of properly.

Materials stacking and storage:

- General safe stacking and storage rules:
 - a) Ensure that stacks are stable and self-supporting.
 - b) Observe height limitations when stacking materials. Paint walls or posts with stripes to indicate maximum stacking heights for quick reference.
 - c) Make sure there is sufficient clearance between stacks and lights, heating pipes, and sprinkler heads.
 - d) Make sure stacks don't block emergency exits, emergency equipment, or fire alarms.

Stacking boxes:

- a) Place boxes on a pallet for stability and to make them easy to move.
- b) Interlock boxes to make a more stable stack.
- c) Band boxed materials or secure them with crossties or shrink wrap.

Stacking bags, sacks, and baled and bundled materials:

- a) Stack bags and bundles in interlocking rows to keep them secure.
- b) Stack bagged material by stepping back the layers and cross keying the bags at least every 10 layers.
- c) Store baled paper and rags inside a building no closer than 18 inches to the walls, partitions, or sprinkler heads.

Stacking pipes, poles, and bars:

- a) Not store pipes, poles, and bars in racks that face main aisles to avoid creating a hazard to passersby when removing supplies.
- b) Stack and block pipes and poles as well as structural steel, bar stock, and other cylindrical materials to prevent spreading or tilting unless they are in racks.

Stacking barrels and drums:

- a) Stack drums, barrels, and kegs symmetrically.
- b) Chock the bottom tiers of drums, barrels, and kegs to keep them from rolling if stored on their sides.
- c) Place planks, sheets of plywood dunnage, or pallets between each tier of drums, barrels, and kegs to make a firm, flat stacking surface when stacking on end.

P7-15

Code Provision: Determine if machinery is equipped with the appropriate operational safety devices.

Facility Guidelines

- Machinery must be equipped with safety devices, which employees cannot manipulate such as needle and belt guards for sewing machines, two-hand operation for die cutting / hole punching / pressing equipment, and automatic shut off switches for laundry extractors, etc. All guards must be in working

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condition and securely in place.

- The facility must conduct regular inspections on all machine guarding and maintain machinery maintenance and inspection records.
- If compressed air is used in the facility, a safety nozzle must be used on the air guns.
- Fans and other rotating equipment located less than 7 feet / 2 meters above the working surface must be equipped with protective guards.
- Drill presses and other large mechanical equipment must be secured to the floor or workspace to prevent tipping.
- All employees working with machinery must have safety training before they can operate the machinery. This training must include:
 - a) Machine hazards
 - b) Safe operating procedures
 - c) Information on the machine's guards and their proper use
 - d) Notification procedures if guarding is missing, damaged
- Fit cutting blades or knives with appropriate handles that allow for comfortable grip and added safety protection. Also use cutters with automatically retracting blades for added safety.

P7-16

Code Provision: Determine if employees need to wear any personal protective equipment (PPE) and if so, confirm the employer provides it at no cost to the associate.

Facility Guidelines

- Personal protective equipment (PPE) assessments must be conducted for each operation and employees must be trained in the use of required PPE for their operations. All training must be provided in the native language of the employees, competency of the material reviewed must be ensured, and training must be documented. The facility must enforce the use of PPE as needed.
- For employees handling chemicals, the SDS requirements for PPE must be followed. All PPE that is utilized by the associate must meet the minimum manufacturer recommendations and / or the acceptable industry standard for

the task performed.

- PPE may include eye protection, hearing protection, dust masks, filtered masks, gloves, protective apparel, etc.
- Mesh gloves must be utilized when fabric cutting knives are used.
- Appropriate footwear must be worn for jobs involving electrical system maintenance, heavy machinery, or when handling chemicals.
- Ergonomic mats must be provided for employees who are stationary in a standing position for more than four hours daily. Additional ergonomic accommodations must be implemented when a job task is repetitive in nature. Repetitive operations may lead to soft tissue injury or other injuries.
- Any required medical testing of the employees related to the effectiveness of PPE shall be paid for by the employer; this may include fit testing for the use of respirators.
- Information must be posted in work areas instructing employees in the use of required PPE for the area or task, as well as warnings as to the potential health and safety risks of not using such equipment.

P7-16.2

Code Provision: Determine if the facility has ergonomic measures in place.

Facility Guidelines

- Workers are trained on and using:
 - a) Proper loading / unloading techniques and / or using tables or carts to reduce ergonomic stresses from bending, lifting, and twisting.
 - b) Safe lifting techniques, proper ergonomic postures, and allowed to take regular breaks or pauses to rest and stretch throughout the day.
- Chairs with supportive back rests must be provided for tasks where workers are required to sit for extended periods of time.
- Ergonomic mats must be provided for employees who are stationary in a standing position for more than four hours daily. Additional ergonomic accommodations must be implemented when a job task is repetitive in nature. Repetitive operations may lead to soft tissue injury or other injuries.

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- Garments waiting to be processed are stored on benches or carts that are approximately waist high to reduce the need for bending.
- Mannequins and / or spraying / sanding table heights must be adjustable and positioned to allow workers to adopt proper working postures.
- Horizontal tables and mannequins should be:
 - a) Positioned between the standing worker's waist and elbow and can be angled / tilted towards the operator to reduce neck strain.
 - b) Positioned between the sitting worker's elbow and shoulder and can be angled / tilted towards the operator to reduce neck strain.
- The sanding / spray area for vertical mannequins should be positioned between the standing worker's waist and shoulder to avoid the need to bend or reach when sanding / spraying.
- Pneumatic or electric hand tools (hand-held grinders / sanders) are fitted with insulating handles to reduce vibration.
- Sanding blocks or tools of various sizes and grips are available for specific tasks and worker comfort. These should be designed to reduce tight pinching and awkward finger / wrist postures.

P7-17.1

Code Provision: Determine that the workplace is free of electrical hazards.

Facility Guidelines

- Electrical panel boxes, conduits, and feed rails must be maintained free of dust and lint.
- Electrical panel boxes must not be used to store any items.
- All wires must be free of splices and repairs using tape. Electrical cords on machines that are taped, cut, or spliced must be replaced.
- All electrical cords must be continuous in length. Extension cords must be used only for temporary electrical needs and not exceed more than 30 days in use.

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“Daisy chain” (the practice of connecting multiple extension cords or outlet strips) is not allowed.

- All electrical equipment must be grounded. Grounding wiring and earth pole must be tested periodically by a qualified electrician. Any equipment plug manufactured with a ground prong must not be replaced to avoid the use of the ground prong.
- Each machine must have its own plug / socket / cord. The use of one plug / socket / cord for multiple devices must be avoided.
- The facility must ensure that electrical panels are not overloaded. Infrared thermographic inspection of electrical boxes must be conducted annually when legally required.
- Electrical boxes must not have open fuse / breaker spaces. Any open fuse / breaker spacer must be covered by an approved electrical spacer. Electrical box interior wiring must be insulated from associate exposure.
- Electrical boxes must be maintained unobstructed. 3 feet / 1 meter cleared space around a box is recommended.
- Electrical breakers and wires must not be installed on flammable materials or directly on the wall.
- Electrical panels and circuit breakers must be properly labeled in a language the employees understand. High voltage labeling must be in place when 480 or more volts are present.
- All electrical cables greater than 50 volts must be inside conduit. Conduits must be securely connected to machinery, fuse boxes, electrical sockets, plugs, etc. Electrical insulation must cover individual wires.
- Only properly trained and licensed technicians must repair wiring or electrical machinery.
- Appropriate signage must be in place to warn of restricted access to electrical panels.
- Ground Fault Circuit Interrupters (GFCI), Ground Fault Interrupters (GFI), or Residual Current Devices (RCD) must be installed in wet or damp locations.
- Transformers must be free of obstructions and positioned away from flammable

materials. Access to transformers must be maintained locked, be restricted to authorized personnel, and with the appropriate signage. If transformers with exposed terminals are installed on the roof, ensure that they are not within 50 feet / 15 meters of a metal roof structure to prevent arc flash .

Best Practices:

- Installing approved switchboard rubber mats below each fuse box, and main electrical panels may minimize the potential for electrical shock.

P7-17.2

Code Provision: Determine if regular inspection as required by local law on electrical system and installations as well as thermographic inspection of electrical panels are conducted for the facility and dormitory.

Facility Guidelines

- Regular inspection on electrical system and installations as well as thermographic inspection of electrical panels for the facility and dormitory must meet legal requirements. In the absence of legal requirements, the facility must ensure that their electrical system and installations are in safe condition.

