

## **Church Hill Classics Workplace Code of Conduct**

Church Hill Classics acknowledges our responsibility to ensure that standards relating to people, the environment and the communities in which we operate are maintained and continuously improved throughout our supply chain. We recognize that we can have a positive influence on our suppliers, contractors and their employees, products and services and through positive, collaborative relationships, we will create shared value. We take a long-term view to managing and maintaining relationships with our suppliers and contractors. We will continue to develop and manage relationships with our suppliers to encourage them to promote a best practice approach to employment practices (including inclusion and diversity), and delivering other environmental and social outcomes.

### **Employment Relationship**

Church Hill Classics adheres to the rules and conditions of employment that respects all workers and at a minimum, safeguard their rights under national and international labor and social security laws and regulations.

### **Forced Labor**

There shall not be any use of forced labor, whether in the form of prison labor, indentured labor, bonded labor or other forms of forced labor.

### **Child Labor**

No person shall be employed at under the age of 15 or under the age for completion of compulsory education, whichever is higher.

### **Harassment or Abuse**

The company prohibits personal harassment of any kind. Every employee shall be treated with respect and dignity. No employee shall be subject to any physical, sexual, psychological or verbal harassment or abuse.

### **Non-Discrimination**

It is the policy of Church Hill Classics that no person shall be subject to discrimination in employment, including hiring, salary, benefits, advancement, discipline, termination or retirement, on the basis of gender, race, religion, age, disability, sexual orientation, nationality, political opinion, or social or ethnic origin.

### **Health and Safety**

Church Hill Classics will provide, and requires that its suppliers provide, a safe and healthy working environment to prevent accidents and injury to health arising out of, linked with, or occurring in the course of work, or as a result of the operation of employer facilities.

### **Freedom of Association and Collective Bargaining**

Church Hill Classics recognizes and respects the right of employees to freedom of association and collective bargaining.

### **Environment and Sustainable Practices**

Church Hill Classics has adopted responsible measures to mitigate negative impacts that the workplace has on the environment, including the impacts of these activities on the social and environmental sustainability of

our communities. Preference will be given to suppliers and contractors that demonstrate an active commitment to protecting the environment and to sustainability. Frame moulding and mat board suppliers must demonstrate that all timber is obtained from sustainable sources.

### **Wages and Benefits**

Church Hill Classics recognizes that every worker has a right to compensation for a regular work week that is sufficient to meet the worker's basic needs, and provide some discretionary income. Church Hill Classics shall pay at least the minimum wage or the appropriate prevailing wage, whichever is higher, comply with all legal requirements on wages and provide any fringe benefits required by law or contract. Where compensation does not meet workers' basic needs and provide some discretionary income, Church Hill Classics shall take appropriate actions that seek to progressively realize a level of compensation that does.

### **Hours of Work**

Church Hill Classics does not require workers to work more than the regular and overtime hours allowed by the law. The regular work week does not exceed 40 hours. All overtime work is consensual. The company does not request overtime on a regular basis and compensates all overtime work at a premium rate. Workers will receive 24 consecutive hours of rest every seven- day period. Other than in exceptional circumstances, the sum of regular and overtime hours in a week shall not exceed 60 hours.

### **Requirement to Disclose**

Church Hill Classics must be notified in writing in the event that an approved factory or supplier is (or becomes) the subject of a pending government enforcement action or lawsuit from workers or worker organizations that represent violations of the terms of this Code of Conduct. When differences or conflicts in standards arise, the highest standard shall apply.

### **Compliance and Monitoring**

To assure compliance with the Code of Conduct, Church Hill Classics and its factory suppliers shall be subject to monitoring visits, which may be announced or unannounced, and may be conducted by Church Hill Classics employees or independent agents. Reports from such visits will be reviewed with all parties involved, any issues identified will be documented and discussed, and a plan of action and timetable identified to address any areas of non-compliance or concern.

### **Whistleblower Reporting**

Serious violations of Church Hill Classics Code of Conduct may be reported through our anonymous Whistleblower hotline.

- **Website:** <https://www.lighthouse-services.com/diplomaframe>

- **Telephone:**

  - o English speaking USA and Canada: 833-401-0002 (not available from Mexico)

  - o Spanish speaking North America: (800) 216-1288

- **E-mail:** [reports@lighthouse-services.com](mailto:reports@lighthouse-services.com) (include Church Hill Classics and, if applicable, supplier's company name with report)

### **Violations and Remediation**

In the event that Code of Conduct violations or matters of concern are identified, a plan of action and timetable will be identified and mutually agreed upon by the involved parties. Follow-up will be conducted and documented to assure that identified issues are resolved satisfactorily and on a timely basis. In the event of non-compliance with Code of Conduct terms, failure to act on remediation plans, or failure to cooperate with our efforts to enforce our Code of Conduct, the involved factory/supplier will be subject to removal from Church Hill Classics' approved vendor listing.