



Manufacturer's Code of Conduct

___ **No Forced Labor** There shall not be any use of forced labor, whether in the form of prison labor, indentured labor, bonded labor or otherwise. No employees pay for their job. All employees are informed of the basic terms of their employment before leaving home. They retain control of their travel documents and have full freedom of movement.

___ **No Child Labor** No person shall be employed at an age younger than 15 or younger than the age for completing compulsory education in the country of manufacture where such age is older than 15.

___ **No Harassment or Abuse** Every employee shall be treated with respect and dignity. No employee shall be subject to any physical, sexual, psychological or verbal harassment or abuse.

___ **No Discrimination** No person shall be subject to any discrimination in employment, including hiring, salary, benefits, advancement, discipline, termination or retirement, on the basis of gender, race, religion, age, disability, sexual orientation, nationality, political opinion, or social or ethnic origin.

___ **Health and Safety** Employers shall provide a safe and healthy working environment to prevent accidents and injury to health arising out of, linked with, or occurring in the course of work or as a result of the operation of employer facilities.

___ **Freedom of Association and Collective Bargaining** Employers shall recognize and respect the right of employees to freedom of association and collective bargaining.

___ **Wages and Benefits** Employers recognize that wages are essential to meeting employees' basic needs. Employers shall pay employees, as a floor, at least the minimum wage required by local law or the prevailing industry wage, whichever is higher, and shall provide all legally mandated benefits.

___ **Hours of Work** Except in extraordinary business circumstances, employees shall not be required to work more than the lesser of 60 hours per week or the limits on regular and overtime hours allowed by the law of the country of manufacture. Each employee shall be informed at the time of hiring if mandatory overtime is a condition of employment. Except in extraordinary circumstances, employees shall be entitled to at least one day off in every seven day period.

___ **Overtime Compensation** In addition to their compensation for regular hours of work, employees shall be compensated for overtime hours at such premium rate as is legally required in the country of manufacture or, in those countries where such laws do not exist, at a rate at least equal to their regular hourly compensation rate.

Company Name: _____

Date: _____

Senior Company Representative: _____

Title/Position: _____

Signature: _____