

www.gotedavid.se[®]

SUPPLIERS GUIDE 2,1

For Garment Suppliers

Supplier Agreement.....	3
Environmental Concern	4
Code of Conduct	6
How to handle Göte David Teko AB purchase orders	10
Samples	10
Packing Instructions.....	13
Terms of Delivery & Terms of Payment	16
Addresses and contact.....	19

Supplier Agreement

The supplier's agreement has been created in order to give our suppliers information about our demands from placing order to the time of delivery.

The suppliers guide is to be considered as part of the order contract between us and the supplier. Confirmation of each order is also a confirmation of fulfilment of the instructions in this guide, as well as quality of the garment and delivery time.

If requirements in these instructions are not followed, Göte David Teko AB reserves the right to cancel the order concerned, unless otherwise is agreed in writing with us. If there are any doubts or questions, please do not hesitate to contact us.

Regarding REACH – We want to point out this is law, which will have increasing demands on us as importer and you as supplier.

It is our mutual understanding that all information given from Göte David Teko AB shall not be disclosed to any other party.

When you have read and agreed to Göte David Teko AB Suppliers Guide please confirm by signing below and please return it to us.

Date: _____

Company: _____

Signature: _____

Company stamp: _____

Environmental Concern

Göte David Teko AB's environmental concern is in accordance with current national legislation, EU legislation, which includes the REACH legislation and also voluntary schemes. Our requirements reflect an awareness of how chemicals affect human health and the environment and constantly increasing quality demands of consumers.

Environmental/chemicals policy

Our environmental policy will be guided in our efforts to produce garments at reasonable prices. We shall gradually reduce the influence of the external environment, both in its own business and guide our suppliers to a long-term sustainable development.

Göte David Teko AB continuously work to improve the routines, to ensure product quality, security and thereby reduce the environmental impact of the products.

Legal background

REACH

Göte David Teko AB is required to comply with the European Chemicals legislation called REACH, which has been in force since the 1st of June 2007. REACH is an abbreviation for **R**egistration, **E**valuation, **A**uthorisation and restrictions of **C**hemicals.

The essence of REACH is to ensure a high level of safety for human health and environment, with focus on substances in general and hazardous substances in particular, that are manufactured in EU, imported into EU and used within EU. It is the responsibility of all manufacturers, importers and users of substances within EU to ensure that the substances they manufactures, import or use do not pose any risk to human health and environment. REACH affects all EU-actors that professionally manufacture, import, sell, buy, distribute or use chemicals as such and in articles.

Göte David Teko AB require that all suppliers are prepared for REACH and that you follow updated information on the website of the European Chemicals Agency (ECHA), <http://ECHA.europa.eu> that is the European Authority for REACH on behalf of the European Commission.

Duty to inform your customer on substances for authorization

Since 28th of October 2008 all EU-actors that professionally manufacture, import, sell or distribute articles are legally obliged to inform their customer about the presence of these candidate substances in articles they sell.

To find the latest Candidate list we ask you to read this on ECHA:s website, http://echa.europa.eu/chem_data/authorisation_process/candidate_list_table_en.asp

It is your responsibility as a supplier to keep you updated on the Candidate list of authorization, annex XIV of authorization substances and annex XVII of restricted substances.

By signing this agreement you are not allowed to use any substances for authorization from the Candidate list and annex XIV and additionally restricted substances in annex XVII.

The full legal text of REACH is enclosed in the link below that include the current text of annex XIV and XVII, see link below,

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:320061907:EN:NOT>

Göte David Teko AB wants to point out following substances in the products produced for us:

- *PFOA/PFOS - Our aim during 2016 is to use only PFC-free water repellent treatments on the surface of our outdoor jackets.*
- *Dimethylfumarate (DMFu) – We do not want any anti-mold bags in the polybags in our shipments.*

Sanctions for violation of these requirements of REACH

In case of claims Göte David Teko AB has the right to be fully compensated for financial losses and expenses due to a non-delivery clause with our final customers.

Code of Conduct

Göte David Teko AB wants to take social responsibility and show commitment. You will find the most important points in the following chapter. It should be emphasized that it is everyone's responsibility to ensure that these principals are followed by all companies that are, in any way, involved in the development/transportation of products.

We accept the following Initiatives: BSCI, SA8000, Sedex and ETI. Please note that we may require Third Party Inspections at any time.

Human Rights

Respect Universal Declaration of Human Rights

Göte David Teko AB and its suppliers shall respect, ensure respect for, and promote the internationally recognized "Universal Declaration of Human Rights and the corresponding International Covenants adopted by the General Assembly of the United Nations" within their respective spheres of activity and influence.

