

Supplier Code Of Conduct

Ball & Doggett

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Ball and Doggett is committed to understanding and managing ethical, social and environmental issues along its supply chain. The Supplier Code of Conduct has been created to meet our commitment and outlines the terms and conditions of doing business with Ball and Doggett.

The Supplier Code of Conduct is based on the Ethical Trading Initiative (ETI) Base Code and the audit methodologies of the SEDEX (Supplier Ethical Data Exchange). This code reflects Ball and Doggett's obligation as a responsible trading partner.

1.0 INTERPRETATION AND DEFINITION OF THIS CODE

Supplier commitments outlined within this document should be interpreted in line with the Ethical Trading Initiative Code (ETI), the SEDEX Members Ethical Trade Audit and the definitions outlined further below within the Appendix – The ETI Base Code.

2.0 SUPPLIER COMMITMENTS

2.1 WORKING CONDITIONS

Suppliers must comply with local laws and regulations associated with labour, health, safety and the environment. All suppliers must also comply with legal requirements of the countries that they operate within and also to the elements listed within this document – Supplier Code of Conduct.

- a. Employment is freely chosen.
- b. Freedom of association and the right to collective bargaining are respected.
- c. Working conditions are safe and hygienic.
- d. Child labour is not used.
- e. Living wages are paid.
- f. Working hours are not excessive.
- g. No discrimination is practiced.
- h. Regular employment is provided.
- i. No harsh or inhumane treatment is used.

2.2 ENSURE INTEGRITY AND TRANSPARENCY IN DEALINGS BETWEEN BALL AND DOGGETT AND ITS SUPPLY CHAIN PARTNERS

Suppliers are expected to conduct their business activities in an ethical manner, and exempt of any bribery, corruption or any fraudulent or unethical behavior. Our expectation is that our suppliers disclose any conflicts of interest between themselves and Ball and Doggett.

2.3 IMPROVE ENVIRONMENTAL OUTCOMES

Suppliers are expected to comply with local and national laws related to environmental standards. Preference will be given to those who have a developed formal policy that outlines the approach they are undertaking to manage environmental impacts within their control.

3.0 COMPLIANCE WITH THIS CODE

It is preferential that suppliers have formal policies and systems that align and comply to the supplier commitments outlined within this Code.

SUPPLIER ACCEPTANCE

On behalf of the supplier as stipulated further below and as the Authorized Representative, I agree to ensure compliance with this Code and to work with Ball and Doggett to meet our obligations under this Code. Furthermore, I agree that this Code forms part of any Terms and Conditions agreed between the Supplier and Ball and Doggett moving forward.

EXECUTED BY THE SUPPLIER

Supplier Name

Name and Position of Authorized Person

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Date

Signature of Authorized Person

Appendix

The ETI Base Code

This document was amended 01 April 2014 with revisions to clause 6. Working hours are not excessive.

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.

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.

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;

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- 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 practised

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.

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. 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.

Note: We make every effort to ensure that the translations of the ETI Base Code and Principles of Implementation are as complete and accurate as possible. However, please note that in both cases it is the English language documents which should be treated as the official versions.