P7-18.1

Code Provision: Determine if the workplace is free of mechanical hazards from large equipment.

Facility Guidelines

Boilers and Compressors

- Closed pressure vessels, including boilers and industrial compressors, must have maintenance conducted at least annually, with records of maintenance maintained. Operating permits for any closed pressure vessel must be maintained as required by local law.
- Blow off pipes on boilers must evacuate outside of the boiler room and be directed away from potential contact with people.
- Ensure that the boiler, based on its size and weight, and local law, is housed at the required distance from the production area, within a partitioned area or room that meets legal building requirements, or outside of the production

building.

- A daily checklist must be used to monitor boiler operation.
- At least one qualified boiler operator must be present at all hours the boiler is operating.
- The boiler must be in an identified restricted area.
- Cover and insulate the steam and water piping to protect against accidental contact and burns. Irons should have appropriate handles to insulate against the transmission of heat to worker's hands.
- Establish regular inspection procedures (e.g., monthly) to ensure all equipment (e.g., steam piping and connections) is in good condition and properly protected.

Elevators and Lifts

- Elevator and lift permits, as legally required, must be up to date.
- All elevators and lifts must be inspected annually for safe operation by a qualified technician; inspection records must be maintained on-site and be available for review.
- The elevator shaft doors must be closed when the elevator is not in use. The elevators must have safety devices to prevent the car from moving when the gates or doors are open.
- There must be a sign posted near the elevator doors on each floor that indicates to use the stairs in the event of a fire.
- Only authorized personnel must operate cargo elevators. Elevator load limits must be posted in the local language of the employees.

Forklifts

- Forklifts must be maintained for safe operation. All forklifts must have the required manufacturer safety equipment installed; safety equipment must be operational including horn, brakes, headlights, backup lights, backup alarm, and running strobe light. A maintenance checklist must be completed daily and reviewed by mechanical staff. Supervisors must review the maintenance checklist weekly. All needed repairs for broken lift equipment must be addressed immediately.

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- Forklift drivers must be licensed / certified to drive a forklift by a qualified trainer before operation and refresher training must be completed at least annually. All training must ensure competency of the material and be documented; training must be provided in the native language of the employees.
- All accessory equipment used in the operation of the forklift, such as fall protection devices and harnesses, must be worn and fitted correctly by the employees. Such equipment must be replaced per the manufacturer's recommendations.
- Keys must not be left in an unattended forklift; other measures must be taken to prevent unauthorized use if the key cannot be removed from the forklift.

Lasers

- For facilities with lasers (a device which produces a powerful narrow beam of light that differs from ordinary light in that it is monochromatic (one color), organized, and directional) the facility must implement procedures to reduce or eliminate the risk of occupational exposure to lasers, which must cover the following:
 - a) Equipment must be designed with guarding and interlocks to prevent exposure to the laser beam
 - b) Restrict laser area to authorized personnel only, have signage and postings in laser areas, and use appropriate personal protective equipment (PPE).
 - c) Install emergency stop devices on laser machines that are clearly visible and easily accessible from the workers' normal working position.

Sandblasting

- Engagement of sandblasting process or sandblasting equipment is not allowed.

Cranes and Hoists

- Conduct an initial documented load test on cranes and hoists. Permanently post the results of the load test on the equipment.
- Operators should perform visual safety inspections of crane / hoist equipment daily or, at a minimum, prior to each use.

Curing Ovens

- Equip curing ovens with automated temperature control equipment that prevents the curing ovens from overheating or exceeding a pre-set temperature.
- Inspect and test this equipment regularly to ensure it is functioning properly.
- Equip curing ovens with an emergency stop device that allows the ovens to be easily shut down in an emergency.
- Guard moving or Rotating machine components and equipment (e.g., conveyor systems for continuous curing ovens, belt drives, fans) to eliminate entanglement, running nip, pinch point or contact hazards.
- Equip oven doors that are self-closing or have locking devices or latches on the door's exterior with emergency exit handles or latches on the inside that allow the doors to be opened from the inside. This provides an added level of protection if a worker becomes trapped inside the oven.
- Fully enclose all electrical wires, connections, circuits, and panels to reduce risk of electrical shock.
- Label machines or equipment hazards (e.g., electrical, or hot surface hazards) to ensure they are easily recognizable to workers.
- Establish regular inspection procedures (e.g., monthly) for fuel-fired curing ovens to ensure the burner and burner control equipment is functioning properly.
- Ensure workers who may encounter hot surfaces such as oven components or curing racks / hangers wear appropriately insulated gloves and / or clothing to prevent burns.

Best Practice:

- Anti-restart devices should be used on machines that require a motor starter such as mechanical power presses and woodworking machines.

P7-18.2

Code Provision: Determine if official operating permit / certificate / license is obtained for large equipment as required by local law.

Facility Guidelines

- All required permits, licenses, and testing reports as required by local law for large equipment are in place and a process is implemented to ensure permits and licenses are always up to date.
- Operating permits for any closed pressure vessel including boilers and industrial compressors, must be maintained as required by local law.
- Elevator and lift permits, as legally required, must be up to date.
- All elevators and lifts must be inspected annually for safe operation by a qualified technician; inspection records must be maintained on-site and be available for review.

P7-18.3

Code Provision: Determine if large equipment is operated by qualified operators as required by local law.

Facility Guidelines

- At least one qualified boiler operator must be present at all hours the boiler is operating.
- Forklift drivers must be licensed / certified to drive a forklift by a qualified trainer before operation and refresher training must be completed at least annually. All training must ensure competency of the material and be documented; training must be provided in the native language of the employees.

P7-19

Code Provision: Determine if potable water is provided with individual drinking containers and its use is not restricted.

Facility Guidelines

- Fresh potable water must be available for employees without restriction or cost. Where multiple sources of water exist, potable water must be clearly identified. The use of a common drinking cup is prohibited.
- Potable water must be provided for cooking, washing of foods, and washing of cooking and eating utensils.

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- All water filters that are attached to drinking fountains or water dispensers must be maintained and replaced per the manufacturer's guidelines.
- Well or municipal water must be independently tested for bacteria as well as chemical, mineral, metal, or other contaminants every six months, or as required by law, and records must be maintained. Bottled water providers must provide water test results every six months, or as required by law.

P7-20

Code Provision: Determine if the facility is well ventilated and adequately heated / cooled.

Facility Guidelines

- Facilities must maintain their air temperature of between:

Avoid	< 50° F	< 10° C
Borderline	50° - 60° F	10° - 15° C
Ideal	60° - 86° F	15° - 30° C
Borderline	86° - 95° F	30° - 35° C
Avoid	> 95° F	> 35° C

- In unusually hot countries, the temperature must be maintained at a reasonable level for the area.
- Air in all production areas must be adequately circulated and be fresh and free of fumes, dust, odors, and fibers. The facility must maintain proper ventilation on the facility floor and follow the SDS guidelines on ventilation where chemicals are used.
- Airborne concentrations of all chemicals must be controlled to ensure worker exposures are below the associated Permissible Exposure Limit (PEL).
- Management must take measures to ensure that the temperature in the workplace is always at a tolerable level. This temperature must be at a level which is reasonable considering the health of the employees and must such as to restrict their work. This temperature must be measured by a thermometer which is located on the production floor.
- If reasonable temperature ranges cannot be maintained, heat / cold stress procedures must be implemented including engineering, administrative controls

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and personal protective equipment to minimize the effects of the temperature.

- In facilities where down filling processes are present, automated machinery must be used along with appropriate PPE.
- Apparel sandblasting machinery is not permitted. Machinery must be removed from the facility.

Hand Sanding & Damaging

- Ensure that all abrasives (e.g., sandpaper, grinding wheels or grinding heads) are free of crystalline silica and asbestos. Review the material safety data sheet (SDS) and / or other technical specifications provided by the manufacturer for the materials to confirm there is no crystalline silica or asbestos in the abrasive.
- If the local exhaust ventilation systems recirculate air back into the work area, the air should pass through an appropriately designed dust collection system (e.g., baghouse filtration system). Ensure that the dust collection system is regularly inspected, cleaned, and maintained.

P7-21

Code Provision: Determine that the work surface lighting in the production areas is sufficient for safe, efficient, and quality work.