Quality of treatment

Göte David Teko AB expects its suppliers to treat their employees without distinction of any kind due to race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status. Furthermore, no distinction shall be made on the basis of the political, jurisdictional or international status of the country or territory, to which a person belongs, weather it be independent, trust, non-self-governing or under any other limitation of sovereignty.

Management System

Göte David Teko AB and its collaboration partners must at all time work to achieve management principals aimed at developing personnel and working conditions.

Labour Principals

Child labour

Our Company does not approve of economic exploitation of children. Child labour should be forbidden as defined by ILO and UN conventions and/or by national law. Göte David Teko AB has the right to immediately terminate all standing orders and all future business without economic compensation if it is found that the supplier or subcontractor is not working in accordance with the UN convention on the rights of children.

Working conditions and working hours for persons between ages of 15 and 18 should be set in consideration of the person's low age. Official documents stating workers age must be kept at factories.

If a Göte David Teko AB supplier or a sub-contractor employs a child, certain measures must be taken. It is the employers responsibility to make sure that the interest of the child is safeguarded Göte David Teko AB suggests that the employer, together with the child and his/her family, discuss how to make sure that proper schooling is provided for the child by e.g. transitional economic support. Work hours should gradually be decreased and the job finally be filled by adults and, where possible, by someone from the same family.

Local laws

If local law declares that a person younger than a certain age is not allowed to work and this age is above 15, local law is recognized and should be followed.

Apprenticeship

Education and training are important aspects of growing up. Göte David Teko AB supports the idea of apprenticeship and trainee programs in countries where these are allowed. Note that all legal documentation and registration which usually follow these kinds of agreements must be properly filled out and signed by the authorities. Time spent in school and performing light work should not exceed seven hours daily as stated in ILO Convention No. 33. The child should receive proper wages for the work performed.

Workers below the age of 18 are not allowed to work at night or in hazardous environments.

Workers rights and conditions

Forced labour

No form of forced labour is accepted, including work carried out by prisoners or work done as in payments for an accepted residence permit. This applies to employers in private companies, public bodies and forms of external recruitment.

Employment contract

Each employee should receive an employment contract which clearly states the obligations for both the employer and the employee. Termination of employment should be given to the employee with at least the same period of notice demanded by the employer.

The employer should not use verbal or physical abuse and should prevent the occurrence of sexual harassment.

Wages

All workers should receive written and easily understood information regarding salary and other benefits before employment commences.

Wages paid for regular working hours, overtime hours and overtime differentials shall meet or exceed legal minimums and/or industry standards. Wages must be paid in full directly to the worker. Deductions as a disciplinary means are not allowed.

The worker should, together with the pay, receive a written pay statement of how many hours he/she has worked, over time and other vital information for checking the payment.

Freedom of association and rights to collective bargaining

The employer must allow workers to join trade unions to bargain collectively if they choose to do so. There should be no restrictions on association among the workers as long as this is done in a peaceful and safe way. No kinds of punishment, degradation or discharge are allowed on the basis of union membership or involvement in workers' rights.

Working hours and leave

The supplier shall comply with applicable national law and industry standards on working hours and public holidays. The maximum allowed working hours in a week are defined by national law but shall not on a regular basis exceed 48 hours.

The workers must have at least one day off per week and national legislation on paid leave must be observed, as well as sick and maternity leave. Dismissal because of sick or maternity leave is not allowed.

Overtime

Overtime should always be voluntary and be paid extra as stated in national law or local industry standards, whichever is greater. Overtime should not exceed 12 hours/week. Overtime may not be scheduled on a regular basis.

The Factory

The factory should be cleaned on a regular basis in order to decrease the amount of textile fibres and other kinds of pollution that the workers inhale. The building itself must be safe and equipped for its purposes. The factory must provide unlimited drinking water free of charge. There must be clean and well-functioning toilets in the factory. The workers should have access to these without unnecessary restrictions.

Fire safety

All floors must have clearly marked fire exits. These exits must not be blocked by e.g. cartons, rolls of fabric, trash or other kinds of objects that may obstruct free movement. Locked fire doors need to be equipped with door openers so they can be easily opened from the inside in case of emergency.

Fire extinguisher and first aid kits must be properly located on all floors and easily accessible. All staff must be informed about fire safety, first aid and evacuation plans and be trained in how to use fire equipment. If the factory contains a kitchen and dining facilities for the workers, these must be located away from hazardous environments and cleaned on a daily basis.

