

## **Supplier Code of Conduct**

We intend to work only with reputable suppliers and manufacturers so that when customers buy goods from Buoyant Upholstery Ltd, they can be assured that they have been produced under acceptable conditions.

The Code of Conduct is a statement of our most basic requirements, which must be met in order to trade with Buoyant Upholstery Ltd.

The provisions of our Code of Conduct constitute minimum and not maximum standards. This Code should not be used to prevent companies from exceeding these standards.

Companies applying this Code are expected to comply with national and other applicable law and where the provisions of law and this Code of Conduct address the same subject; our suppliers should apply the provision which affords the greater protection to their employees.

Suppliers must ensure that Buoyant Upholstery Ltd. are provided with all information necessary to allow implementation and verification of compliance with the Code.

### **1 Employment**

#### **1.1 Employment is freely chosen**

There is no forced, bonded or involuntary prison labour.

Workers are not required to lodge "deposits" or their identity papers with their employer and are free to leave their employer after reasonable notice.

#### **1.2 Freedom of association and the right to collective bargaining are respected**

Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively.

The employer adopts an open attitude towards the activities of trade unions and their organisational activities.

Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace.

Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.

#### **1.3 Working conditions are safe and hygienic**

A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury 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 inherent in the working environment.

Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers.

Access to clean toilet facilities and to potable water, and if appropriate, sanitary facilities for food storage shall be provided.

Accommodation, where provided, shall be clean, safe and meet the basic needs of the workers.

The company observing the code shall assign responsibility for health and safety to a senior management representative.

#### **1.4 Employment of children**

Child labour shall not be used and there shall be no new recruitment of child labour.

Companies shall develop or participate in and contribute to policies and programmes that provide for the transition of any child found to be performing child labour. This will enable him or her to attend and remain in quality education until no longer a child.

Children and young persons under 18 shall not be employed at night or in hazardous conditions.

The policies and procedures relating to employment of children shall conform to the provisions of the relevant International Labour Organisation (ILO) standards.

The following are the definitions to be used for the above:

'Child': Any person less than 15 years of age unless local minimum age law stipulates a higher age for work or mandatory schooling, in which case the higher age shall apply.

'Young Person': Any worker over the age of a child as defined above and under the age of 18.

'Child Labour': Any work by a child or young person younger than the age(s) specified in the above definitions, which does not comply with the provisions of the relevant ILO standards, and any work that is likely to be hazardous or to interfere with the child's or young person's education, or to be harmful to the child's or young person's health or physical, mental, spiritual, moral or social development.

#### **1.5 Living wages are paid**

Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. In any event wages should always be enough to meet basic needs and to provide some discretionary income.

All workers shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid.

Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the expressed permission of the worker concerned. All disciplinary measures should be recorded.

### **1.6 Working hours are not excessive**

Working hours comply with national laws and benchmark industry standards, whichever affords greater protection.

In any event, workers shall not on a regular basis be required to work in excess of 48 hours per week and shall be provided with at least one day off for every 7 day period on average or where allowed by national law, 2 days off in every 14 day period.

Overtime shall be voluntary, shall not exceed 12 hours per week, shall not be demanded on a regular basis and shall always be compensated at a premium rate, which is recommended to be not less than 125% of the regular rate of pay.

Working hours may exceed 60 hours in any 7 day period only in exceptional circumstances where all of the following are met:

- this is allowed by national law;
- this is allowed by a collective agreement freely negotiated with a workers' organisation representing a significant portion of the workforce;
- appropriate safeguards are taken to protect the workers' health and safety; and
- the employer can demonstrate that exceptional circumstances apply such as unexpected production peaks, accidents or emergencies.

### **1.7 No discrimination is practised**

There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

### **1.8 Regular employment is provided**

To every extent possible, work performed must be on the basis of recognised employment relationship established through national law and practice.

Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour only contracting, subcontracting, or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

### **1.9 No Harsh or inhumane treatment is allowed**

Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

### **2 Environment**

Suppliers must manage all waste that they generate in accordance with local laws or in such a way as to avoid harm to the environment or the local population.