Facility Guidelines

- Lighting guidelines (Kontoor Brands recommendation):

Emergency egress	100 lux	10 fc
Production area	750 lux	70 fc
Inspection area	1000 lux	100 fc
Warehouse	100-500 lux	10-50 fc
Offices	750 lux	70 fc
Corridor / Stairs	200 lux	20 fc

P7-22

Code Provision: Determine if the noise levels in the facility are within acceptable limits.

Facility Guidelines

Sound Level Guidelines

85 - 90 decibels	Hearing protection recommended
90 - 95 decibels	Hearing protection required
> 95 decibels	Hearing protection required and noise reduction action taken

- A hearing conservation program must be implemented where employees are exposed to a time-weighted average noise level of 85 dB or higher over an 8 - hour work shift. The hearing conservation program requires facilities to:
 - a) Conduct ongoing measurements of noise levels
 - b) Provide free annual hearing exams
 - c) Provide free hearing protection
 - d) Provide training to include effects of noise on hearing, the purpose of hearing protection, and instructions on the selection, fitting, use, and care of hearing protection
 - e) Conduct ongoing evaluations of the adequacy of the hearing protectors in use
- For areas with noise levels over 95 dB, engineering controls that reduce sound exposure levels must be implemented such as:
 - a) Low-noise tools and machinery.
 - b) Maintain and lubricate machinery and equipment (e.g., oil bearings).
 - c) Place a barrier between the noise source and associate (e.g., sound walls or curtains).
 - d) Enclose or isolate the noise source.
 - e) Operate noisy machines during shifts when fewer people are exposed.
 - f) Limit the amount of time a person spends at a noise source.

P7-23

Code Provision: Determine if clean and sanitary toilet areas are available in sufficient quantity.

Facility Guidelines

Toilets:

- Separate facilities for men and women (clearly marked).
 - a) 01 - 15 persons - 01 toilet minimum
 - b) 16 - 35 persons - 02 toilets minimum
 - c) 36 - 55 persons - 03 toilets minimum
 - d) 56 - 80 persons - 04 toilets minimum
 - e) 81 - 110 persons - 05 toilets minimum
 - f) 111 - 150 persons - 06 + 01 additional toilets minimum for every additional 40 persons.
- Toilets must be clean, always accessible, and functional. A cleaning log must be maintained indicating at least twice daily cleaning.
- All trash bins, used within the toilet stalls, must be covered.
- Employees must be permitted to use sex-segregated facilities that correspond to their gender identity within regulations of local or national nondiscrimination laws.
- Toilets must provide appropriate privacy as well as running water, liquid / powder soap, cleansing water (or toilet paper), and individual hand drying capabilities or disposable paper towels dispensers. There must be adequate light and ventilation in these areas and enclosed drainage pipes in all toilet facilities.
- Employees must have access to a personal storage locker or other space that is secured for storage; the number of available lockers must correspond to the total workforce.
- Any showering / locker room area must be maintained clean, with privacy, with adequate hot / cold water pressure.

P7-24

Code Provision: Determine, if applicable, that clean and sanitary canteen / dining facilities are provided.

Facility Guidelines

- Canteen related operating permits must be obtained before food service operations begin. Once received, the food service permits must be kept current.
- Tables, dishes, and utensils must be sanitized between uses. Food must be properly stored, handling practices must be sanitary, and no food left uncovered or stored in the open.
- Refrigerated food must be kept under 40°F / 4°C, hot food for serving must be maintained at or above 140°F / 60°C.
- Compressed gas cylinders, utilized for food preparation, must be stored outside, be secured upright, and have proper signage. Leakage indicators must be installed. Gas valves must be turned off when not in use; emergency gas shut off valves must be readily accessible and identified with signage.
- There must be adequate seating for the number of employees that need to use the cafeteria at the same time.
- Additionally, the employees must understand and follow procedures for reducing the transmission of communicable disease; they must wear hairnets, gloves, and aprons while preparing and serving food, and must thoroughly wash / dry and disinfect hands before contacting food.
- Floors and surfaces must be maintained clean and free of cracks and broken tiles.
- Control of insects must be maintained through fumigation or with insect traps.
- Records must be maintained for any service provider utilized for pest control management.
- The cafeteria must be protected from the weather.
- All fire safety requirements apply to the cafeteria including ensuring that a fire extinguisher is readily available in the food heating area used by the employees.

Best practice:

- Recommend keeping a sampling of food for 24 hours in the event of a food poisoning investigation.

P7-25

Code Provision: Determine if trash is removed, controlled, and disposed of inside and outside of the facility and that waste disposals or containers are provided.

Facility Guidelines

- The facility and the immediate area must be clear of debris and garbage. All waste removal must be handled by an authorized, licensed company and documentation must be maintained.
- Facilities must establish a good housekeeping program to keep all areas free of lint that accumulates on walls, lamps, electrical rails, machinery, floor, and other trash.
- Receptacles must be provided to collect / remove scraps.
- Trash compactors must be kept in a safe manner with appropriate safety devices and locking mechanisms to prevent unsafe usage.
- Control of insects and rodents in the trash disposal areas must be maintained through fumigation or with insect traps; records must be maintained for any service provider utilized for pest management.

P7-26

Code Provision: Determine if hazardous and combustibile materials are securely stored and safely disposed of and if hot work is handled in a safe manner.

Facility Guidelines

- The storage of chemicals and potentially hazardous materials must be in a segregated area, be clearly labeled with safety signs, and be adequately ventilated.
- Emergency spill clean-up equipment must be available along with a documented spill response plan.
- All hazardous waste must be stored in appropriate containers for disposal and labeled with the hazard information.
- Hazardous waste disposal must be handled by an authorized, licensed company and disposal documentation must be maintained.
- Flammable and combustibile waste must be stored away from ignition sources.
- Incompatible hazardous wastes must be segregated.

Hot Work

- The facility must establish a policy for hot work and shall maintain a hot work permit for work involving hot work.
 - a) Work activities. Hot work is defined as any activities that have the potential to produce flames, sparks, or significant heat.
 - b) Individual roles and responsibilities with respect for hot work management and coordination should be defined in the policy.
 - c) The policy should also specify the necessary training and record keeping requirements regarding the hot work permit and policy implementation.
- The facility must establish safe work practices for hot work that involves burning, welding, cutting, brazing, soldering, grinding, using fire or spark-producing tools, or other work that produces a source of ignition.
- The facility must comply with the legal requirement of hot work permits in areas where hazardous materials are stored and cannot be removed, or in areas where flammable atmospheres could exist.
- All flammable and combustible materials within 35 feet (10 meters) of the hot work must be removed. If removal is not possible, cover or otherwise protect containers or equipment against contact with sparks and flame.
- All transfer of flammable materials in piping systems within 35 feet (10 meters) of open flame must be stopped while hot work is in progress.
- Any duct or conveyor which may convey sparks to other areas or equipment must be shut down while hot work is in progress.
- All relevant employees must be trained on safe hot work practices, procedures and verify competency.
- PPE and training on the proper use and limitations of the PPE for hot work operation must be provided to all relevant employees.

Best Practice:

- Chemical compatibility standards should be posted and observed along with PPE requirements.

P7-27.1

Code Provision: Determine whether the maintenance of the building structure appears to be adequate for safe usage.

Facility Guidelines

- Stairs must be structurally sound and provide sufficient width for safe exiting.
 - a) Stairways greater than 44" / 110 cm width, with four or more steps, must have a secure handrail on both sides.
 - b) Stairwells wider than 88" / 225 cm must have a secure handrail on both sides along with a center handrail.
 - c) Stair heights / risers must be no more than 8" / 20 cm and step depths must be at least 10" / 25 cm with a non-slip surface.
 - 1) Stair treads are of nominal uniformity
 - 2) Stair risers are of nominal uniformity
- Mezzanine areas must be maintained in good condition. All mezzanines must adhere to the following guidelines:
 - a) The mezzanine must not have, areas open to a lower level without proper fall protection, or stairways without properly installed handrails.
 - b) Weight limits must be properly identified, posted and monitored regularly.
 - c) Guardrails and toe boards on mezzanines must be installed to prevent objects from falling.
 - d) Mezzanines must have sufficient ceiling height 7' / 2 m
- Mezzanines must have at least two emergency egress routes in general opposite sides. A single exit is allowable if following conditions exist:
 - a) Less than 50 occupants
 - b) The common path of egress travel must be less than 100' / 30 meters for buildings with sprinklers, and less than 75' / 23 meters for buildings with no sprinklers. The common path is the egress path down from the mezzanine to a point where multiple paths could then be taken to multiple exits.
- Cargo lifts or other means of safe material handling for stored material must be

used to prevent employees from carrying excessive weight.