Hazardous machinery and materials

All machinery must have proper and optional safety devices. Workers must receive thorough training before using different tools and machines. It is the employers' responsibility that workers wear sufficient protective clothing, eye protectors, protective masks, ear protection, hair nets etc. All these things should be provided to the workers free of charge.

Hazardous material must be stored separately in well ventilated rooms. Disposal of these materials must be done in a safe and legal way in order to prevent pollution of the environment.

All garments produced for Göte David Teko AB must adhere to our restrictions on chemical contents as stated in the purchase documentation.

Dormitories

If the employer provides dormitory facilities for the worker, the same safety regulations are valid in these facilities as in the factory. There should be easy access to drinking water as well as to clean and private sanitary facilities. There should be unlimited access to the dormitories for the workers during their time off. During this time there should be no curfew for workers. The employer must allow workers to join trade unions to bargain collectively if they choose to do so.

There should be no restrictions on association among the workers as long as this is done in a peaceful and safe manner. No kinds of punishment, degradation or discharge are allowed on the basis of union membership or involvement in workers rights. In situations where the right to freedom of association and collective bargaining are restricted under law, the company shall allow workers to freely elect their own representatives

Bribery and corruption

Legal and ethical principles

The Organization for Economic Cooperation and Development (OECD) has identified corruption as a prime threat to the democratic process, sustainable economic development, good governance and fair business practices.

In line with this, Göte David Teko AB's company position is clear. Göte David Teko AB and its suppliers will not engage in bribery, either directly or indirectly. Bribery means to offer, promise or provide an undue benefit to a public official with the intention of obtaining or retaining an improper advantage by encouraging the official to act, or refrain from acting, in connection with an official duty. All activities of this nature are prohibited. Nor will Göte David Teko AB or its suppliers engage in indirect bribery of public officials. The intentional use of intermediaries such as agents, advisors, consultants or other third parties for the purpose of committing acts of bribery is also prohibited.

It is the policy of the company to prohibit employees to solicit any advantage from clients, suppliers or any person in connection with the company business. We therefore seek your co-operation not to offer any advantage to our staff in ss dealings and would be grateful if you could report to the management in Sweden, all attempts by any member of our staff to solicit any advantage from your company.

Göte David Teko AB and its suppliers must promote employee awareness of and compliance with company policies against bribery and extortion through appropriate dissemination of these policies.

How to handle Göte David Teko AB purchase orders

After receiving our order, it is important to read all given information carefully. If anything is unclear, we need to know it by return.

We need a written order confirmation after our official order has been sent, please send by email. Below points need to be confirmed:

- Price
- Quantity
- Quality
- Delivery Date
- Packing instructions
- Which format of pattern we should send (PDF, ai, eps etc)

Samples

The sizes of the samples will be specified for each order, depending on our need. All samples must be marked with size, purpose (approval, pre production etc), style no and order no. Always enclose measurement list and comments with the samples.

We have a general acceptance for +/- 0,5 cm deviations from measurement list. If bigger deviations or problems, please inform us by commenting on enclosed measurement list or by email beforehand.

For repeat order, please follow the same instructions as previous shipment samples and/or production, unless otherwise instructed.

If any questions or any uncertainties regarding fitting, materials or any thing else regarding samples, do not hesitate to contact us for further information. Göte David Teko AB is happy to supply further instructions to avoid faulty samples and unnecessary mistakes.

Labelling of fabrics for ready made garments

Bulk fabric – 1 yd per colour must always be sent for approval. It needs to be marked with composition, construction and coating as well as styleno and orderno.

Sending samples to Göte David Teko AB:

When you send samples it is important to write following on the proforma invoice:

- What type of sample (approval/pre-production etc.
- Material of fabric
- Tarric code
- Brand
- Style
- Order no
- Also write: "This invoice is a Proforma Invoice, goods are free of charge, value only for customs purpose."

Samples required for Göte David Teko AB orders

Directly after receiving order confirmation we need to receive lab dips, accessories, labels and embroideries unless order is placed CMT or purchaser have instructed differently

Please note: It is important that you make all the samples as the required quantity, sizes and colours.

Approval samples

This sample should be produced as closely as possible to the right colour, quality and measures as specified by Göte David Teko AB for each order placed.

If requested: Size set samples

If size set samples are requested instructions will be sent.

If requested: Salesman samples

Göte David Teko AB will send a specific order for each Salesman sample order. It is very important that we get the salesman samples on time.

If requested: Photo Samples

If photo samples are requested it is OK to use substitute accessories if they are very similar in colour, design and hand feeling and approved by our purchaser. The main purpose of these samples is to make it look as close as possible to bulk production.

