

MONSOON ACCESSORIZE CODE OF CONDUCT

We have adopted the Ethical Trading Initiative (ETI) Base Code as our international standard and expect our suppliers to follow this. The Code is founded on the conventions of the International Labour Organisation (ILO) and is an internationally recognised code of labour practice¹.

0. MANAGEMENT SYSTEMS:

- 0.1. O.B.1 Suppliers are expected to implement and maintain systems for delivering compliance to this Code.
- 0.2. O.B.2 Suppliers shall appoint a senior member of management who shall be responsible for compliance with the Code.
- 0.3. O.B.3 Suppliers are expected to communicate this Code to all employees.
- 0.4. O.B.4 Suppliers are expected to be operating legally in premises with the correct business licenses and permissions and to have systems to ensure that all relevant land rights have been complied with.
- 0.5. O.B.5 Suppliers should communicate this code to their own suppliers and, where reasonably practicable, extend the principles of this Ethical Code through their supply chain.

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

¹ For further background and support information see: <http://www.ethicaltrade.org/eti-base-code>

- 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 minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.
- 3.2. Workers shall receive regular and recorded health and 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 new recruitment of child labour.
- 4.2. Companies shall develop or participate in and contribute to policies and programmes 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; "child" and "child labour" being defined in the appendices.
- 4.3. Children and young persons under 18 shall not be employed at night or 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 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.

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6. WORKING HOURS ARE NOT EXCESSIVE

NB: This Base Code clause was revised with effect from 01 April 2014. Find out more.

- 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 7 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 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.

6.6. Workers shall be provided with at least one day off in every 7 day period or, where allowed by national law, 2 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 recognised 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.

RESPONSIBLE RECRUITMENT

8.3. Businesses have full understanding of the entire recruitment process including all labour recruiters and intermediaries in terms of required legal and/or ethical requirements.

8.4. There are effective management systems in place to identify and monitor the hiring and management of all migrant workers, contract, agency, temporary or casual labour.

8.5. Employment agencies must only supply workers registered with them.

8.6. No workers pay recruitment fees at any stage of the recruitment process.

8.7. Workers' contracts accurately reflect the agreed payment and terms in the recruitment process and are understood and signed by workers.

SUB-CONTRACTING & HOMEWORKING

- 8.8. 8A.1 There should be no sub-contracting unless previously agreed with the main client.
- 8.9. 8A.2 Systems and processes should be in place to manage sub-contracting, homeworking and external processing.

9. NO HARSH OR INHUMANE TREATMENT IS ALLOWED

- 9.1. Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.
- 9.2. Companies should provide access to a confidential grievance mechanism for all workers.

10. A. ENTITLEMENT TO WORK

- 10.1. 10A.1 Only workers with a legal right to work shall be employed or used by the supplier.
- 10.2. 10A.2 All workers, must be validated by the supplier for their legal right to work by reviewing original documentation.

10. B.4. ENVIRONMENT

- 10.3. 10B4.1 Businesses as a minimum must meet the requirements of local and national laws related to environmental standards.
- 10.4. 10B4.2 Where it is a legal requirement, businesses must be able to demonstrate that they have the relevant valid permits including for use and disposal of resources e.g. water, waste etc.
- 10.5. 10B4.3 Businesses shall be aware of their end client’s environmental standards/code requirements
- 10.6. 10B4.4 Suppliers should have an environmental policy, covering their environmental impact, which is communicated to all appropriate parties, including its own suppliers.
- 10.7. 10B4.5 Suppliers shall be aware of the significant environmental impact of their site and its processes.
- 10.8. 10B4.6 The site should measure its impacts, including continuous recording and regular reviews of use and discharge of natural resources e.g. energy use, water use (see 4-pillar audit report and audit checks for details).
- 10.9. 10B4.7 Businesses shall make continuous improvements in their environmental performance.
- 10.10. 10B4.8 Businesses shall have available for review any environmental certifications or any environmental management systems documentation
- 10.11. 10B4.9 Businesses should have a nominated individual responsible for co-ordinating the site’s efforts to improve environmental performance.

10C: BUSINESS ETHICS

- 10.12. 10C.1 Businesses shall conduct their business ethically without bribery, corruption, or any type of fraudulent Business Practice.
- 10.13. 10C.2 Businesses as a minimum must meet the requirements of local and national laws related to bribery, corruption, or any type of fraudulent Business Practices.
- 10.14. 10C.3 Where it is a legal requirement, businesses must be able to demonstrate that they comply with all fiscal legislative requirements.
- 10.15. 10C.4 Businesses shall have access to a transparent system in place for confidentially reporting, and dealing with unethical Business Ethics without fear of reprisals towards the reporter.
- 10.16. 10C.5 Businesses should have a Business Ethics policy, covering bribery, corruption, or any type of fraudulent Business Practice,
- 10.17. 10C.6 Businesses should have a designated person responsible for implementing standards concerning Business Ethics
- 10.18. 10C.7 Suppliers should ensure that the staff whose job roles carry a higher level of risk in the area of ethical Business Practice e.g. sales, purchasing, logistics are trained on what action to take in the event of an issue arising in their area.
- 10.19. 10C.8 Businesses should communicate their Business Ethics policy, covering bribery, corruption, or any type of fraudulent Business Practice to all appropriate parties, including its own suppliers.

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, WHERE THE PROVISIONS OF LAW AND THIS BASE CODE ADDRESS THE SAME SUBJECT, TO APPLY THAT PROVISION WHICH AFFORDS THE GREATER PROTECTION.