- Any buildings, or construction in addition to the original design, of facility establishment, must be built legally with a valid permit, approval, inspection certificates, registration or reports issued by governmental authorities.
- The facility must not have signs of visual structural distress (progressive cracking) in main load-bearing beams.
- The facility must not have visual deflections / deterioration in building structure (roof, walls, and columns).
- The facility floor must be maintained in good condition with no excessive cracks and excessive settling.
- The facility roof must be maintained in good condition without signs of serious roof deterioration and excessive or critical roof leaks.
- Storage rack beams must not be overloaded or deflecting / deteriorating under the weight. If overloading is observed, the racking must be unloaded immediately and replaced with new beams (when available) with reduced loading. The racking uprights must be anchored to the floor and have base plates. There must be lateral bracing on uprights.
- Racks of 20' / 6 meters in height must have lateral ties to other racks or walls.
- All areas of the facility that are not at the ground level and are a potential fall risk will require caution signage to alert personnel of areas of risk. Spaces open to potential fall hazards will be marked with chains and signage or with removable fencing for fall protection.
- A facility building must not have any of the following situations:
 - a) Facility is located in a densely packed urban area.
 - b) Facility is in multi-story building shared with other facilities / enterprises under separate ownership without common emergency evacuation drills once every six months, a central alarm system, good safety practices, and access to other facilities for the auditor.
 - c) There are obstacles limiting building access for fire and emergency personnel and equipment.
 - d) There are illegally added floors.

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- e) There are windows identified as 'emergency exits' which are not kept clear, are locked, and / or do not have a proper landing on the exterior.
 - f) There are illegal rooftop structures (such as production, repair, storage, etc.).
 - g) The facility is a residential building converted into an industrial facility without a valid license.
 - h) The facility is in a multi-story building with a ground- floor marketplace or has commercial shops on any floor.
 - i) The facility has a residence / dormitory located within the production building.
- Asbestos found in a facility must remain undisturbed and have a proper disposal plan as legally required.
 - Use of containers and trailers for storage must not have following high risk situations:
 - a) Blocking access to fire / emergency vehicles.
 - b) Not installed or stored on stable level ground.
 - c) Applicable zoning or licensing requirements are not met.
 - d) Flammable or hazardous material is stored inside of containers without appropriate outside labeling and appropriate type fire extinguishers present.
 - e) Containers are double stacked.
 - f) The loading and unloading of containers are done unsafely.
 - g) Containers on chassis and wheeled trailers being loaded / unloaded with forklifts are not locked in place with wheel chocks.

Best practice:

- Racking uprights should have impact protection at the ends of the aisles.
- The entire facility should have a sprinkler system installed.

P7-27.2

Code Provision: Determine if the facility has building certificates and permits available for review.

Facility Guidelines

- Any buildings, or construction in addition to the original design, of facility establishment, must be built legally with a valid permit, approval, inspection certificates, registration or reports issued by governmental authorities.

P7-27.3

Code Provision: Determine if the facility has joint fire safety measures with other companies / operations in the same building.

Facility Guidelines

- Facility is in multi-story building shared with other facilities / enterprises / commercial spaces under separate ownership must have:
 - a) Common emergency evacuation drills once every six months
 - b) A central alarm system,
 - c) Good safety practices, and
 - d) Access to other facilities for the auditor, or an updated annual inspection by local government.

P7-27.4

Code Provision: Determine if the facility has adequate measures to restrain the employees from exposure to the fall hazard.

Facility Guidelines

- The facility must have adequate measures to restrain the employees from exposure to the fall hazard.
- All walking / working surface (horizontal and vertical surface) with an unprotected side or edge which is 4 feet (1.2 meters) or more above a lower level shall be protected from falling using:
 - a) Guardrail systems.
 - b) Safety net systems; or / and
 - c) Personal fall protection systems, such as personal fall arrest, travel restraint, or positioning systems.

As per the risk assessment:

- Toe boards should be used for falling object protection. Toe board should have a minimum vertical height of 3.5 inches (9 cm) and are erected along the exposed edge of the overhead walking-working surface for a length that is sufficient to protect employees below.
- Safety chains are not considered an acceptable fall protection barrier and shall not be used.
- Scaffolding systems at 4 feet (1.2 meters) above the ground or floor surface must be protected by a complete guardrail system consisting of top, mid-rail and toe board.
- Fixed ladders that extend more than 24 feet (7.3 meters) above a lower level should be equipped with a personal fall arrest system or a ladder safety system.
- The cage or well that has been equipped for an existing fixed ladder should be replaced by a personal fall arrest system or a ladder safety system by November 2036.

P7-28

Code Provision: Determine if the facility has a bloodborne pathogen program which complies with legal requirements and / or Kontoor Brands guidelines.

Facility Guidelines

- The facility must have a bloodborne pathogen policy to protect employees who work in areas where they are at risk of exposure to blood or other potentially infectious materials. Additionally, any trained first aid responder must receive bloodborne pathogen training. This must include written documents to explain the policy along with training provided on a yearly basis.
- Employees must not share potentially contaminated items including tagging guns and box cutters; these items must be marked for use by a single associate.
- The disposal of bloodborne pathogen waste must be in accordance with local or national laws.

Best practices:

- Having a procedure for proper labeling and disposal of needles and sharps is recommended.

P7-29

Code Provision: Determine whether the Critical Life Safety (CLS) audit report complies with Kontoor Brands' requirement in Critical Life Safety (CLS) Audit Program.

Facility Guidelines

Introduction

Critical Life Safety (CLS) audit is the life safety assessment of a facility related to structural, electrical and fire disciplines. The assessment identifies key improvement areas associated with the Structural, Electrical & Fire Safety. The factory life safety engineering assessment or audit program is commonly referred to as the “CLS Audit”.

Three key disciplines of CLS audit are as follows-

- Structural Safety Assessment
- Electrical Safety Assessment
- Fire Safety Assessment

Kontoor Brands, Inc. is always committed to improving the life safety of workers in the international apparel and textile industry where we operate. All suppliers associated with Kontoor Brands must accomplish the Structural, Electrical & Fire Safety improvements as per internationally acceptable standards and requirements for creating a safe work environment for the workers.

Scope & Exception

All Kontoor Brands vendors, nominated suppliers, subcontractors and licensee facilities are required to follow the Kontoor Brands Structural, Electrical and Fire Safety requirements. This includes all Kontoor Brands Tier-1 garment vendors, subcontractors, all Tier-2 fabric mills, laundry facilities, dye facilities, tanneries, or any vertically integrated facility where Kontoor Brands nominates product.

CLS requirements shall apply to the construction, addition, alteration, enlargement,

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extension, replacement, repair, installation, or movement of major equipment, use and occupancy, maintenance, removal, and demolition of all buildings and structures used for Kontoor Brands. It shall also apply to subcontractors' buildings and structures producing for Kontoor Brands.

If factory can provide any previous third-party assessment reports which cover the majority of the structural, fire and electrical life safety requirements, Kontoor Brands may consider accepting the reports subject to detailed review of the assessment reports. However, factory will be advised on the scope of Kontoor Brands CLS assessment coverage and will be requested to follow Kontoor requirements when they conduct the next assessment. Previous assessment date must be within the past three years timeline.

Factories with a floor area of less than 5000 sq. ft. or less than 50 employees can be exempted from the Critical Life Safety audit requirements subject to detailed review of the factory information, permits, drawings, designs, scope of operations etc. Kontoor Brands factory compliance audit will try to discern if the factory is in acceptable safe condition or not. However, if the detailed review or the Factory Compliance Audit observes any major anomalies related to safe work condition, Kontoor Brands may ask the factory to conduct the third-party CLS audit as applicable.

Notwithstanding all these requirements, all factories are expected to follow applicable laws and regulations in the jurisdiction where they are located globally. Any violation of country specific statutory requirements will not be accepted by Kontoor Brands.

