



Code of Conduct

The mission of Hybrid Promotions LLC is to provide innovation to our Retail partners through forward thinking and commercial product, and to continue inspiring and cultivating our employees through our core values.

The following Code of Conduct establishes the framework for our commitment to our mission, and defines the minimum standards that all our employees and suppliers must meet. Whether we start or continue a business relationship with a supplier depends primarily on their commitment to and compliance with these standards.

Compliance with Law

Hybrid Promotions LLC will do business only with Agents/factories whose business and labor practices conform to the requirements of applicable laws, including those pertaining to the manufacture, pricing, sale and distribution of merchandise.

Hybrid Promotions LLC specially requires that all Agents/factories comply with all applicable laws and regulations relating to the exportation and importation of merchandise, including country of origin, labeling, customs classifications and valuation, and all laws prohibiting transshipment of merchandise. Where local industry standards are higher than applicable legal requirements, the higher standards apply.

Child Labor

Hybrid Promotions LLC will not knowingly work with any Agent/factory that utilizes child labor in any of their facilities. Suppliers must employ workers who meet the local legal minimum age requirement, are at least 15 years old, and are not younger than the compulsory age to be in school. Hybrid Promotions LLC supports only legitimate juvenile ("juvenile" defined as between 15 and 18 years old) programs for educational purposes and employers must comply with laws and regulations applicable to those programs.

Forced Labor

Hybrid Promotions LLC will not knowingly work with any Agent/factory that uses any forced or involuntary labor, whether imprisoned, bonded, trafficked, indentured or otherwise.

Abuse & Harassment

Hybrid Promotions LLC requires that all Agents/factories treat each employee with dignity and respect, and that they will not use corporal punishment, threats or other forms of unlawful, physical, sexual, psychological or verbal harassment or abuse or coercion, whether mental or physical. All our Agents/factories must implement a non-retaliation policy that allows workers to freely express their concerns about workplace conditions.

Nondiscrimination

Hybrid Promotions LLC will not knowingly work with any Agent/factory that discriminates in their hiring and employment practices, including salary, benefits, advancement, discipline, termination, retirement or other on the basis of race, ethnic origin, national origin, religion, age, marital status, capacity to bear children, pregnancy, HIV or any other medical status, sexual orientation, gender, political opinion, social status, legal migrant worker status, disability or other legally protected category.

Wages and Benefits

At a minimum, Hybrid Promotions LLC requires that all Agents/factories must comply with all applicable wage laws and regulations, including, but not limited to those relating to minimum wages, piece rates and other elements of compensation, and provide legally mandated benefits that satisfy all applicable laws and regulations, including but not limited to vacation, holiday and pregnancy leaves.

Employees must be compensated 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. Agents/factories must also provide employees with a clear written accounting for every pay period and must not deduct or withhold wages or benefits for disciplinary infractions.

Working Hours

Hybrid Promotions LLC requires that all Business Agents/factories must comply with all applicable laws and regulations related to work hours including but not limited to hours of work, overtime, maximum hours, rest day and holidays.

The regular working hours per week shall not exceed 48 hours; other than in exceptional circumstances, the total of regular and overtime hours per week must not exceed 60 hours. In addition, employees will be entitled to at least one day off in every seven-day period. Agents/factories must not request overtime on a regular basis and shall compensate all overtime work at a premium rate.

Health & Safety

Hybrid Promotions LLC requires that all Agents/factories provide employees with a clean, safe and healthy workplace environment, in compliance with all applicable laws and regulations. All workers must be ensured, at a minimum, reasonable access to potable water and sanitary facilities; fire safety; and adequate lighting and ventilation. Where applicable, factories that provide residential and cafeteria facilities for their workers must ensure that the legally mandated standards of health and safety are applied in the housing provided.

Protection of the Environment

Hybrid Promotions LLC requires that all Agents/factories comply with all applicable local environmental laws and regulations. Agents/factories must develop and implement a written environmental policy that will help to reduce the negative impact of their practices on the environment with a special focus on waste management.

Subcontracting

Hybrid Promotions LLC strictly prohibits unauthorized production and requires that No Agent/factory will use any unauthorized facility for the manufacture of Hybrid Promotions LLC merchandise or components thereof without Hybrid Promotions LLC express prior written consent, and only after the subcontractor has entered into a written commitment with Hybrid Promotions LLC to comply with this Code of Conduct.

Documentation and Monitoring

At its discretion, Hybrid Promotions LLC and its designated agents (including third parties) may engage in monitoring activities to confirm compliance with this Code of Conduct, including announced or unannounced on-site inspections of manufacturing facilities and employer-provided housing, reviews of books and records relating to employment matters, private interviews with employees, or certification by the Agent/factory that Hybrid Promotions LLC's Code of Conduct has been complied with. All documentation that might be needed to demonstrate compliance with this Code of Conduct shall be maintained for at least one year.

Freedom of Association

Hybrid Promotions LLC requires that all Agents/factories respect employee rights to freedom of association. Agents/factories shall not discipline any person in their employment due to that person's non-violent exercise of such right. Where the right to freedom of association and collective bargaining is restricted under law, Agents/factories shall consider the development of lawful parallel means for independent free association and bargaining.

Ethical Standards

Hybrid Promotions LLC will only knowingly work with Agents/factories that conduct their business by a set of ethical standards which are compatible with Hybrid Promotions LLC's standards. It is strictly prohibited to offer or receive bribes, kickbacks or any other similar unlawful or improper payments to or from our representatives, government officials, 3rd parties or any person or entity to obtain or retain business, and/or direct/shape the outcome of 3rd party QC inspections and social compliance audits.

Gift Policy

Hybrid Promotions LLC prohibits their Agents/factories the giving of any and all gifts of any sort, no matter the value, including any type of monetary consideration, gift card or "personal loan" to any Hybrid employee for any reason, at any time.

Security

Hybrid Promotions LLC requires Agents/factories to maintain facility security procedure to guard against the introduction of non-manifest cargo into outbound shipment. All Agents/factories must cooperate with local, national and foreign customs and drug enforcement agencies to guard against illegal shipments.

Violations

If you encounter what you believe to be a potential violation of local laws, the present code of conduct or unethical behavior you may confidentially report your concerns to Administration Department (714) 952-3866, ext. 154.