Pre-production samples

The PP samples must be made of the exact order quality, colour and measurement and correspond to production 100%. The PP samples must be approved before production can start.

Inspection photos

Shall be sent by email and approved by before shipment leaves factory. This includes photos of garments, labels, bar-codes, polybags, box labels, and if other details needed.

If requested: Shipment samples

Final approval and quality check before delivery. Shipment samples must be approved before goods can be sent from factory. Shipment samples will be requested if end client require them, OR if we have experienced major problems on the pre-production samples. We will clearly inform when shipment samples are needed.

Quality Requirements

It is the responsibility of the supplier to ensure that all products are produced according to:

- Approved Pre Production sample in reference to appearance and workmanship.
- Labelled, marked and packed according to Göte David Teko AB instructions.
- Without Critical or Major defects/faults.

Definition of defects/faults

Göte David Teko AB categorizes faults/problems by degree of relevance, see below information.

- Critical problems may cause cancelation/claim of complete order.
- Major problems need to be corrected by factory or by Göte David Teko AB in Sweden, but on factory's account.
- A minor problem must be informed to purchaser as soon as possible, and a solution will be decided by purchaser and informed.

Critical

- Goods that are delivered without being corrected according to our comments on pre-production samples.
- Products that do not have correct branding.

Major

- Big colour deviations.
- Big measurement deviations.
- Wrong packaging, wrong branding on package, missing labels incl. EAN code.

Minor

- A defect that does not affect the wear or use of the product, but is not up to approved standard.

Packing Instructions

Packing instructions will be informed in each purchase order.

Packing List

The packing list should be sent by email to each purchaser. Also send it along with original invoice and other original documents by courier when necessary.

To be included on the packing list:

- Purchase order number
- Article number including size and colour.
- Item description
- Total quantity shipped
- Total number of cartons
- Contents of each carton
- Gross and weight of each carton
- Measures of each carton

Export carton

All products shipped to Göte David Teko AB must be packed in export cartons made of double corrugated cardboard, making sure the goods will arrive in good condition. Suitable size of export cartons 60*40*40 cm, but garments must be packed in cartons suitable in size to ordered goods. Always send carton size to purchaser for approval before packing goods.

Gross weight of cartons must not exceed 15 kg.

All cartons must be clean and *only marked according to our specifications, no additional information or advertisement is allowed on cartons or tape*. Carton must be marked with recycling symbol as seen to the right.



The plastic bags shall be made of polyethylene, low density (PE-LD). All plastic material shall be marked according to DIN 6120, due to recycling. See symbol to the right. If possible we wish the polybags to be re-closable.



Please also mark polybag clearly with the text:

**This bag is not a toy
Denna påse är ingen leksak**

Export Carton marking

No documents should be sent along with goods, always send separately by email to purchaser, unless otherwise instructed by purchaser.

All export cartons must be marked at minimum *both short sides* with following marks:

Name of company/Address: _____

Specific carton no and total no of cartons: _____

Purchase order no: _____

Article no: _____

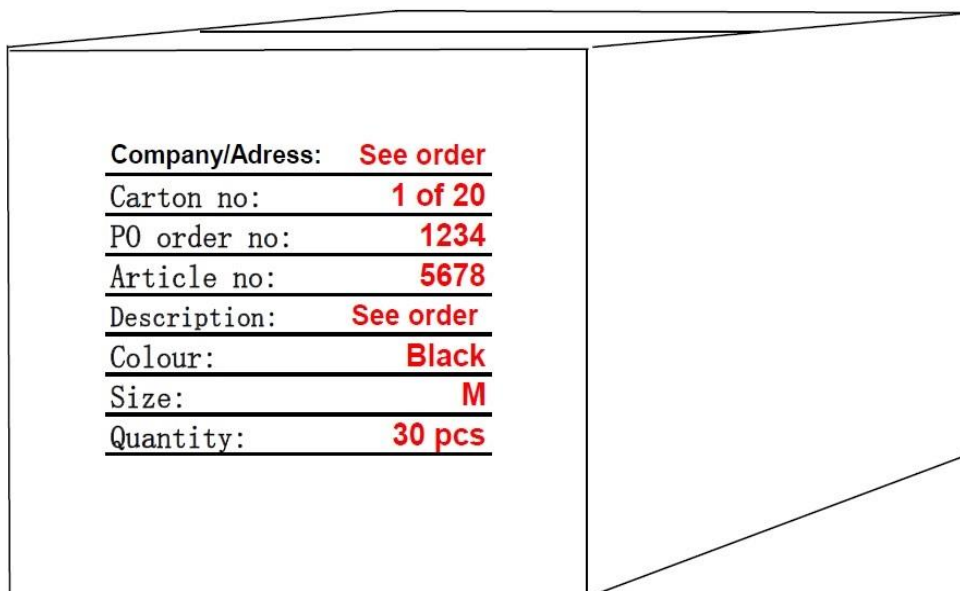
Description: _____

Colour: _____

Size: _____

Quantity: _____

Example of carton marking, please note red writing is only for example and should be replaced with correct information for each order. If any questions, always contact purchaser for correct information.



