

Subject: Invitation to respond – N Brown Group in our COVID-19 tracker

In the 12-month period directly before the COVID-19 outbreak:

Please answer all questions and provide YES, NO or numerical answers where requested. We also welcome additional information and context.

1. What are the maximum number of days from invoice date within which you pay your suppliers (e.g. 30, 60, 90, 180 days)? **60 Days**
2. When is payment for orders typically made (i.e. after shipping, upon receipt of goods, partial payment in advance of production, etc.)? **Upon receipt or when documents are received for FOB orders.**
3. In this period, have you asked suppliers for a discount after placing an order? **No**
 1. If yes, what percentage of FOB was the discount (if varying, please list all percentages)?
4. Do your contracts have clauses for financial penalties:
 1. For suppliers for contract non-compliance (e.g. for late delivery, wrong specs etc.)? **Yes in our Supplier Charter but will be discussed and agreed prior to implementation.**
 2. For you (the buyer) to be held financially liable (in the form of a payment premium or otherwise) for changes in orders after a PO has been raised (order volume, order specs, order deadline etc.)? **No**

In the period since the COVID-19 outbreak:

Please answer all questions and provide YES, NO or numerical answers where requested. We also welcome additional information and context.

5. Have you committed to pay in full for:
 1. All completed orders? **Yes prior to 30th March.**
 2. All in-production orders? **This has been dealt with on an individual basis**
6. Have you extended your usual payment times? **No, we have improved them.**
 1. If yes, what are current payment terms (in days, e.g. 90, 180, 230 etc.)? **60 days**
 2. Are you supporting suppliers with access to local finance with a letter of credit or through other means? **Yes we have an early payment scheme through our banking facility.**
7. Have you requested a discount for any orders? **No**
 1. If yes what, percentage of FOB (if varying, please list all percentages)?

8. Have you taken any other steps (outside of order payment) to ensure workers in your supply chain have been paid wages for March and April, or will be paid wages or otherwise provided for during periods of lockdown? **Yes we have worked closely with our suppliers particularly in Bangladesh and have visibility of wages paid including Eid Bonuses.**
9. Where production is ongoing, have you taken steps to ensure suppliers are implementing measures to protect garment workers from infection (i.e. social distancing, sanitising practices, providing adequate protective equipment)? **Yes we have created a covid checklist and digital images and confirmation that they are following guidelines and having regular updates.**

Are you paying shareholder dividends? **We recently entered into a £50m 3 year Coronavirus Large Business Interruption Loan Scheme facility. For as long as the £50 million CLBILS facilities remain in place, we will be restricted from paying cash dividends.**

10.

11. Please add any additional comments (optional):