

Brass Reminders Company, Inc. Code of Conduct (Revised January, 2023)

Brass Reminders Company, Inc. is committed to doing business in a fair and equitable manner as it relates to our employees, our customers, our suppliers and our licensors. To that end, Brass Reminders has established a code of conduct that insures adherence to federal, state, and local labor laws and best practices. Adherence to this code is also required of suppliers and contractors affiliated with Brass Reminders.

Brass Reminders is an equal opportunity employer. We do not discriminate in hiring or advancement on the basis of Race, Religion, Gender, County of Origin, Sexual Preferences, or any other prohibited basis. Applicants are evaluated solely on the basis of their ability to perform in the workplace.

Workers are entitled to a safe work environment free of physical and emotional dangers. Our workplace will be free of health dangers, including dangers to reproductive health. Brass Reminders adheres to all OSHA safety regulations at our manufacturing and office facilities, and maintains an “open door” policy to report any incidents regarding safety, sexual harassment, bullying, discrimination or any other worker concerns. We recognize the rights of workers to free association with worker’s rights groups and unions.

Brass Reminders has been a member of FLA (Fair Labor Association) for many years and agrees to, and practices the guidelines and suggestions they publish. We cooperate with The Workers Rights Consortium. All our workers are paid significantly over minimum wage, and above average for similar jobs in the community we operate in. Employees working over 40 hours per week are paid overtime wages at 1.5X their current rate. In no event will workers be required to work over 48 hours per week. Brass Reminders does not use forced labor, or any workers under the legal working age in the State of Kentucky, United States of America. Employees must be 18 years of age or older to work at Brass Reminders, except for part time summer jobs for those 16 or older. Such part time workers under 18 years of age will be restricted to 30 hours per week.

Brass Reminders has instituted specific rules of conduct relating to women. Female and male workers receive equal pay for the same job, based on seniority as raises are given annually. Male and Female workers are equally considered for each position at Brass Reminders. We do not designate any position as having a preference for one sex over the other. No reproductive issues are considered in hiring, maintaining or promoting for any position and no contraceptive requirements are required for either sex. Both male and female employees are permitted maternity/family leave. They are assured the ability to return to their previous position with no loss of seniority or pay at the end of the leave.

Brass Reminders Company, Inc. Code of Conduct – Continued (Revised January, 2023)

Brass Reminders licenses the marks of several institutions and organizations. Many of these have their own set of requirements regarding the conduct of their licensees. Brass Reminders agrees to, and exceeds each of these institutions requirements in our daily practice. These codes of conduct addendums are formally agreed to and included in our code of conduct by reference. Specifically:

IMG/CLC/Learfield Labor Code Standards Schedule 1

IMG/CLC/Learfield Labor Code Standards Schedule 1,Rider 1

IMG/CLC/Learfield Labor Code Standards Schedule 1,Rider 2

IMG/CLC/Learfield FLA Membership Schedule 2

IMG/CLC/Learfield WRC Membership Schedule 3

In addition to the labor standards above, several institutions that we contract with have individual requirements. These individual documents are formally agreed to and included in our code of conduct by reference. Specifically:

University of Michigan Code of Conduct Requirements

University of Minnesota Trademark Licensee Code of Conduct

Duke University Expectations of Licensees Based on University Codes of Conduct

Copies of these documents are attached as an addendum, which is incorporated into our Code of Conduct.

We are committed to providing quality products to our customers which are manufactured in an ethical manner. Any concerns regarding the policies of Brass Reminders Company should be address to our President: Mr. Brent Durham P.O. Box 160 Keene, KY 40339 USA