MAXIMUM GROSS WEIGHT IS 15 KG PER CARTON

Orders delivered on hangers

All garments must be packed separately in one polybag when shipped on hanger. Polybags to be sealed at bottom, if nothing else is instructed on order

Mark each polybag with good quality information sticker. The information will be specified in each order, but always include below two points:

Purchase order no: _____

Article no: _____

Terms of Delivery & Terms of Payment

Terms of delivery must be agreed and confirmed by purchaser before order is placed by Göte David Teko AB. Terms of delivery must be stated in the invoice and *correspond to the terms on the purchase order*.

Booking the Shipment

The supplier has to contact the forwarder to receive all information regarding booking of goods and the time schedule. The appointed forwarder you find in the original order.

Shipment shall be booked with the forwarder as early as possible to secure sufficient space for the goods. The deadline for booking is set by the forwarder.

Invoice

Europe: Göte David Teko AB policy is 30 days net open account, if nothing else is agreed.

Asia: Payment terms to be discussed and confirmed before placing order. Original documents must be sent by courier along with original invoice and packing lists (and GSP/CO if needed). All documents must be sent in good time before ETA.

Below must be included on the invoice:

- Invoice number
- Purchase order number
- Article number
- Name of purchaser at Göte David Teko AB
- Name of the collection and season
- Suppliers complete name and address
- Bank of supplier (name of bank, location, IBAN, SWIFT and account number)
- Total invoice amount and terms of payment (incl. discount terms)
- Shipping date and mode of transport
- Type of goods
- Fabric composition by percentage
- Taric custom code
- Country of Origin
- Net and gross weight in kilos
- Dimensions of cartons

Please do not invoice more than one order number on each invoice. If the above information is not included on the invoice, the invoice may be sent back. Payment terms will then begin from the date we receive the new invoice.

Invoices should be sent to: invoice@gotedavid.se and/or to our postal address.

Shipping documents

If one container is packed only with Göte David Teko AB products when leaving factory, the packing and container must be documented by photos. This ensures us the possibility to see that goods arrive in same packing and conditions as they were sent out.

All original documents must be sent by courier to each purchaser well in time before shipment arrive:

- Invoice
- Packing list
- Bill of Lading or Airway bill when needed
- Certificate of Origin when needed
- GSP, General system of Preference when needed

Whenever a GSP (General System of Preference) certificate can be obtained, you as our supplier is obliged to have one issued.

Forwarder

Please use forwarder as specified by our Routing Agreement. We will also specify when sending new orders.

How to handle deviations and delays

Göte David Teko AB wishes to avoid deviations more than +/- 5% in each colour, size or quantity. Göte David Teko AB requires all deviations and production problems to be informed and explained to purchaser as early during the process as possible. Early information about upcoming problems is crucial, if possible inform purchaser before cutting fabric to make sure quantity/size can be adjusted according to client wishes.

Deviations from order confirmation, or partial deliveries, must be approved by purchaser before shipment.

Delay of delivery

All delays must be informed to Göte David Teko AB as early in the process as possible to be able to find solutions and solve the problems the delay may cause.

Late delivery also include delays which arise after delivery, due to incorrect packing by the supplier, causing repackaging, as well as delays in connection with import of goods due to incorrect documents.

Claims>Returns

If critical or major claims/problems occur with delivered goods the supplier will be contacted by the responsible purchaser. Each claim has to be handled individually from case to case. Arrangements should be confirmed by both parties.

Addresses and contact

Headoffice address

Göte David Teko AB
Bohusgatan 3
SE-504 35 BORÅS
Sweden

Phone: 0046 - 33 23 63 00

Warehouse

Göte David Teko AB
Textilvägen 2
515 32 VISKAFORS
Sweden

Phone: 0046 - 33 23 63 10

Contact information

CEO – Göte David Johansson
gotedavid.johansson@gotedavid.se

Head of Finances - Eva Benker
eva.benker@gotedavid.se

CSR and other questions -

Invoice and documents
invoice@gotedavid.se