Assessment Firms

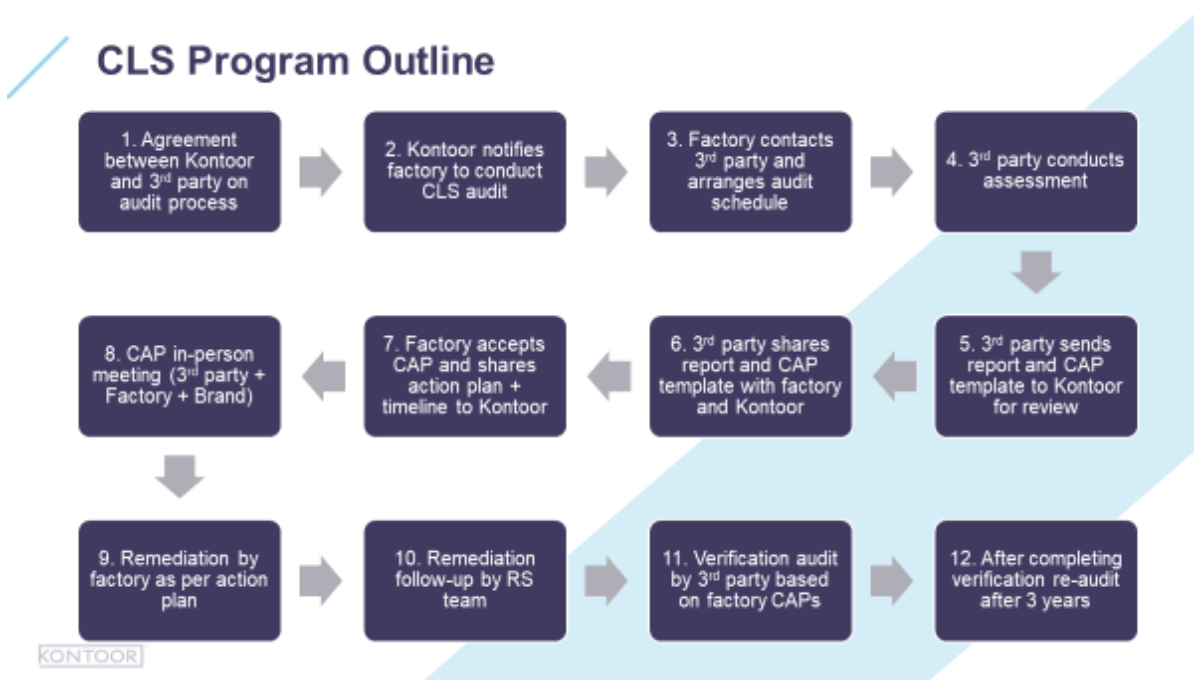
All assessment related to CLS must be conducted by a competent third-party assessment firm to ascertain compliance with Kontoor Brands' structural, fire and electrical safety requirements. At all times, it is the responsibility of the factory to contact the third-party firms and arrange the audit. The CLS audits shall be at the cost of the factory.

Contact details of the recommended third-party assessment firms will be shared by the Kontoor Responsible Sourcing members. If any supplier wants to conduct the CLS audit from an assessment firm other than Kontoor's recommended list, the supplier must contact Kontoor Brands with their suggestion at KBAAsiaResponsibleSourcing@KontoorBrands.com or Kontoor Brands Responsible Sourcing staff assigned to the country to seek exception approval. Kontoor Brands may

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evaluate the technical capability, national and international acceptability, competencies, and other qualifications of that third-party assessment firm to find out whether they are qualified to conduct the Kontoor Brands structural, fire and electrical safety audit as per the requirements.

Program Outline



Timelines for Factories

After being notified, factory should arrange the CLS audit within 90 days of the notification. If not, Kontoor Brands may downgrade the CSR Designation of the factory.

Kontoor Brands expects all associated factories to complete the required safety remediation work within 12 months of the CLS audit CAP finalization.

Factories associated with Kontoor Brands must conduct CLS audit once in every three years for all three disciplines, namely Structural, Electrical & Fire Safety.

Failure to meet any of the timelines related to CLS may affect the CSR rating of the factory.

When adding a new factory or reactivating any factory in Kontoor Brands supplier matrix, the factory needs to complete all the three disciplines of CLS audit within nine

months of the initial factory compliance audit. Until the completion of CLS audit the factory will have a maximum of Blue (Pending Compliance) designation. Designation will be downgraded to the next level if factory fails to meet the timeline.

If any Critical or Immediate Action issue is observed during the CLS audit, factory will be assigned a maximum of Blue (Pending Compliance) designation. Factory will have a maximum of 3 months' time to resolve the Critical or Immediate Action issues. Failure to address the "Critical" or "Immediate Action" issue within the timeline will result in CSR rating downgraded to the next level.

For any facility to be exempted from the CLS program, a prior approval must be obtained from the Kontoor Responsible Sourcing Management.

Audit Arrangement

Kontoor Brands associated factory is responsible for prioritizing and initiating contact with the third-party assessment firm and engage them after necessary negotiations and communications. Factory should support the third-party assessment firm in carrying out the assessment. Support may include proper communication, document presentation, physical assistance if required and information sharing related to the assessment etc. After necessary data collection the third-party firm will schedule an on-site visit for the assessment. On-site assessment visit will include factory management interaction, interior and exterior walk-through of the factory buildings/structures, relevant on-site inspection, document review including design drawings, functional testing of safety related components and closing meeting etc. Assessment man-day can vary based on several factors to be determined by the third-party audit firm. The assessment firm is also responsible for assigning competent and qualified engineers for the assessment.

Ethical Expectations

Kontoor Brands prohibits paying or receiving bribes, payoffs, kickbacks, excessive gifts, entertainment perks, or anything that may be considered illegal, unethical, or compromising. During Critical Life Safety audit, the third-party auditors/ assessors shall not accept cash or gifts from suppliers, customers, or others with whom the Kontoor Brands does business.

Key Components of Structural Safety Assessment

- Visible distress in structural members
- Visible distress in non-structural members
- Structural system condition (Foundation, Vertical, Lateral)
- Factor of Safety (FOS) evaluation
- Maintenance of structures
- Proper structural documentation
- Load Management Program

Key Components of Electrical Safety Assessment

- General electrical safety condition
- Electrical wiring system compliance
- Earthing system condition
- Distribution system condition
- Thermographic inspection issues
- Generator and Substation safety
- Lightning protection system installation
- Maintenance of the electrical system
- Proper electrical documentation
- Life safety system supplies

Key Components of Fire Safety Assessment

- General fire safety condition
- Fire protection construction
- Fire protection system installation
- Fire separation construction
- Means of egress condition
- Emergency lighting and signages
- Inspection, testing & maintenance of fire safety systems
- Proper fire safety documentation

Assessment Report and Corrective Action Plan (CAP)

An Assessment Report and a Corrective Action Plan (CAP) template will be shared by the third-party assessment firm within 15 days of the audit. Factory should accept and

share the action plan including timeline with Kontoor Brands within 7 days as per the finalized CAP. Whenever necessary, a CAP meeting will be arranged after receiving the corrective action plan from the factory. The CAP meeting will include representatives of third-party assessment firm, factory, and Kontoor Brands. Timeline for the safety remediation work completion will be counted from the report sharing date.

Remediation

After finalization of the factory safety remediation CAP, factory needs to start their remediation work. The expectation from Kontoor Brands is that the factories will complete all the required safety remediation work within 12 months from the report sharing date. Factory should consider engaging required competent engineers, professionals, consultants, contractors etc. to assist the factory management in completing the safety remediation work as per internationally accepted life safety requirements. A regular follow-up and monitoring system will be in place from Kontoor Brands to monitor the safety remediation work progress of each factory. Factories should support the monitoring process by providing updates and progress reports on a regular basis as required by Kontoor Brands.

Verification Assessment

It is expected that factory will complete all the required safety remediation work as per their CAP timeline and within the pre-defined timeframe. After completing the remediation work, factory will need to arrange a verification assessment by a third-party assessment firm to ensure that all the safety issues have been corrected as per internationally accepted life safety requirement. This verification audit will also confirm that the time, effort, and investment of the factory management is properly utilized to elevate the workplace safety of the factory as per expectation. Factory should assign a different third-party assessment firm during the verification assessment. Any exception from this rule should be approved by the Kontoor Responsible Sourcing Management.

Supplier Engagement

Safety and well-being of the employees should be the top-most focus of any supplier who works with Kontoor Brands. Kontoor Brands expects full support and cooperation from all the suppliers in achieving a safe workplace where we operate.

Principle 8 – Nondiscrimination: While Kontoor Brands recognizes and respects

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cultural differences, employment – including hiring, remuneration, benefits, advancement, termination, and retirement – must be based on ability and not on belief or any other personal characteristics. Kontoor Brands Authorized Facilities may not discriminate based on race, age, color, national origin, gender, religion, sexual orientation, disability, political opinion, or social or ethnic origin.

