



Supplier Code of Practice

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| Please sign and date. Copy to be held by Supplier and original to be returned to the appropriate contact at AKA. | 11 |

1. Principles of the Code

AKA is committed to operating, during the course of business, in accordance with the AKA Corporate Ethics (set out in the Ethical Standards page of this document).

AKA seeks to ensure that all products purchased are safe, produced in a clean and safe environment and that all goods and services are supplied in accordance with all applicable legislation.

For the purpose of this document, 'suppliers' are defined as any 3rd party company or individual that provides a product which is purchased by AKA. AKA will make every effort to enter into a strategy of positive engagement with its suppliers and to work together with them to reach the standards set out in this code. We will work with suppliers to support any necessary improvements but we will also take action, which may involve cancelling orders and ceasing to trade, if suppliers are not prepared to make appropriate changes.

These standards are an integral part of our business and are considered to be substantially controllable by our suppliers. We expect our suppliers to adopt similar principles in dealing with their own suppliers.

AKA will seek to work with suppliers who do not use sub-contractors or outworkers except as agreed and approved by AKA. It is the supplier's responsibility to ensure and provide evidence that any sub-contractors and outworkers used do conform to the criteria outlined in this code and all local legislative requirements.

It is the supplier's responsibility to ensure that where local legislation sets higher standards than those set within the code that they meet those legislative requirements.

2. Ethical Standards

AKA is committed to providing quality services and products to its staff and clients, in conjunction with its suppliers and to promote high standards of business behaviour and social responsibility.

Fundamental parts of this commitment are AKA's Corporate Ethics. AKA will seek to identify and work with suppliers who adhere to, as individuals and in the conduct of their business, ethical standards which are compatible with our own.

AKA expects its business partners to be law abiding as individuals and to comply with local legal requirements in the conduct of all their business activities. This includes compliance with the specific terms of the AKA Code of Practice and the following AKA Corporate Ethics:

AKA will only work with suppliers who provide their employees with a safe and healthy work environment. Suppliers must conform fully to the labour, health and safety laws of the country of manufacture as a minimum.

The AKA supplier shall recognise the dignity of the individual. They will not use slave or forced labour or trafficked individuals. They will afford the rights of lawful free association and collective bargaining to all employees, and the right to a workplace free of harassment, abuse, degrading treatment or corporal punishment. They will respect their employee's private and family life and their right to freedom of thought, conscience and religion.

AKA recognises and respects cultural differences; we will seek and identify suppliers who employ individuals based on their ability to do the job, irrespective of their gender, racial characteristics, colour, nationality, cultural or religious beliefs, age or marital status.

The AKA supplier must comply with national laws and international standards that aim to protect the environment. This applies both in the country of manufacture and in the country in which the product is sold.

AKA encourages its suppliers to provide training and education for its employees to enable those employees to better perform their jobs.

Suppliers should develop and implement an effective management system demonstrating compliance with this code's requirements and all local labour, health, safety, welfare and environmental requirements. Suppliers should develop an internal self-assessment system and maintain compliance with the code and legislative requirements.

3. Adult Workers

Employers are expected to comply with the relevant national laws, industry or collective agreements and any codes of practice, but should also follow standards of employment practice.

a) Working Time

- i. It is recommended that the maximum compulsory working week should be 48 hours. Where the employee freely gives their consent to work overtime, the working week may be extended. Overtime should not exceed 12 hours per week and any overtime worked should be paid or the equivalent time given as paid absence at a suitable later date.
- ii. Every employee should be entitled to at least one day off each week.
- iii. Every employee should be entitled to a period of paid holiday leave each year.
- iv. Every employee should be entitled to take reasonable absence from work on the grounds of genuine incapacity through illness, without financial penalty or threat of dismissal. During any such leave the employee should continue to receive, as a minimum, a reasonable subsistence payment to meet basic needs.

- v. Employees must be provided with a written and understandable statement detailing all terms and conditions of employment before they enter employment.
- vi. Particulars of their wages must be provided for the pay period concerned each time they are paid.
- vii. 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.

