



CODE OF EMPLOYMENT STANDARDS FOR SUPPLIERS



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This Code provides minimum standards that should be exceeded where possible. In applying it, suppliers must comply with national and other applicable laws and, where the provisions of the law and this Code address the same subject, apply the provision that gives workers the greater protection.

1. Living wages are paid

- 1.1 The wages and benefits paid for a standard working week are at or above national minimum legal levels or industry benchmark levels, whichever are higher. In any event, wages are always sufficient to meet basic needs and to provide some discretionary income.
- 1.2 All workers, before entering employment, are provided with written and understandable information about the basis and calculation of their wages and any deductions to be made from them. Then, each time they are paid, workers are given written particulars of their wages for the pay period concerned.
- 1.3 No deductions are made from wages as a disciplinary measure, nor are any other deductions made without the express written permission of the worker concerned, unless required by law.

2. Working hours are not excessive

- 2.1 Working hours comply with national laws or benchmark industry standards, whichever afford greater protection. Workers are not, in any event, required to work more than forty-eight hours per week on a regular basis.
- 2.2 Overtime is voluntary, does not exceed twelve hours per week, is not demanded on a regular basis and is always paid at a premium rate.
- 2.3 Workers are allowed at least one day off on average per week.

3. **Working conditions are safe and hygienic**

- 3.1 A safe and hygienic working environment is provided, subject to any specific hazards intrinsic to the job. Adequate steps are taken to prevent accidents and damage to health arising out of, associated with, or occurring in the course of, work, by minimising, so far as is reasonably practicable, the causes of hazards in the working environment.
- 3.2 Workers receive health and safety training on recruitment and, subsequently, at regular intervals. Additional training is given to workers who change to jobs that are exposed to different risks.
- 3.3 Workers are provided with access to clean toilet facilities and potable water. Hygienic facilities for food storage are provided, if appropriate.
- 3.4 If accommodation is provided, it is clean and safe and meets the basic needs of the workers.
- 3.5 Responsibility for health and safety is assigned to a senior manager.

4. **Child labour is not used**

- 4.1 There is no recruitment of child labour.
- 4.2 If any incidence of child labour is identified in the supplier's industry and region, the supplier shall initiate, or participate in, a programme to transfer any children involved in child labour into quality education until they are no longer children.
- 4.3 No one under eighteen years old is employed at night or in hazardous work or conditions.

4.4 In this Code, "child" means anyone under fifteen years of age, unless national or local law stipulates a higher mandatory school leaving or minimum working age, in which case the higher age shall apply; and "child labour" means any work by a child or young person, unless it is considered acceptable under the ILO Minimum Age Convention 1973 (C138).

5. **Employment is freely chosen**

5.1 There is no use of forced, bonded or involuntary prison labour.

5.2 Workers are not required to lodge deposits, identity papers or any other security with their employer and are free to leave their employment after reasonable notice.

6. **No discrimination is practised**

6.1 There is no discrimination in recruitment, wages, access to training, promotion, termination or retirement, based on race, caste, national origin, religion, age, disability, gender, sexual orientation, marital status, union membership, political affiliation or on any other basis unrelated to the ability to do the job.

7. **There is no harsh or inhumane treatment**

7.1 Physical abuse or discipline, verbal abuse, the threat of physical abuse, sexual or other harassment and other forms of intimidation are not permitted and not practised.

8. **Freedom of association and the right to collective bargaining are respected**

- 8.1 All workers have the right to join or form trade unions of their own choosing and to bargain collectively. They also have the right to choose not to join a trade union.
- 8.2 The supplier adopts an open attitude towards the activities of trade unions and their recruitment of members.
- 8.3 Workers' representatives are not discriminated against and are allowed access to the workplace to carry out their representative functions.
- 8.4 If rights to freedom of association and collective bargaining are restricted by law, the employer supports the development of parallel means for workers' free and independent association and bargaining.

9. **Regular employment is provided**

- 9.1 As far as possible, work is performed on the basis of the regular employment relationship established through national law and practice.
- 9.2 The supplier does not attempt to avoid the normal obligations of employer to employees under labour or social security laws and regulations by replacing the regular employment relationship with arrangements such as: labour-only contracting, sub-contracting, home-working, apprenticeship schemes with no real intent to impart skills or provide regular employment, or excessive use of fixed-term contracts of employment.