



## **Skibz Ethical Manufacturing Policy**

### **Implementation of Policy Requirements**

- I. Suppliers are expected to establish management systems for delivering compliance with this Policy. An individual in a management position should be appointed to ensure compliance with the Policy.
- II. Suppliers are expected to communicate the requirements of this Policy to all employees, suppliers, out-workers or sub-contractors engaged in their supply chain, and take steps to ensure that suppliers and sub-contractors comply with this Policy.
- III. Suppliers shall comply with all applicable national laws in the countries in which they operate and all relevant ILO conventions.

### **Employment of Children**

- I. Children under the age of 15 shall not be recruited or employed.
- II. Children and young people under the age of 18 shall not be expected to work throughout the night or under potentially hazardous conditions.

### **Forced Labour**

- I. There shall be no forced, bonded or involuntary labour of any description.

### **Health, Safety and Hygiene**

- I. Every effort shall be made to provide a safe and hygienic working environment. Adequate steps should be taken to avoid accidents and injury to health arising out of, or occurring in the course of work.
- II. Where provided, accommodation shall be safe, clean and meet the basic needs of workers.
- III. Workers shall be provided with access to potable drinking water, clean toilets and (if appropriate) washing facilities.

## **Discipline**

- I. Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation is not acceptable.

## **Working Hours**

- I. Workers shall not be expected to work in excess of 48 hours per week or less if there is a lower national limit or an agreed industry norm.
- II. Overtime shall be voluntary, limited to no more than 12 hours per week, and not requested on a regular basis. It shall be paid at a premium rate or in accordance with national legislation.
- III. There shall be proper provision for rest and sleep. Breaks, holiday allowance and rest periods shall be in full accordance with national law. Individual workers shall have on average one full day's rest per 7 days, or the equivalent if shift work is involved.

## **Wages**

- I. Wages and benefits shall be at least fully comparable with locally benchmarked industry norms or national legal requirements, whichever is greater. Wages shall always be sufficient for basic needs whilst still providing some discretionary income.

## **Regular Employment**

- I. All workers shall be provided with simple written contracts, which must detail the terms and conditions of their employment. Contracts should be in the appropriate language for each worker.

## **Environment**

- I. Suppliers shall seek to make continuous improvements in their environmental performance and, as a minimum, comply with the requirements of local and international laws and regulations.