NB: Detailed records should be maintained in respect of each of the above and be retained for a period of three years in a format suitable for inspection.

b) Remuneration

Employees' wages should meet or exceed the national legal or industry benchmark standards for a standard working week whichever is higher. In any event wages should be at least sufficient to meet basic needs and provide some discretionary income.

c) Equality of Treatment

A Company's employment practices and policies should afford all workers equality of treatment. Decisions or practices which are based on the unfair discriminatory grounds listed below, rather than on merit, will not be acceptable:-

- Race, colour, language, nationality, ethnic or social origin, religious belief, political opinion, union membership, gender, sexual orientation, age, marital status, disability, property, birth or other status.

Specifically, the following standards must be observed in respect of non-discrimination:-

- i. No job applicant should be unfairly refused employment or offered employment on less favourable terms.
- ii. All employees should have equal access to jobs, training, promotion and transfer and no one should receive less favourable wages, benefits or access to facilities.
- iii. Physical abuse or discipline, the threat of physical abuse, sexual or other harassment, verbal abuse or other forms of intimidation shall be prohibited.
- iv. Employers are expected to provide a pleasant and harmonious working environment and to protect their workers from bullying, verbal or physical harassment, victimisation, discrimination or physical abuse whether from management, from their colleagues or from members of the public.

d) Security of Employment

Wherever reasonably practicable all workers should enjoy security and stability of employment and regularity of income. To every extent possible, work performed must be on the basis of recognised employment established through national law and practice.

- i. The practice of seasonal or periodic “lay-off” (of workers who require continuous employment), should be reviewed and minimised.
- ii. The following practices, many of which seek deliberately to deny workers employment protection by law, are not acceptable:-
 - “At will” terminations.
 - Termination without notice.
 - Inappropriate use of self-employed status for lower grade workers.
- iii. A fair disciplinary procedure should be established and adhered to in all cases of alleged employee misconduct or unsatisfactory performance.
 - An employee should not face dismissal without the opportunity to have a fair and objective hearing.
 - Employees should also be afforded the right to appeal against any disciplinary action taken if they believe it to be unjust.
 - A formal system must be in place to ensure the code of conduct is available to all employees and that they have a confidential way of reporting anyone who breaches the code of conduct.
 - All disciplinary measures should be recorded.

4. Child Labour and Young Workers

A Child is defined as any person less than 15 years of age unless local minimum age law stipulates a higher age for work or mandatory schooling, in which case the higher age shall apply. If however, local minimum age law is set at 14 years of age in accordance with developing country exceptions under ILO Convention No. 138, the lower will apply. There shall be no new recruitment of child labour.

A Young Person is defined as any worker over the age of a child as defined above and under the age of 18

Child Labour is defined as any work by a child or young person younger than the age(s) specified in the above definitions, which does not comply with the provisions of the relevant International Labour Organisation (ILO) standards, and any work that is likely to be hazardous or to interfere with the child’s or young person’s education, or to be harmful to the child’s or young person’s health or physical, mental, spiritual, moral or social development.

a. Child Labour

AKA will not work with companies who continue to use child labour in any of their facilities.

- i. There shall be also be no new recruitment of child labour
- ii. 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

b. Young Workers

A “young worker” is defined as someone over the age of a child as defined above and under the age of 18

- i. The following controls should be in place for young workers:
 - Companies should ensure that the legal minimum wage for their country is met.
 - Break times should be increased to enable a minimum of 20 minutes rest time for each 4 hours worked.
 - Overtime work will not be acceptable.
 - If circumstances exist where employees cannot leave the factory due to dependency on company transport then educational facilities must be made available.
- ii. Prior to employment, companies will be expected to carry out adequate checks to confirm that the individual is above the school leaving age and should then maintain detailed employment records suitable for inspection, which include a photograph and documented evidence of the young person’s age.
- iii. Written medical checks to be performed at least twice a year until they reach the age of 18. Records must be available for inspection.
- iv. Expert opinion and evidence identifies additional health and safety risks to which young workers are exposed, associated with their inexperience, immaturity and lack of awareness of existing risks to their health and safety. In recognition of this, AKA will support suppliers who introduce both training and educational provision and workplace measures, which seek to minimise those health and safety risks, i.e.
 - Risk assessments of the type of work they are required to perform should be undertaken to avoid exposure to health and safety risks.
 - The nature, degree and duration of any exposure to biological, chemical or physical substances.
 - The form, range, use and handling of work equipment and machinery.
 - The job must be conducive to their inexperience and immaturity, i.e. no pressing, no heavy lifting, no exposure to dangerous chemicals or operations.
 - Employees should introduce training in the safe and proper use of equipment and machinery and raise awareness of potential risks. The training should be provided for all new employees upon starting work and ongoing thereafter, particularly where equipment or processes have changed or where an accident has occurred.