P8-1

Code Provision: Determine if the facility has adequate and effective policies and procedures that ban discrimination.

Facility Guidelines

- The facility must have a nondiscrimination policy that respects individual differences between all employees. This policy must include non-discrimination protection for all regardless of race, age, color, national origin, gender, religion, sexual orientation, disability, political opinion, or social or ethnic origin. This policy must cover all employees including contracted employees who provide services to the facility.

P8-2

Code Provision: Determine if the facility is free of any form of discrimination.

Facility Guidelines

Human resources process:

- Application questions and testing should not exist / occur which are not required or are necessary to evaluate the candidate's fitness for the job.
- Hiring and termination records confirm the candidate's ability to perform the job's requirements.
- Job postings and advertisements do not discriminate.
- Job descriptions - Written job descriptions that focus solely on occupational qualifications, not personal characteristics are in place.

Medical tests:

- Workers or potential workers are not subjected to medical tests that could be used in a discriminatory way.

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- Health tests, pregnancy testing, or contraception are not used as a condition of employment.

Pregnancy / Maternity / Paternity:

- All conditions regarding pregnancy and postnatal employment protections, benefits, and pay are met.

Personnel records:

- Hiring records, promotion records, pay roll, general training and disciplinary records for statistical sample are reviewed for consistency of policy and to look for evidence of discrimination including hiring, wages, promotions, rewards, and access to training.

Principle 9 – Harassment: Kontoor Brands Authorized Facilities must treat all employees with respect and dignity. Kontoor Brands Authorized Facilities may not subject employees to corporal punishment, physical, sexual, psychological, or verbal harassment or abuse. In addition, Kontoor Brands Authorized Facilities may not use monetary fines as a disciplinary practice.

P9-1

Code Provision: Determine if the facility has adequate and effective policies and procedures that ban harassment.

Facility Guidelines

- The facility must have a non-harassment policy for treating all employees with respect and dignity. This policy must ensure that no employees are subject to corporal punishment, physical, sexual, psychological, or verbal harassment or abuse. All employees including contracted employees who provide services to the facility must be trained on this policy.

P9-2

Code Provision: Determine if the facility is free of any form of harassment.

Facility Guidelines

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- No employees are subject to corporal punishment, physical, sexual, psychological, or verbal harassment or abuse.

P9-3

Code Provision: Determine if the facility does not utilize any illegal disciplinary fine.

Facility Guidelines

- Facilities may not use monetary fines as a disciplinary practice.

Principle 10 - Women's Rights: Kontoor Brands Authorized Facilities must ensure that women employees will receive equal remuneration, including benefits, equal treatment, equal evaluation of the quality of their work, and equal opportunity to fill all positions open to male employees. Pregnancy tests will not be a condition of employment, nor will they be demanded of employees. Employees who take maternity leave (of a duration determined by local and national laws) will not face dismissal nor threat of dismissal, loss of seniority or deduction of wages, and will be able to return to their former employment at the same rate of pay and benefits. Employees will not be forced or pressured to use contraception. Employees will not be exposed to hazards, including glues and solvents, that may endanger their safety, including their reproductive health. Facilities shall provide appropriate services and accommodation to women employees in connection with pregnancy.

P10-1

Code Provision: Determine if the facility provides equal opportunities for women as they do for men. Determine if there are practices that interfere with women's reproductive rights and compliance with their legal benefits covering maternity.

Facility Guidelines

- The facility must have a women rights policy which ensures that female employees receive equal remuneration including benefits, equal treatment, equal evaluation of the quality of their work, and an equal opportunity to fill all positions. All employees must be trained on this policy.
- Facilities shall provide appropriate services and accommodations to women employees in connection with pregnancy, childbirth, and nursing as legally required.

Best practice:

- It is recommended to provide maternity leave benefits if not defined by local law.

P10-2

Code Provision: Determine if the facility is free of violation against women's rights.

Facility Guidelines

- Women's rights within a facility must ensure:
 - a) Pregnancy tests will not be a condition of employment, nor will they be demanded of employees.
 - b) Women who take maternity leave will not face dismissal, loss of seniority or deduction of wages, and will be able to return to their former employment at the same rate of pay and benefits.
 - c) Women will not be exposed to hazards, including glues and solvents, which may endanger their health, including their reproductive health.
 - d) Employees will not be forced or pressured to use contraception.

Principle 11 – Subcontracting: Kontoor Brands Authorized Facilities will not utilize subcontractors in the manufacturing of Kontoor Brands products or components without Kontoor Brands' written approval and only after the subcontractor has agreed to comply with the Terms of Engagement, including these Global Compliance Principles.

P11-1

Code Provision: Determine if the facility uses any unauthorized subcontracting or outsourcing for any Kontoor Brands production.

Facility Guidelines

- Subcontracting of Kontoor Brands work to unauthorized facilities is not allowed. Subcontracting includes, but is not limited to, all cutting facilities, sewing plants, screen printers, embroiderers, laundries, and packaging locations. Any subcontracting facility intended for use for Kontoor Brands production must be reported to Kontoor Brands, and a Kontoor Brands facility compliance audit must

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take place before placing any Kontoor Brands production. Production cannot begin until the subcontractor has received a positive audit designation.

P11-2

Code Provision: Determine if the facility maintains production and shipping records including subcontracting documentation for Kontoor Brands production for at least 12 months or the legally required time for customs verification, whichever is higher.

Facility Guidelines

- The facility must maintain production and shipping records including subcontracting documentation for Kontoor Brands production for at least 12 months or the legally required time for customs verification, whichever is higher.

Principle 12 - Monitoring and Compliance: Kontoor Brands Authorized Facilities will maintain on site all documentation necessary to demonstrate compliance with these Global Compliance Principles. Kontoor Brands and its subsidiaries will undertake affirmative measures, such as announced and unannounced on-site inspections of production facilities, to monitor compliance with these Global Compliance Principles. Kontoor Brands Authorized Facilities must allow Kontoor Brands representatives full access to production facilities, employee records and employees for confidential interviews in connection with monitoring visits. In addition, Kontoor Brands Authorized Facilities must respond promptly to reasonable inquiries by Kontoor Brands representatives concerning the subjects addressed in the audit.

P12-1

Code Provision: Determine if the facility has provided the Kontoor Brands Facility Compliance Auditor with open access to information and all employees for the purpose of conducting a Kontoor Brands Facility Compliance Audit.

Facility Guidelines

- Facilities must maintain on site all documentation necessary to demonstrate compliance with the Kontoor Brands Global Compliance Principles; all requested records must be available upon request. A copy of temporary employees, contract employees, third-party security, canteen staff, maintenance contracts, payment records, and any other relevant audit documentation must be maintained at the facility. The facility must allow associate interviews in a

confidential location and access to all areas of the facility.

Principle 13 - Informed Workplace: Kontoor Brands Authorized Facilities must inform employees about the workplace standards orally and through the posting of standards in a prominent place and undertake other efforts to educate employees about the standards on a regular basis.

P13-1

Code Provision: Determine if the facility has a process to inform employees about legal workplace standards, Kontoor Brands' Global Compliance Principles, and the codes of conduct for other active brands.

Facility Guidelines

- The facility must have a process to inform employees about legal workplace standards, and Kontoor Brands' Global Compliance Principles.
- The personnel policies must be written and distributed to all employees in the local language as well as being posted in public areas in the facility. The facility must develop alternative training processes for illiterate employees to understand the personnel policies.
- The facility personnel policies must cover wages, benefits, deductions, vacations, leaves, regular and overtime hours, overtime rates, termination / resignation with a defined severance payment procedure, grievance procedures, harassment, and abuse.
- The facility must have a clear policy on associate discipline and established procedures for taking disciplinary action.

Principle 14 - Associate Residence (Dormitory): Dormitories of Kontoor Brands Authorized Facilities must provide a clean, safe, and healthy residence environment. The dormitory design must provide adequate privacy, security, and freedom of movement for all occupants. Dormitory facilities must comply with all applicable, legally mandated standards, for public domiciles in the countries and communities in which they are located.

P14-1

Code Provision: Determine if the dormitories are in a clean, safe, and healthy

environment.

