



April 18, 2023

Subject: Forced Labor Indicator Training – Vendor Code of Conduct

Dear Vendor,

Hobby Lobby Stores, Inc. (“Hobby Lobby”), is committed to conducting business in an ethical manner and in compliance with applicable law. While Hobby Lobby recognizes and respects the cultural differences that exist throughout the world, it expects its vendors, and all vendor subcontractors, to comply with the Vendor Code of Conduct.

Hobby Lobby partners with third party entities to help combat and eradicate forced labor by sourcing from companies who maintain their integrity by forbidding forced, bonded, indentured and prison labor from any of their suppliers.

US Customs and Border Protection (“CBP”) defines forced labor as all work or service which is extracted from any person under the menace of any penalty for its nonperformance and for which the worker does not offer work or service voluntarily. The CBP has also identified common indicators of forced labor.

Hobby Lobby Vendor Forced Labor Expectations & Action Steps:

- **Expectation:** Watch the Forced Labor Indicator Training video located on docs.hobbylobby.com and comply as necessary.
- **Expectation:** Be aware and vigilant in looking for and recognizing same and similar forced labor indicators as the CBP.
- **Action Steps:** Report anonymous allegations to either:
 - CBP at <https://eallegations.cbp.gov/Home/Index2>
 - OR
 - Hobby Lobby at either email, supplychainresearch@hobbylobby.com, or hotline TEL, 888-680-3670.

Hobby Lobby representatives may periodically conduct unannounced on-site visits to vendor facilities to verify compliance with the Vendor Code of Conduct. Hobby Lobby representatives may include inspectors from Hong Kong Connections, BV, and/or Transparency-One/SGS. Vendors agree to cooperate with such verification efforts.

It is necessary to keep records of all data on file for five years and be made available for review if requested. During an audit, it is essential to make supply chain documents, records, and material storage areas available to representatives. Hobby Lobby reserves the right to suspend future orders or to terminate its relationship with vendors who fail to comply with the Vendor Code of Conduct.

For reference, an updated Vendor Code of Conduct can be found on docs.hobbylobby.com along with other applicable information needed for supplying Hobby Lobby.

If there are any questions, please email vendor@hobbylobby.com

Sincerely,

Buying Resources