5. Health and Safety

a. **Aim**

It should be the aim of all our suppliers to continue to work towards reducing accidents and maintaining the welfare of their employees.

b. **Responsibility**

It is recommended that each supplier nominates a member of management to be responsible for health, safety and welfare requirements of the premises.

c. **Standards**

Minimum standards should be compliant with relevant national laws and standards but should also include the following:

- i. **Fire Safety** - Provide and maintain safe and effective means of escape and adequate fire extinguishers. In addition, fire drills should be carried out twice a year so that employees are fully instructed and trained on the way to prevent fires and the use of fire extinguishers.
- ii. **Work Place** - Suppliers must provide and maintain a safe and healthy work place and working environment. More specifically the following should be addressed:-
 - Ventilation with fresh or purified air.
 - Sufficient lighting, if possible by natural light.
 - Securely guarded stairs.
 - Readily accessible, suitable and sufficient sanitary conveniences should be provided with adjoining wash facilities providing clean running water.
 - Drinking water supplies must be provided which are wholesome and readily accessible.
 - Facilities should also be provided for eating meals.
 - Adequate rest facilities should be provided.

The provisions of this code constitute minimum not maximum standards and this code should not be used to prevent companies from exceeding these standards. Companies applying this standard are expected to comply with national and other applicable law and, where the provisions of law address the same subject, to apply that provision which affords the greater protection.

- iii. **Work Equipment** - Employers must ensure that any equipment provided for work is suitable for its intended purpose, maintained in an efficient state in working order and good repair. Dangerous machinery must be securely guarded.
- iv. **Electricity** - Only trained staff should be allowed to work with electricity, with all electrical systems being maintained so as to prevent danger at all times.
- v. **First Aid** - The employer should provide adequate and appropriate first aid facilities for their employees in case of injury or illness at work. These should include first aid kits which are regularly maintained and we would advise there should be at least one trained member of staff for every fifty workers. All first aiders should have refresher training every three years.

- vi. **Accident Procedures** - To help prevent future accidents, accident procedures should be put in place covering accident reporting and logging, accident investigation and analysis.
- vii. **Hazardous Substances** - The supplier must ensure that procedures are enforced which ensure that all hazardous substances are delivered, stored, used and disposed of safely. Where hazardous substances are used then the following questions should be asked:

- Can the exposure of the worker be prevented? e.g. use a different, less hazardous substance. Use in a different form, e.g. liquid dye instead of powder dye.
- Can the exposure be controlled? e.g. by the mechanical ventilation enclosing the process.
- Finally, and as a last resort, provide personal protective equipment.

Employees exposed to substances hazardous to their health must be provided with such information, instruction and training as is suitable and sufficient for them to know the health risks associated with their exposure to the substances with which they work. They should also be familiar with the precautions necessary for their protection.

- viii. **Manual Handling** - No employee should be required to lift, carry, push or pull any load which could harm them. Where possible, manual handling should be avoided by providing mechanical handling equipment. Job rotation should be used where repetitive strain type injuries could be a risk.
- ix. **Personal Protective Equipment (PPE)** - Where risks are not adequately controlled by other means then the employer must supply suitable PPE, free of charge, to the employee.
- x. **Training and Supervision** - The employer must provide as much information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of their employees. Training records must be kept for each individual employee.
- xi. **Residential Accommodation** - Where residential accommodation is provided for employees it must be safe (particularly with regard to fire precautions), clean and provide sufficient space for an individual to live comfortably. Toilet and washing facilities should be provided with clean running water.

6. **Environment**

a. **Aim**

Our environmental policy aims to maintain the highest standards of environmental management in all areas of our business, to reduce any negative effects on the environment, and to improve on these standards at all times.

b. **Responsibility**

At the least, suppliers must meet all local and national regulations. In addition, we expect them to meet all of the relevant standards relating to the environment.

