



## **GLOBAL SOURCING AND OPERATING GUIDELINES - BUSINESS PARTNER WORKPLACE STANDARD**

### **Ethical Standards**

We will only seek identity and utilize business persons who aspire as individuals and in the conduct of their business to a set of ethical standards not incompatible with our own. Bribes, kickbacks or other similar unlawful or improper payments are strictly prohibited. We expect full transparency from our business partners. No unauthorized subcontracting.

### **Legal Standards**

We expect our business partners to be law abiding as individuals and to comply with applicable national and local laws, rules and regulations relevant to the conduct of their business. Business partners must comply with US customs-trade partnership against terrorism (C-TPAT) requirements and U.S. country of origin regulations.

### **Environmental Standards**

We will only do business with partners who share our commitment to the environment and have policies and procedures in place to track and mandate environmental impact with respect to energy, air emissions, water, waste, hazardous materials and other significant environmental risks.

### **Community Involvement**

We will favor business partners who share our commitment to contribute to improving community conditions.

### **Employment Standards**

We will only do business with partners whose workers are in all cases present voluntarily, not put at risk of physical harm, fairly compensated, allowed the right of free association and not exploited in any way. In addition, the following specific guidelines will be followed.

### **Wages and Benefits**

We will only do business with partners who provide wages and benefits that comply with any applicable law or match the prevailing local manufacturing or finishing industry practices. This would include not only wages, but overtime payment, vacation, piece rate, leave period, and holiday.

**Working Hours**

While permitting flexibility in scheduling, we will identify prevailing local work hours and seek business partners who do not exceed them except for appropriately compensated overtime. We favor business partners who utilize less than sixty-hour work weeks. Employees should be allowed at least one day off in seven days. Overtime must be voluntary.

**Child Labor**

Usage of child labor is not permissible. Unless stated in national or local laws, workers can be no less than 16 years of age and not younger than the compulsory age to be in school. We will not utilize partners who use child labor in any of their facilities. We support the development of legitimate workplace apprenticeship programs for the educational benefit of younger people.

**Prison Labor/Forced Labor**

We will not knowingly utilize bonded, indentured, prison or forced labor in contracting relationships in the manufacture and finishing of our products. We will not utilize or purchase materials from a business partner utilizing prison or forced labor.

**Health and Safety**

We will only utilize business partners who provide workers with a clean, safe and healthy work environment. Business partners who provide residential facilities for their workers must provide safe and healthy facilities. Health and safety must follow all applicable legally mandated standards for workplace health and safety.

**Discrimination**

While we recognize and respect cultural differences, we believe that workers should be employed on the basis of their ability to do their job, rather than on the basis of personal characteristics or beliefs. We will favor business partners who share this value. Business partners must not discriminate based on race, age, gender, religion, disability and any basis unrelated to job performance.

**Disciplinary Practices**

We will not utilize business partners who use corporal punishment or other forms of mental or physical coercion, intimidation, or abuse.