SUPPLIER CODE OF CONDUCT

The Supplier Code of Conduct sets forth standards — in addition to all relevant laws, regulations and conventions — that apply to suppliers and their factories, sub-suppliers and subcontractors. Suppliers must adhere to these standards and communicate them to all workers in all countries in which they operate.

A FAIR & RESPECTFUL WORKPLACE

FORCED LABOR, SLAVERY & HUMAN TRAFFICKING

Forced, prison, indentured, bonded, and slave labor as well as labor obtained through human trafficking are prohibited throughout our supply chain. Employers must not require workers to provide deposits or recruitment fees. If recruitment fees exist, the employer is responsible for payment of all employment eligibility and recruitment fees. The employer is not entitled to retain workers' personal identity documents and all workers must have freedom of movement. [ILO Conventions 29 and 105]

CHILD LABOR

All workers shall be at least the local minimum legal working age or ILO standard, whichever is higher. The facility must take all necessary precautions to ensure that authorized young workers, under the age of 18, are protected from working conditions that could pose a danger to their health, safety, or development. [ILO Conventions 138 and 182]

DISCRIMINATION

Workers must be selected only on the basis of their ability to do the job. Employers must not discriminate in employment, including hiring, compensation, advancement, termination, or discipline, on the basis of sex, gender identity, race, religion or belief, age, disability, illness, sexual orientation, pregnancy, marital status, civil partnership, nationality, political opinion, social or ethnic origin, or other protected status. All workers, regardless of gender, shall receive equal pay for work of equal value. [ILO Conventions 100 and 111]

HARASSMENT OR ABUSE

Workers must be treated with respect and dignity. No worker shall be subject to humiliating or corporal punishment, and the workplace must be free from all forms of physical, sexual, psychological, or verbal punishment, coercion, intimidation, harassment or abuse. [ILO Convention 190]

FREEDOM OF ASSOCIATION, RIGHT TO ORGANIZE & COLLECTIVE BARGAINING

Workers' rights to freedom of association and collective bargaining must be respected, as well as rights to refrain from participating in organizations of their choosing. Facilities must not interfere with, harass or intimidate workers who lawfully and peacefully associate, organize or bargain collectively. [ILO Conventions 87, 98, 135 and 154]

WAGES & BENEFITS

Employers must compensate workers with at least the minimum wage prescribed by local law, the prevailing industry wage or the wage negotiated in a collective bargaining agreement, whichever is higher. Employers shall compensate all overtime work at a premium rate and provide benefits as stipulated by local laws. Suppliers should strive to pay a wage sufficient to meet workers' basic needs and provide some discretionary income. Illegal or disciplinary deductions are not permitted. [ILO Conventions 1, 95 and 131]

WORKING HOURS

Overtime must be limited to a level consistent with humane and productive working conditions. Workers shall not work more than 48 regular hours (or lower if required by local laws or local industry standards) and shall not exceed 60 hours a week on a regularly scheduled basis. Workers must be given at least one day off in seven. All overtime must be voluntary. Workers must be provided with adequate breaks as legally required. [ILO Conventions 1, 14 and 30]

HEALTH & SAFETY IN THE WORKPLACE

HEALTH & SAFETY

Employers must provide a clean, safe and healthy work environment and take steps to prevent accidents, illness and injury arising out of or occurring during the course of work. All workers must have access at all times to sanitary facilities, which should be adequate and clean. Workers must be provided at no cost with all the appropriate personal protective equipment. Where dormitories and canteens are provided to workers, the same standards apply. [ILO Convention 155]

ENVIRONMENT

Facilities should have policies and procedures in place to ensure environmental impacts are reasonably minimized with respect to energy, air emissions, water, waste, hazardous materials and other significant environmental risks. Facilities are expected to make sustainable improvements in environmental performance.

OPEN & HONEST COMMUNICATION

TRANSPARENCY & TRACEABILITY

Our company, subcontractors and authorized agents must be given unrestricted access to all workers, production facilities and dormitories, and be granted access to all relevant records related to production facilities and sub-suppliers, whether or not notice is provided in advance.

SUBCONTRACTING

We do not allow unauthorized subcontracting and require all suppliers to formally request the use of new facilities and subcontractors. Suppliers, sub-suppliers and subcontractors must not use any form of home working arrangement for the manufacturing of our products.

ANTI-CORRUPTION/ANTI-BRIBERY

Suppliers must comply with all applicable anti-corruption and anti-bribery laws, rules and regulations.

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