



SUPPLIER CODE OF CONDUCT

- 1. Labour Conditions** - The factory ensures that all employee ages are in compliance with local policies. All employees are required to comply with all company rules, regulations, policies issued and amended from time-to-time. The workforce should be voluntarily employed and have valid employment contracts.
- 2. Health and Safety** – The factory must have strict accidental prevention policies. The ventilation of the factory must adhere adequate policies where any chemicals are used. Following on, employees must receive supervised and adequate training sessions prior to conducting any work in the factory .
- 3. Working Conditions** – The facility should be kept clean and maintained in a hygienic and organised manner. Routine inspections should be carried out. Employees should have access to clean drinking water at all times and have functional toilet facilities with appropriate sanitary equipment.
- 4. Security** – Appropriate security measures should be available on site such as Locks, key cards, and device authentication and authorization to prevent unauthorised access. Video surveillance should be implemented to monitor the entirety of a facility and any suspicious activity
- 5. Fire Protection** – The site must have adequate equipment (alarms, extinguishers, emergency exit doors, etc) and written policy for fire emergencies. Furthermore, the staff should be trained on the basic fire prevention and emergency exit plans.
- 6. Discrimination** – The factory should have a written policy against any sort of discrimination (e.g age, caste, disability, ethnic, gender, race, religion, sexual orientation and social background)
- 7. Disciplinary Practices** – The factory must have a written policy supporting mental well-being at the workplace.
- 8. Working Hours** – Working hours must be in line with the local laws. Additionally, employees should be entitled to a lunch break and sick leave (if provided with appropriate supporting documents).
- 9. Wages** – All employee wages and compensation should be in line with the local legal policies. All wages and additional benefits (bonuses etc) should be paid in a timely manner.
- 10. Environmental Protection** – The factory should abide with all environmental protection laws and policies in the jurisdiction they operate in as well as maintain procedures for managing and minimizing resource consumption, water emissions, and air emissions.

As much as we value sustainability and eco-friendly practices, effective and efficient communication, punctuality and the quality of our products are of utmost importance.