Facility Guidelines

- Dormitory facilities must not be used for production, warehousing, or chemical storage.
- Dormitories must be in separate structures, located at least the required distance per local law from chemical and production related buildings. In the absence of zoning laws, buildings should be at such a distance to allow adequate space for firefighting equipment and an orderly evacuation.
- The Health and Safety guidelines for production facilities must be applied to dormitories as well. Some additional recommendations for dormitories are as follows:
 - a) Dormitories must be clean, secure, adequately lit, sufficiently heated / cooled, and have good ventilation.
 - b) At a minimum, each associate in the dormitory must have 50 ft² / 4.6 m² of living space or the amount required by local law, whichever is higher.
 - c) For dorms built with one central staircase, there need to be three exits per floor – one central plus one additional at opposite ends of the building.
 - d) An emergency evacuation diagram must be placed on each floor along with instructions for fire, severe weather, earthquakes, etc. (as appropriate for the location).
 - e) There must be smoke detectors mounted to the ceiling and located every 30' / 9 meters per floor (if the dormitory hallway is not enclosed, one smoke detector in each dorm room is required). These smoke detectors must be inspected for functionality every six months.
 - f) An audible fire alarm must be in place. Alarm volume must be 15dB above ambient noise levels.
 - g) A fire extinguisher must be within 75' / 23 meters of each room.
 - h) Fire drills (the practicing of an emergency evacuation procedure) must be conducted at least once every six months and be documented.
 - i) Cooking is allowed only in designated kitchen areas.
- A properly stocked First Aid kit must be available in each dormitory block.

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- Toilets must be lit at night. Residents must have access to:
 - a) Running water
 - b) Showers, bathing area, and toilets must have appropriate privacy.
 - c) Safe drinking water
 - d) Secure lockable storage for personal items

P14-2

Code Provision: Determine if dormitories allow for adequate privacy, security, and freedom of movement for all occupants.

Facility Guidelines

- Restrictions on dormitory residents (curfews) must be judged to be reasonable in the context of legitimate concerns for personal safety. All employees, including contract employees, must be allowed to leave the dormitories at will, except in those cases where there is reasonable concern for their safety, in which case the facility must provide transportation to the employee's desired destination.

Principle 15 - Facility Security: It is Kontoor Brands policy that all suppliers establish facility security procedures to guard against the introduction of non-manifested cargo into outbound shipments. Such items would include drugs, biological agents, explosives, weapons, radioactive materials, illegal aliens, and other contraband.

P15-1

Code Provision: Determine if the facility has established effective facility security procedures to guard against the introduction of non-manifested cargo into outbound shipments to the United States.

Facility Guidelines

- Access controls:
 - a) Unauthorized access to facilities and conveyances must be prohibited.
 - b) Controls must include identification of all employees, visitors, and vendors.

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- Companies must ensure that manifests are complete, legible, accurate, and submitted promptly to customs.
- On-site security personnel, whether they are full-time contractor employees or sub-contracted employees of an outside service provider, must conduct routine and emergency activities in such a way as to ensure the highest levels of safety and security, while also protecting the dignity of the employees.
- If employee searches are necessary to guard against theft or illegal activities, the contractor must first consult with the local labor bureau or other appropriate government agency regarding standards for conducting such searches. Employee searches, which include “pat downs” and opening handbags, etc., must be applied equally to all employees regardless of position. All employee searches must be conducted in the open, and any physical searches (i.e., pat downs) must be performed by security personnel who are of the same gender as the associate and with respect for the individual.
- All security personnel must be trained on the facilities written security policy and related policies. All job-related training must be documented.

Best practice:

- It is recommended that the facility should obtain a Global Security Verification certificate.

P15-2

Code Provision: Determine if the facility have a Video Surveillance camera system installed (CCTV) to support the security (C-TPAT) program.

Facility Guidelines

- Video surveillance cameras (CCTV) must be utilized to monitor premises and prevent unauthorized access to cargo handling and storage areas as follows:
 - a) CCTV cameras must be installed in the following areas: gates, surrounding premises, packaging, carton packing, finished goods warehouse and loading/unloading areas.
 - b) CCTV records (tape or digital) must be maintained for at least 30 days. (Recordings must be seven days per week, 24 hours per day and continuous. Static or motion detection recordings are not sufficient).
 - c) CCTV monitors must be installed in the security guard post, security

manager's office area, or another monitoring area in the facility.

- d) CCTV facilities or devices must be maintained and repaired promptly.
- The direction of the CCTV system at the loading areas needs to be directed to the inside of each parked trailer / container with illumination for clear recording.

Principle 16 – Environment: Kontoor Brands Authorized Facilities must comply with all laws and regulations relating to environmental protection in the countries in which they operate. Facilities must have policies and procedures in place to ensure environmental impacts are minimized with respect to energy, air emissions, water, waste, hazardous materials, and other significant environmental risks. Facilities are expected to make sustainable improvements in environmental performance and require the same of their suppliers and sub-contractors.

P16-1

Code Provision: Determine if the facility complies with all laws and regulations relating to environmental protection, and all environmental permit requirements (e.g., for wastewater, air emissions, solid waste) in the countries in which they operate.

Facility Guidelines

- The facility must be in full legal compliance with all environmental license and environmental discharge permits and work to minimize environmental exposure to energy, water, chemicals, air emissions, and wastes. Non-compliance with the local environmental law with no corrective actions is also not acceptable.

P16-2

Code Provision: Determine if hazardous wastes are properly collected, segregated, categorized, labelled, handled, stored, transported, and disposed of using government-approved and / or licensed vendors.

Facility Guidelines

- Hazardous waste should be packed and stored in suitable containers
- Mixing of different types of hazardous wastes in a container should be avoided.
- Display of a warning panel or notice at each storage area.

- The facility should only engage a government-approved and / or licensed vendors for the collection, removal, and disposal of hazardous waste.
- All movements of hazardous waste must be properly monitored. The facility is required to provide records or other information to demonstrate the proper disposal of hazardous waste. Such information may include details related to waste production and consignment / delivery records.

P16-3

Code Provision: Determine if air emissions and noise level are routinely monitored and controlled within the regulatory limits as required by law.

Facility Guidelines

- Air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting chemicals and combustion by-products generated from operations are to be characterized, routinely monitored, controlled, and treated as required prior to discharge.
- The facility should install appropriate process air emission treatment systems to minimize the pollutant contribution of each of its facilities
- The facility should conduct routine monitoring or test of the performance of its air emission control systems as required by law.
- The facility must have proper control system to ensure the environmental noise levels are within regulatory limits.
- The facility should have adequate and effective procedures in place for environmental noise control including Identification, evaluation, routinely monitoring and control of boundary noise sources.
- The facility should have adequate and effective process to track and review environmental noise.
- The facility should install appropriate boundary-noise-control devices to control boundary noise levels.

- The facility should conduct routine monitoring or test of the boundary noise as required by law.

P16-4

Code Provision: Determine if adequate and effective procedures are in place to document, characterize, and monitor water sources and water discharge, and control channels of contamination.

Facility Guidelines

- All wastewater, including domestic and process water, must be treated on-site or off-site before discharging into the natural environment.
- If the septic tank is used in the facility, this can be considered as a treatment method for domestic wastewater. However, it is not sufficient for process water.
- Facilities must have a mechanism to prevent wastewater from mixing with stormwater that is discharged back into the natural environment.

P16-5

Code Provision: Determine if the facility in China has enrolled in the IPE (Institute of Public & Environmental Affairs) and / or is listed in the IPE website due to environmental violation. Determine if the facility in China with wet process and or significant amount of chemical consumption has submitted PRTR (Pollutant Record and Transfer Register) report to IPE in every 12 months.

Facility Guidelines

- The facility in China must be in meet the IPE’s environmental protection program requirements recommended for suppliers. The facility in China must register in IPE (Institute of Public & Environmental Affairs) website, and upgrade to corporation account.
 - a. The facility in China with violation record in IPE website must demonstrate their timely actions, including promptly issuing public explanations regarding the reason for violation, corrective actions already undertaken or in progress, and current compliance status in a timely manner.

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- b. The facility in China which produces processed wastewater and / or uses more than 50 kg VOCs (volatile organic chemical) per month, must submit their Pollutant Release and Transfer Register (PRTR) Report and approved by IPE once a year.

P16-6

Code Provision: Determine whether the wastewater test report complies with Kontoor Brands' Wastewater Standards if the facility discharges to the environment.

