



Code of Conduct for Manufacturers

At *Take A Look LLC* , we are committed to:

- a standard of excellence in every aspect of our business and in every corner of the world;
- ethical and responsible conduct in all of our operations;
- respect for the rights of all individuals; and
- respect for the environment.

We expect these same commitments to be shared by all manufacturers of *TAL Source materials*. At a *minimum*, we require that all manufacturers of *TAL* merchandise meet the following standards:

Child Labor

Manufacturers will not use child labor.

The term “child” refers to a person younger than 15 (or 14 where local law allows) or, if higher, the local legal minimum age for employment or the age for completing compulsory education.

Manufacturers employing young persons who do not fall within the definition of “children” will also comply with any laws and regulations applicable to such persons.

Involuntary Labor

Manufacturers will not use any forced or involuntary labor, whether prison, bonded, indentured or otherwise.

Coercion and Harassment

Manufacturers will treat each employee with dignity and respect, and will not use corporal punishment, threats of violence or other forms of physical, sexual, psychological or verbal harassment or abuse.

Nondiscrimination

Manufacturers will not discriminate in hiring and employment practices, including salary, benefits, advancement, discipline, termination or retirement, on the basis of race, religion, age, nationality, social or ethnic origin, sexual orientation, gender, political opinion or disability.

Association

Manufacturers will respect the rights of employees to associate, organize and bargain collectively in a lawful and peaceful manner, without penalty or interference.

Health and Safety

Manufacturers will provide employees with a safe and healthy workplace in compliance with all applicable laws and regulations, ensuring at a minimum reasonable access to potable water and sanitary facilities; fire safety; and adequate lighting and ventilation. Manufacturers will also ensure that the same standards of health and safety are applied in any housing that they provide for employees.

Compensation

We expect manufacturers to recognize that wages are essential to meeting employees' basic needs. Manufacturers will, at a minimum, comply with all applicable wage and hour laws and regulations, including those relating to minimum wages, overtime, maximum hours, piece rates and other elements of compensation, and provide legally mandated benefits. Except in extraordinary business circumstances, manufacturers will not require employees to work more than the lesser of (a) 48 hours per week and 12 hours overtime or (b) the limits on regular and overtime

hours allowed by local law or, where local law does not limit the hours of work, the regular work week plus 12 hours overtime. In addition, except in extraordinary business circumstances, employees will be entitled to at least one day off in every seven-day period. Manufacturers will compensate employees for overtime hours at such premium rate as is legally required or, if there is no legally prescribed premium rate, at a rate at least equal to the regular hourly compensation rate. Where local industry standards are higher than applicable legal requirements, we expect manufacturers to meet the higher standards.

Protection of the Environment Manufacturers will comply with all applicable environmental laws and regulations.

Other Laws Manufacturers will comply with all applicable laws and regulations, including those pertaining to the manufacture, pricing, sale and distribution of merchandise. All references to “applicable laws and regulations” in this Code of Conduct include local and national codes, rules and regulations as well as applicable treaties and voluntary industry standards.

Subcontracting Manufacturers will not use subcontractors for the manufacture of **TAL** merchandise or components thereof without **TAL's** express written consent, and only after the subcontractor has entered into a written commitment with **TAL** to comply with this Code of Conduct.

Monitoring and Compliance Manufacturers will authorize **TAL** and its designated agents (including third parties) to engage in monitoring activities to confirm compliance with this Code of Conduct, including unannounced on-site inspections of manufacturing facilities and employer-provided housing; reviews of books and records relating to employment matters; and private interviews with employees. Manufacturers will maintain on site all documentation that may be needed to demonstrate compliance with this Code of Conduct.

Publication Manufacturers will take appropriate steps to ensure that the provisions of this Code of Conduct are communicated to employees, including the prominent posting of a copy of this Code of Conduct, in the local language and in a place readily accessible to employees, at all times.

Transparency At **TAL**, we are committed to a culture of openness, honesty, and integrity. We believe transparency is essential to fostering trust and accountability both within our organization and with our clients, partners, and the public.

Open Communication: We ensure all communication, whether internal or external, is clear, direct, and truthful. We encourage our team members to express their ideas, concerns, and feedback openly, fostering a collaborative and inclusive environment.

Ethical Business Practices: Our operations and interactions are conducted ethically and responsibly. We adhere to the highest standards of professional conduct, making decisions that are not only legal but also in the best interest of our stakeholders and the community.

Operational Transparency: We are open about our business operations and practices. This includes being transparent about our goals, challenges, and the impact of our decisions. We provide accurate and timely information to our stakeholders, ensuring they have a clear understanding of our business activities and performance.

Accountability: We hold ourselves accountable for our actions and

decisions. When mistakes are made, we address them promptly, take corrective action, and learn from them. We are committed to continuous improvement and to making amends where necessary.

Feedback and Dialogue: We value the feedback of our employees, customers, and partners. We are committed to listening and engaging in constructive dialogue to improve our practices and address any concerns.

