

## **Code of Conduct**

### **for manufacturers**

#### **Introduction**

Zeeman textielSupers is a strongly expanding multinational company belonging to the Zeeman Group, which is committed to:

- a standard of excellence in every aspect of our business and in every corner of the world
- ethical and responsible conduct in all of our operations
- respect for the rights of all individuals
- respect for the environment

In order to make our position clear to our suppliers, sub-contractors, our own staff, agents as well as any other parties, we have set up a Code of Conduct.

#### **A. Supplier Relationships**

We seek to develop long-term business relationships with our suppliers. Our supplier-relationships are based on the principle of fair and honest dealings at all times. The relation is open-minded, down to earth and straight.

#### **B. Health and Safety**

Suppliers will provide employees with a safe and healthy workplace in compliance with all applicable laws and regulations, ensuring at a minimum reasonable access to portable water, sanitary facilities, fire safety, adequate lighting, ventilation.

### **C. Legal Requirements**

All our suppliers must follow the national laws in those countries where they are operating. When national laws are changing our suppliers/agents will inform us immediately.

Suppliers make sure that the ordered goods are manufactured in compliance with the standards for environmentally deleterious substances valid in the European Union and all other European Union standards and that there are no legal obstacles to sales of those goods to consumers in the European Union.

### **D. Employment Conditions**

All our suppliers must respect the fundamental human rights.

The use of child labour, younger than 15 years (or 14 where local law allows) is absolutely unacceptable.

In countries where the law permits apprenticeship programs for children between 12 and 15 years of age, we will accept that children of this age work a few hours a day (for example Unicef-projects).

A person is a child until the age of 18 (UN convention of the rights of a child) and therefore we recommend our suppliers to make sure that employees in the age group 15-18 years are treated properly.

Wages and benefits must be fully comparable with local norms and local laws.

Suppliers will not discriminate in hiring employees in the widest range.

Suppliers will treat each employee with dignity and respect.

### **E. Appendix**

The ETI Base Code, is attached to and part of this Code of Conduct.

## **F. Monitoring**

All suppliers are obliged to keep the Zeeman Group informed where each order is being produced. Suppliers will authorize Zeeman Group and its designated agents, including third parties, to engage in monitoring activities to confirm compliance with this Code of Conduct.

Suppliers will maintain on site all documentation that may be needed to demonstrate compliance with this Code of Conduct.

## **G. Non-Compliance**

When we find that a supplier does not comply with our Code of Conduct, we will terminate our business-relationship with this supplier if corrective measures are not taken within the agreed time.

If we find repeated violations we will immediately terminate the cooperation with the supplier and cancel our existing orders. In case of termination supplier will not be entitled to any compensation.

## **H. General**

This Code of Conduct is a mandatory requirement for all suppliers who do business with the Zeeman Group.

New suppliers to the Zeeman Group are checked by the country agent and will be obliged to sign the Code of Conduct.

Suppliers will confirm to any subsequent additions of amendments to this Code of Conduct.

## The ETI Base Code

### **1. Employment is freely chosen**

1.1 There is no forced, bonded or involuntary prison labour.

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

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

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

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

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

2.4 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.

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

3.1 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 minimizing, so far as is reasonably practicable, the causes of hazards inherent in the working environment.

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

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

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

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

#### **4. Child labour shall not be used**

4.1 There shall be no recruitment of child labour.

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

4.3 Children and young persons under 18 shall not be employed at night or, in relation to their age, in hazardous conditions.

4.4 These policies and procedures shall conform to the provisions of the relevant ILO standards.

#### **5. Living wages are paid**

5.1 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.

5.2 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.

5.3 Deductions from wages as a disciplinary measure shall not be permitted, unless provided for by national law, 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.

## **6. Working hours are not excessive**

6.1 Working hours must comply with national laws, collective agreements, and the provisions

of 6.2 to 6.6 below, whichever affords the greater protection for workers. Sub-clauses 6.2 to 6.6 are based on international labour standards..

6.2 Working hours, excluding overtime, shall be defined by contract, and shall not exceed 48 hours per week.\*

6.3 All overtime shall be voluntary. Overtime shall be used responsibly, taking into account all the following: the extent, frequency and hours worked by individual workers and the workforce as a whole. It shall not be used to replace regular employment. Overtime shall always be compensated at a premium rate, which is recommended to be not less than 125% of the regular rate of pay.

6.4 The total hours worked in any seven day period shall not exceed 60 hours, except where covered by clause 6.5 below.

6.5 Working hours may exceed 60 hours in any seven 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.

6.6 Workers shall be provided with at least one day off in every seven day period or, where allowed by national law, two days off in every 14 day period.

\* International standards recommend the progressive reduction of normal hours of work, when appropriate, to 40 hours per week, without any reduction in workers' wages as hours are reduced.

## **7. No discrimination is practiced**

7.1 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.

## **8. Regular employment is provided**

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

8.2 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, sub-contracting, 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.

## **9. No harsh or inhumane treatment is allowed**

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

The provisions of this code constitute minimum and not maximum standards, and 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 international treaties and, where the provisions of law and this Base Code address the same subject, to apply that provision which affords the greater protection.



**Zeeman Group Code of Conduct Compliance Commitment**

We hereby confirm that we have taken part of and fully understand the Zeeman Group Code of Conduct.

We confirm that we have full knowledge of all relevant laws in the countries where we are operating.

We agree to comply with the Zeeman Group Code of Conduct to take the responsibility for informing all our subcontractors about the contents of the Code and make sure that they also comply.

Supplier code:.....

Supplier,

Zeeman Group

Date: .....

.....

Name: .....

.....

Signature: .....

.....

(C.E.O.)

Company name: .....

.....

Company stamp: .....

.....