

POLITE NOTICE: Inditex approval process

Dear supplier,

We would like to inform you as part of the evaluation process after your company is registered you will need to pass the Inditex Pre-assessment audit.

This is a visit to check the working conditions at your facilities. In this regard please consider:

- This is an unannounced visit, so you need to be prepared for that. An auditor will show up on our behalf and you would need to allow them access to the relevant documents, to your facilities and to the employees.
Please make sure all relevant people are informed so there are no misunderstandings: If the auditor cannot access the documents, workers or the inside of the facility for whatever reason the result would be **NOT APPROVED**.
Also prevent to make any attempt of bribery.
- Relevant documentation of your company and for the workers needs to be at the factory. This includes:
 - o Business license.
 - o Tax identification evidence
 - o Labor contracts for all employees or equivalent according to local labour law
 - o Record of employees details, including age proof documentation
 - o Documents evidencing payment of wages according to local Labour Law
 - o Residence and working permits for foreign workers (if applicable)
 - o Documents evidencing social security payments
 - o Records of total hours worked
 - o Inspection book or reports from public authority inspection s (if applicable)
- The auditor will check working conditions at the factory so please make sure: Emergency exits and routes are not blocked, and working conditions are good in general.

And as part of our Strategic Global Sustainability Plan, our Inditex Pre-Assessment audit will include in addition to current contents, below ones that will be checked in all **dyeing and printing mills, laundries and tanneries** that you declare for Inditex productions:

- o Chemical products inventory availability: Full name of the products / Stock (Kgs.)
- o Safety Data Sheet (SDS) and Technical Data Sheet (TDS) for all chemical products included in the inventory and stored at your facility.
- o Manufacturing process recipe availability.
- o Curing equipment availability (only applicable for facilities where positional/continuous printing is carried out).
- o Systems to treat the permanganate (only applicable for facilities where denim finishing using permanganate is carried out): open cabin or waterfall.
- o Systems to recover/recycle DMF (only applicable for facilities where fake leather production with DMF-solvent is carried out).
- o Process wastewater (laboratory, dyeing, printing, etc) is treated by an Effluent Treatment Plant before being discharged to the environment.

In case you have any issue related to the registration process you can contact the Extranet team: Extranetsupport@inditex.com

Best regards and thanks you for your cooperation,