



## WORKPLACE CODE OF CONDUCT

**Employment Relationship** Employer shall adopt and adhere to rules and conditions of employment that respect workers and, at a minimum, safeguard their rights under national and international labor and social security laws and regulations.

**Forced Labor** There shall not be any use of forced labor, whether in the form of prison labor, indentured labor, bonded labor or other forms of forced labor.

**Child Labor** No person shall be employed under the age of 16 or under the age for completing compulsory education, whichever is higher.

**Harassment or Abuse** Every employee shall be treated with respect and dignity. No employee shall be subject to any physical, sexual, psychological or verbal harassment or abuse.

**Nondiscrimination** No person shall be subject to any discrimination in employment, including hiring, compensation, advancement, discipline, termination or retirement, on the basis of gender, race, religion, age, disability, sexual orientation, nationality, political opinion, social group or ethnic origin.

**Health, Safety, and Environment** Employer shall provide a safe and healthy working environment to prevent accidents and injury to health arising out of, linked with, or occurring in the course of work or as a result of the operation of employers' facilities. Employer shall adopt responsible measures to mitigate negative impacts that the workplace has on the environment.

**Freedom of Association and Collective Bargaining** Employer shall recognize and respect the right of employees to freedom of association and collective bargaining.

**Hours of Work** Employer shall not require workers to work more than the regular and overtime hours allowed by the law of the country where the workers are employed. The regular work week shall not exceed 48 hours. Employer shall allow workers at least 24 consecutive hours of rest in every seven-day period. All overtime work shall be consensual. Employer shall not request overtime on a regular basis and shall compensate all overtime work at a premium rate. Other than in exceptional circumstances, the sum of regular and overtime hours in a week shall not exceed 60 hours.

**Compensation** Every worker has a right to compensation for a regular work week that is sufficient to meet the workers' basic needs and provide some discretionary income. Employer shall pay at least the minimum wage or the appropriate prevailing wage, whichever is higher, comply with all legal requirements on wages, and provide any fringe benefits required by law or contract. Where compensations does not meet workers' basic needs and provide some discretionary income, each employer shall work with the FLA to take appropriate actions that seek to progressively realize a level of compensation that does.

**Informed Workplace** The contractor has informed employees about the workplace standards orally and through the posting of standards in a prominent place and undertaken other efforts to educate employees about the standards on a regular basis.

**Subcontractor** You have not utilized any subcontractors without prior authorization from Design Resources, Inc.

**Registered Trademark** You will not manufacture trademark merchandise without a signed trademark authorization by the trademark owner or owners.

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All references to local law throughout this Code shall include regulations implemented in accordance with applicable local law.