



**FORCED LABOUR AND CHILD  
LABOUR REPORT 2023**



## INTRODUCTION

C&O Apparel Inc is an apparel design and manufacturing company located in the province of British Columbia in Canada. This report outlines C&O Apparel's efforts to address forced labour and child labour in the supply chains of the goods we produced in Canada and goods we imported outside Canada, including related company's policies, existing measures and activities done in the 2023 fiscal year.

This report is made in compliance with Canada's *Fighting Against Forced Labour and Child Labour in Supply Chain Act* by C&O Apparel Inc and is approved by the President of C&O Apparel Inc on May 28, 2024.

## HIRING PROCESS

We recruit by advertising job openings on public job sites such as Indeed.ca, WorkBC.ca, etc. and receive applications directly from these sites. All hiring is done without any agencies involved.

All job applications are reviewed by Human Resources Department and related department supervisors. Potential candidates with qualified skills, knowledge and background are selected for interview in person. Zoom/online meeting is not being used for job interview to prevent from any 3<sup>rd</sup> party interference behind the scenes with risk of forced labour.

All potential candidates are asked to fill in job application form on the interview day and show government ID for verification of name, age, and legality to work in Canada. Age document is used to compare with physical appearance and ensure the candidate must be at least 15 years of age or older to meet minimum legal requirement.

Once hired, copies of the candidate's government IDs (with at least one picture ID) are obtained and maintained in the employee's file, and he/she must fill in Employee Information Sheet with personal details and confirm that his/her job application is voluntary without any abuses, forces or discrimination involved in the hiring process.

## EMPLOYEES TRAINING

All new employees are provided with Employee Handbook on first day of work, covering their rights and responsibilities with the Company. Such Employee Handbook is reviewed and updated annually to ensure the contents are in full compliance with BC Employment Standards and relevant legal requirements.

HR administrator and Operation Manager provide refresher training to all supervisors and management once a year regarding employees' rights and responsibilities, grievances mechanism and WRAP principles including Prohibition of Forced Labor and Child Labor.



### THIRD PARTY CERTIFICATION

Annual factory audits are carried out by 3<sup>rd</sup> party monitoring firms in assessing C&O Apparel Inc's human resources management, health and safety, environmental practices and legal compliance. C&O Apparel Inc is in full compliance for GMP audit (Good Manufacturing Practices) every year since 2009 and a WRAP CERTIFIED FACILITY since 2016.

### SUPPLY CHAINS

C&O Apparel has also developed strong and reliable supply chains locally and overseas. All our local and foreign major suppliers and sub-contractors have to agree to social compliance audit and GMP audit every year and must be in full compliance. They are also required to sign declaration and agree to adhere to the basic principles of social compliance, WRAP principles and local laws.

Regular periodic on-site visits to local and foreign major suppliers are also made by C&O Apparel's top management to inspect their overall conditions and management.

### ATTESTATION

In accordance with the requirements of the Act, and in particular section 11 thereof, I attest that I have reviewed the information contained in the report for the entity or entities listed above. Based on my knowledge, and having exercised reasonable diligence, I attest that the information in the report is true, accurate and complete in all material respects for the purposes of the Act, for the reporting year listed above.

I have the authority to bind C&O Apparel Inc.



**Simpson Ma**  
President

Date: 28 May 2024