By adhering to these principles, we aim to build and maintain trust, foster a positive workplace culture, and contribute to the success and sustainability of our business.

Recruitment and Hiring

While TAL is currently a company of two, we anticipate growth and the potential for expanding our team in the future. Our approach to recruitment and hiring reflects our commitment to fairness, diversity, inclusion, and professionalism.

Future Hiring Practices: When the time comes to grow our team, we will adhere to a transparent and non-discriminatory hiring process. Our aim is to attract, hire, and retain individuals who share our values and commitment to excellence, regardless of their background, identity, or personal beliefs.

Equality and Diversity: TAL is dedicated to creating an inclusive environment that welcomes diversity of thought, culture, and experience. We believe that a diverse team is a strong team. Our hiring practices will seek to ensure equal opportunities for all applicants without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or any other status protected by law.

Merit-Based Recruitment: Our recruitment process will be based on the principles of merit, competence, and potential. We will focus on the qualifications, skills, and experience relevant to the role, ensuring that our hiring decisions are fair and objective.

Respectful and Professional Process: We pledge to conduct our recruitment and hiring processes with the utmost respect and professionalism towards all candidates. We will provide timely communication, feedback, and transparency at each stage of the hiring process.

Preparation for Growth: As we look towards the future growth of TAL, we are committed to laying the groundwork for practices that not only align with our ethical standards but also enhance our ability to achieve our business goals through a talented and diverse team.

By establishing these guidelines, TAL aims to ensure that our values are embedded in our future recruitment and hiring practices, paving the way for a workplace that is both diverse and inclusive.

Hours of Work

At TAL, we recognize the importance of flexibility and autonomy in our work environment. As a company of two, we operate under a flexible work schedule that is driven by our passion, creativity, and the needs of our business. We understand the value of balancing hard work with personal time, and we approach our hours of work with a mindset that prioritizes well-being and productivity.

Flexible Work Arrangements: Our current approach to work hours is flexible, allowing us to work when we are most inspired and effective, and to respond to immediate needs as they arise. We do not impose

fixed work hours, recognizing instead that great ideas and solutions can come at any time.

Autonomy and Responsibility: We each take personal responsibility for managing our time effectively, ensuring that our work meets the high standards we set for TAL while also caring for our personal health and well-being.

Future Considerations: As TAL grows and evolves, we may adapt our approach to work hours to ensure that it continues to serve the needs of our team, our clients, and our business goals. Any changes will be made with the principles of flexibility, autonomy, and well-being in mind, and will be communicated clearly to all team members.

Respect for Individual Needs: We acknowledge that everyone has unique circumstances and preferences when it comes to when and how they work best. As our team expands, we will strive to accommodate individual needs through flexible scheduling options, while also ensuring that our collective goals are met.

Commitment to Communication: Open and regular communication is vital, especially as we operate flexibly. We commit to staying connected, sharing our schedules, and ensuring that our collaborative work is coordinated efficiently, regardless of when or where we work.

By embracing a flexible approach to hours of work, TAL aims to foster a productive, innovative, and balanced working environment that adapts to the needs of our business and the well-being of our team.

Community Engagement

At TAL, our connection to the community is fundamental to who we are. Not only do we serve our local community through civic involvement—one of us as a member of the planning commission and the other as a town trustee—but we also actively engage with and contribute to the broader community of outdoor enthusiasts, with a particular emphasis on cyclists.

Local Community Service: We believe in giving back to our community and playing an active role in its development and well-being. Our involvement in local governance reflects our commitment to ensuring that our community thrives, benefiting all its members. Through these roles, we aim to foster sustainable development, enhance local living conditions, and contribute to making our community a better place for everyone.

Supporting Outdoor Enthusiasts: Recognizing the importance of the great outdoors and the vibrant community of cyclists and outdoor enthusiasts, TAL is committed to supporting and promoting activities that encourage a healthy, active lifestyle. We believe in the power of outdoor activities to connect people, foster environmental stewardship, and enhance physical and mental health.

Environmental Stewardship: As avid supporters of outdoor activities, we are also deeply committed to environmental conservation and sustainability. We strive to operate our business in an environmentally responsible manner and encourage our community to join us in protecting and preserving natural resources for future generations.

Community Involvement and Support: TAL seeks to engage with our community in meaningful ways, whether through volunteering, sponsorships, or participating in events that align with our values and interests. We believe that strong community ties enrich our company and our personal lives.

Inclusivity and Accessibility: We are dedicated to making outdoor activities and community participation accessible and inclusive for all.

TAL champions initiatives and programs that aim to break down barriers to participation, ensuring that everyone, regardless of background or ability, has the opportunity to enjoy and benefit from engagement with the community and the outdoors.

Through these principles and actions, TAL aims to be a positive force in our local and broader communities, embodying our values of service, engagement, and responsibility. We are committed to building and maintaining strong, supportive relationships with all members of our community, contributing to a shared vision of prosperity, sustainability, and well-being.