



# HALLMARK & CRAYOLA SUPPLIER CODE OF CONDUCT

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## **Zero Tolerance Forced Labor Policy**

Hallmark Cards, Incorporated believes that the products sold under our brands, including Hallmark, Crayola and DaySpring, should embody the high standards that are central to our beliefs and values: we believe in excellence in all that we do; we believe in high standards of ethics and strict compliance with the laws; we believe that our employees are our most valuable assets; and we believe how we make our products is just as important as their quality. We also believe that the production of our products should be consistent with the UN Guiding Principles on Business and Human Rights and the ILO Conventions.

By doing business with us, you are agreeing to comply with this Code of Conduct, and to be subject to our inspection rights that help ensure compliance. All references to a “Code of Conduct” or “Supplier Code of Conduct” in purchase orders, trademark or copyright licenses, manufacturer’s agreements, or any other contract with Hallmark Cards, Incorporated or its subsidiaries or affiliates (“we” or “our”) shall refer to this Code, as it may be revised at our sole discretion from time to time. The most current copy of our Code of Conduct is available at [www.hallmark.com/codeofconduct](http://www.hallmark.com/codeofconduct).

As a part of our Code of Conduct, Hallmark and Crayola have a zero tolerance policy on Forced Labor. The following are specific guidelines regarding Forced Labor, excerpted from our Code of Conduct policy:

### **Employment is Freely Chosen**

- All employment must be strictly voluntary. Employers will never use involuntary or forced labor whether in the form of prison labor, indentured labor, bonded labor, or otherwise. Employers must not permit human trafficking or slave labor in the supply of materials, products or services.
- Employers, and the recruitment and agency labor firms they utilize, will never hold male or female employees’ identity or travel documents (such as passports, identification cards, birth certificates, work VISAs etc.), require employees to make deposits, surrender land titles or their valuables, or charge them fees related to employment (for example, interview fees, testing and application fees, travel fees, documentation fees, etc.). Any cost related to workers’ employment must be absorbed by the employer.
- Where required by law, labor contracts in the employee’s native language will be provided and will clearly define the conditions of employment. If employees cannot read, terms and conditions must be explained to them.
- Migrant men and women shall have exactly the same entitlements as local employees.
- Women and men shall not be required to live in dormitories or supplier-owned housing.
- The movements of men and women, when not working, will not be restricted. Dormitories will not have curfews or unreasonable security policies.



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## **Child Labor**

- Child labor is strictly prohibited. We prefer that no worker be under the age of 16. Under no circumstances will we accept employment of children under the age of 15.
- Employers are prohibited from hiring women and men below the age for completing compulsory education or the legal minimum working age as defined by local or regional regulation.

## **Young Workers**

- Young workers are defined as all men and women who meet the requirements of this code to be employed and who are under the age of 18. Young workers are a particularly vulnerable population and we require extra protections.
- Young workers will not be permitted to work night hours. Night hours are defined as 10 pm to 7 am (or an alternative period of not less than seven consecutive hours as defined by the competent authority).
- Young persons should not engage in work that could compromise their health, safety, moral integrity, or development.

## **Freedom of Association**

- Factories must respect the right of women and men to freely associate and should not interfere with the legal exercise of the right of free association.
- Suppliers shall allow forms of independent workers' representation, and these representatives shall be protected from retaliation.
- Men and women should have access to an anonymous, unbiased grievance mechanism to raise concerns. They should be allowed to express grievances without limitation or retaliation.

## **Discrimination**

- Employers must not discriminate in hiring and employment practices on grounds of age, race, color, national origin, sex, religion, pregnancy, physical or mental disability, genetics, sexual orientation, gender identity, veteran status, marital status, or any other legally-protected status.
- Women and men shall be given equal opportunity in all aspects of training and personal and professional development.
- Employers shall not require pregnancy tests nor discriminate in hiring based on pregnancy. Employers shall not dismiss employees due to pregnancy or child birth.



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## **Harassment and Abuse**

- Corporal punishment and physical or mental coercion are prohibited
- Every man and woman shall be treated with respect and dignity. No employee shall be subject to any physical, sexual, psychological or verbal harassment or abuse.
- No woman or man shall be subjected to sexual harassment, including unwelcome sexual advances, unwanted touching, lewd or suggestive remarks, or requests for sexual favors. Men and women shall be free from exposure to indecent pictures, posters, drawings or videos.
- Forced contraception is not allowed.