

A&F CO. NEW FACTORY SETUP WORKFLOW

A&F SUSTAINABILITY TEAM
AGENT/VENDOR
THIRD PARTY MONITORING FIRM

STEP 1 – PRE-AUDIT

- Submit valid third-party social audit report conducted in past 12 months¹
- Share Higg FEM self-assessment

¹ A&F aim at reducing audit fatigue at the factories. We accept third-party audit by well-known industry standards including but not limited to SMETA, amfori BSCI, WRAP and SLCP/FSLM.

STEP 3 – CORRECTIVE ACTION

- Submit corrective action plan (CAP) in 14-30 days
- Review and monitor the CAP through in-person visit or desktop review

STEP 2 – DAY OF AUDIT

- Review third-party social audit report or arrange A&F third-party social audit
- Complete third-party social audit in 30-45 days²
- Upload social audit report to A&F system and score the audit
- Verify Higg FEM self-assessment by accredited verifier

² Either semi-announced with two-week window or unannounced

STEP 4 – PROGRESS MONITORING

- Provide evidence to demonstrate improvement
- Arrange on-site follow-up or remediation³ for factories with high-risk issues⁴
- Repeat steps 1 to 4 annually or biennially based on audit rate

³ Refer to Continuous Improvement > Remediation Program

⁴ High-risk issues include but not limited to minimum wage, overtime compensation, child labor, forced labor and non-transparency. A&F Co. reserve the right to end relationship if no meaningful improvement is made by factory.