



## **Code of Conduct for Suppliers**

### **France, January 2013**

KARIBAN is committed to conducting business in accordance with the highest standard of business ethics and respect for human rights, and in compliance with all applicable laws. We have a responsibility towards all persons involved with the production of our products. We therefore require our suppliers, agents, distributors and other business partners to meet these high standards.

While we recognize that different cultural, legal and ethical systems exist in the countries in which our products may be manufactured, this Code of Conduct sets forth certain basic requirements that all manufacturing facilities must satisfy.

#### 1. Compliance with Law

We require all manufacturing facilities to operate in compliance with the requirements of applicable laws and regulations alongside this Code of Conduct and to apply that provision which offers the greater protection.

#### 2. Child Labour

No person shall be employed at an age younger than the age for completing compulsory schooling in the country of manufacture, or the age consistent with International Labour Organization guidelines, whichever is greater. All our authorized facilities must observe all legal requirements for work of all employees, particularly those pertaining to hours of work, working conditions, worker health and worker safety.

#### 3. Forced Labour

The use of forced or compulsory, indentured, or bonded labour is prohibited.

#### 4. Health and Safety

Working conditions throughout all manufacturing facilities must be safe, hygienic and meet or exceed requirements of all local health and safety laws and regulations particularly those pertaining to building standards and emergency procedures. Workers must be adequately trained and equipped to perform their jobs safely and made aware of any industry specific hazards. Workers must have access to clean toilets and clean drinking water.

#### 5. Harassment or Abuse

Corporal punishment or other forms of harassment, abuse or coercion, whether verbal, mental, physical or sexual, are strictly forbidden.

#### 6. Discrimination

Discrimination in hiring, pay, promotions, discipline, termination or other terms and conditions of employment based on gender, age, religion, marital status, social status, personal beliefs or other legally protected criteria, is prohibited.

#### 7. Environmental Compliance

We require that all facilities comply with all local laws and regulations regarding environmental protection. In addition all facilities should work to minimize all waste and maximize recycling where possible, and to ensure proper storage and disposal of hazardous substances.

#### 8. Wages and Benefits

All facilities should ensure that employees be fairly compensated by providing wages, including overtime pay, and benefits that meet or exceed all applicable local laws and regulations. Wage levels and benefits should be regularly benchmarked against industry best practice and/or collective agreements and adjusted accordingly.

#### 9. Freedom of Association

We recognize and respect the rights of employees to freedom of association and collective bargaining and expect all our suppliers to do the same.

#### 10. Working Hours

All facilities should ensure set working hours comply with national laws or benchmark industry standard whichever offers the greater protection to worker health, safety and welfare. Ideally a standard working week will comprise 48 working hours excluding overtime. Overtime will be considered voluntary and will not exceed 12 hours in a working week. Workers will be entitled to a full working day off every 7 days.

This Code of Conduct must be posted in a location accessible to all employees and visitors (in English and in the appropriate local language). As part of our ongoing sourcing strategy we will ensure the above points are checked during all supplier visits and audits. Our local agents and partners will conduct regular reviews of all points with our suppliers and report progress.

To report suspected violations of this Code of Conduct, contact our company at Kariban, Eurocentre, 13 avenue du Girou, 31620 Villeneuve les Bouloc, France or at [www.kariban.com](http://www.kariban.com).