Facility Guidelines

- All facilities which use more than 50 m³ of process water per day must adhere to Kontoor Brands global wastewater guideline. Wastewater sampling and report must be conducted twice a year by the certified third-party laboratory, or ILAC accredited laboratory, submission deadline 31 January and 30 June of each year. Both test report must be submitted to globalwastewater@kontoorbrands.com; the hard copies must be retained in the facility for auditor's onsite examination. Discharging domestic or process water into the natural environment without further off-site treatment at a Publicly Owned Treatment Works (POTW) is not acceptable. Wastewater must be treated before discharging into the natural bodies. Effluent treatment plant must be functional with sufficient capacity, appropriate technology, and operational control; it must be managed by competent personnel.
- Qualification and testing parameters of wastewater must meet the standards in the Kontoor Brands Global Wastewater Discharge Standards.

Kontoor Brands, Inc. Global Wastewater Discharge Limits

Sampling and Traditional Parameters

Parameter	Limit Value
Temperature*	≤37°C*
pH, Standard Units	6.0-9.0
Total Suspended Solids (TSS)	≤30 ppm
Biological Oxygen Demand (BOD)	≤30 ppm
Chemical Oxygen Demand (COD)	≤200 ppm

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*Must the facility be in a region with an ambient temperature consistently above 37°C; the discharge temperature must not exceed the temperature of the receiving body of water.

Chemical Constituents

Parameter	Lower Limit Value
Antimony	≤0.50 ppm
Arsenic	≤0.01 ppm
Cadmium	≤0.01 ppm
Chromium	≤0.10 ppm
Cobalt	≤0.02 ppm
Copper	≤0.25 ppm
Cyanide	≤0.20 ppm
Lead	≤0.10 ppm
Mercury	≤0.01 ppm
Nickel	≤0.20 ppm
Zinc	≤1.00 ppm
Color	≤150 ADMI units OR 150 CO-PT units

Other Parameters

Parameter	Limit or Requirement
Coliform	400 bacteria per 100ML
Foam	No visible discharge of floating solids or persistent foam
Domestic Sewage	All wastewater, including domestic sewage, must be properly treated before being discharged to the environment. If a public treatment facility is not available, then the facility must properly treat sewage onsite before discharging.
Lab Equipment	The facility shall have a pH meter, Imhoff Cone, and Thermometer in good working order.
Flow Meters	The facility shall have, at a minimum, functioning flow meters at the input and output points of their wastewater treatment facility.

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- Illegal discharge of wastewater or bypassing treatment facilities will not be tolerated.

Wastewater Sampling Methods

Sampling Methods

Sampling by Third-Party Laboratory

- All sampling and wastewater analysis must be conducted by a **certified third-party laboratory two times per calendar year** to ensure the integrity of the samples and the analysis.

Contact Details for Third-Party Laboratories

Company	Website
SGS	http://www.sgs.com/en/Office-Directory.aspx
Bureau Veritas	http://www.bureauveritas.com/wps/wcm/connect/bv_com/group/home/worldwide-locations
Intertek	http://www.intertek.com/contact/
TUV-SUD	http://tuvsud.com/en

- In addition, for any suppliers where the above third-party agencies are not available, they may contact their applicable national accreditation bureau to find certified laboratories in their jurisdiction. The International Laboratory Accreditation Cooperation (ILAC) lists national accreditation bureau contact details on its website.

ILAC members contact details: <https://ilac.org/ilac-membership/members-by-economy/>.

- While highly unlikely, must a supplier be unable to find a certified third-party laboratory to conduct the wastewater sampling and analysis, it is the duty of the supplier to contact Kontoor Brands at globalwastewater@kontoorbrands.com in a timely manner, well ahead of the deadline for report submission. In this unlikely scenario, Kontoor Brands will help suppliers to find a certified third-party laboratory, but it always remains the responsibility of the supplier to submit the proper wastewater discharge reports by the deadlines.

Sample Collection Point

- If the local authorities designate a sampling point under applicable regulations, then that sampling point must be used. In the absence of legal regulations, the sampling point will be determined by the third-party laboratory after reviewing the wastewater treatment plant and flow patterns.

Composite Sampling

- The certified third-party laboratory is to conduct a 2-hour composite sampling at the sample collection point, where a minimum of 6 grab samples will be taken at regular intervals of 15-20 minutes. An automatic sampler may also be used by the laboratory where applicable.

Sample Storage

- Samples will be properly stored at the correct temperature and using the proper preservation techniques as determined by the certified third-party laboratory.

Reporting Guidelines

General Guidance

- Kontoor Brands will only accept reports generated by the certified third-party laboratory that conducted the wastewater sampling and wastewater analysis. Reports written by suppliers or edited by suppliers in any way will not be accepted by Kontoor Brands, Inc.

Guidelines for Laboratories

- In addition to the normal set of information included in the laboratory reports related to the sampling and analysis performed by the laboratory, reports must include:
 - a) All relevant contact information for the selected laboratory (email address, mailing address, telephone details)
 - b) Details of technician(s) performing the sampling
 - c) Date and time of sampling along with sampling details
 - d) Name and contact details of staff performing the sampling

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- e) Date and time of analysis along with analysis details
- f) Name and contact details of staff performing analysis
- g) Analytical method used in analysis
- h) Laboratory certifications, accreditations, affiliations, and other relevant details

Reporting Deadlines

- Suppliers are required to complete wastewater sampling and testing by third-party certified laboratories twice per year according to the following schedule:

Annual Report 1

Submission Deadline	January 31
Sampling Window*	November – January

*Sampling must take place during these months.

Annual Report 2

Submission Deadline	June 30
Sampling Window*	April – June

*Sampling must take place during these months.

Submission of Reports

- The original third-party certified laboratory report must be submitted by the specified deadlines to globalwastewater@kontoorbrands.com by the supplier with the following details included:
 - a) Supplier and facility name / ID
 - b) Name and contact details of responsible person at supplier facility
- Suppliers are also expected to keep a hard copy of the original report for inspection during the Kontoor Brands audit.

Auditing by Kontoor Brands Compliance Team

Inclusion in Facility Audit

- The Kontoor Brands compliance team will include the Kontoor Brands - Global Wastewater Discharge Standards in their compliance audit at the specified supplier facility. Auditors will ensure that reports were submitted in a timely manner and that the supplier complies with the Kontoor Brands Global Wastewater Discharge Standards. Suppliers that fail to submit reports by the specified deadlines will be declared **“Not in Compliance”** with Kontoor Brands, Inc. supplier policy. All facilities will have their wastewater report reviewed within two months of the submission deadline by the Kontoor Brands compliance team. Any new facility added to our supplier list after the June 30 deadline will also be checked for compliance with Kontoor Brands, Inc. Global Wastewater Discharge Standards prior to receiving approval.

Exempt Facilities

- Facilities that are excluded as specified in “Scope of Kontoor Brands - Global Wastewater Discharge Standards” must prove that their exemption is valid to the Kontoor Brands auditor on the day of the compliance audit. Facilities that fail to prove that their exemption is valid will be declared **“Not in Compliance”** with Kontoor Brands supplier policy.

Facilities that Discharge to Municipal or Public Wastewater Treatment Facility (POTW)

- Facilities that discharge wastewater directly to a POTW must show all applicable permits that allow the facility to do so. The supplier must certify that all wastewater is discharged to that facility. All wastewater that is not accepted by the POTW and is discharged to the environment must comply with the Kontoor Brands - Global Wastewater Discharge Standards. Facilities that fail to show all applicable permits for discharge to the POTW or facilities found to bypass the POTW and discharge some or all wastewater directly into the environment without complying with the Kontoor Brands - Global Wastewater Discharge Standards will be declared **“Not in Compliance”** with Kontoor Brands supplier policy.

Facilities Declared “Not in Compliance”

- Facilities that are declared “**Not in Compliance**” under the Kontoor Brands - Global Wastewater Discharge Standards will be immediately placed on a Corrective Action Plan. The facility will have two months to become compliant with the policy, otherwise the facility will be downgraded to pending compliance or pending rejection status in factory audit designation. Facilities failing to meet the Kontoor Brands - Global Wastewater Discharge Standards must re-test all of the parameters within the two months in the Kontoor Brands prescribed wastewater test format through the certified third-party laboratories. Facilities that require large scale capital investments to become compliant (approximately US\$1 million or more) may be granted an extension on a case-by-case basis. It will be the duty of the supplier to apply for the extension through the Kontoor Brands compliance team and no facility will be granted an extension beyond December 2019.