

CODE OF CONDUCT

This Code of Conduct applies to all factories that produce goods for MEENAAKSHI OVERSEAS

While MEENAAKSHI OVERSEAS recognizes that there are different legal and cultural environments in which factories operate throughout, this Code sets forth the basic requirements that all factories must meet in order to do business with MEENAAKSHI OVERSEAS.

COMPLIANCE

A Implementation of Code Requirements

- 1) Suppliers are expected to establish management systems for delivering compliance to this Code, and maintain records demonstrating compliance.
- 2) Suppliers are expected to communicate the requirements of this Code to all employees, suppliers and any out-workers or sub-contractors engaged in their supply chain. Suppliers should take steps to ensure that their suppliers and sub-contractors comply with requirements of this Code. Suppliers should also provide means for employees to report or discuss non-compliances confidentially.
- 3) Suppliers shall comply with all applicable national laws in the countries in which they operate and all relevant International Labour Organisation (ILO) conventions. Where these standards differ, the standard that provides workers with greater protection will prevail.

B Employment of Children

- 1) Children under the age of 15 shall not be recruited or employed, unless the local minimum age for work or mandatory schooling specifies a higher age or if International Labour Organisation (ILO) developing country exemptions apply. Children must not be exploited, denied education and their health and safety must be protected.
- 2) Children and young people under 18 shall not be expected to work throughout the night or under potentially hazardous conditions.

C Forced Labour

- 1) There shall be no forced, bonded or involuntary labour of any description.
- 2) Suppliers shall allow their employees the right to leave after giving reasonable notice.
- 3) Workers shall not be required to lodge deposits or I.D. papers unless it is a legal requirement to do so. In all circumstances these must be returned promptly upon cessation of employment.

D Freedom of Association and Employee Representation

- 1) Suppliers shall recognise and respect the rights of workers to freely join associations (such as workers councils, trade unions and workers associations) which can collectively represent their interests. Employers shall not interfere with or attempt to dominate or control such bodies, nor discriminate against workers choosing to belong to them.
- 2) Suppliers shall respect the rights of such workers' associations to represent their members, and to bargain collectively as defined and interpreted by the ILO and national legal framework.

D Discipline

- 1) Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation is not acceptable.
- 2) Disciplinary and grievance procedures shall be clearly documented and communicated to all employees. All disciplinary measures of a serious nature shall be recorded

E Equality of Treatment

- 1) There shall be no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on gender, age, disability, national origin, race, marital status, sexual orientation, political opinion, union (or non-union) membership, religion, or caste.
- 2) Workers must not be expected to perform duties incompatible with their physical or mental abilities.

F Health, Safety and Hygiene

- 1) Every effort shall be made to provide a safe and hygienic working environment. Adequate steps should be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work. Suppliers must have appropriate procedures in place to deal with serious injuries.
- 2) Suppliers shall provide essential items of climatically appropriate protective clothing and safety equipment free of charge to their workers.
- 3) Workers shall be provided with access to potable drinking water, clean toilets, and (if appropriate) washing facilities.

G Environment

- 1) 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.
- 2) Suppliers shall make practical efforts to minimise the use of energy, water and raw materials: where possible these resources shall be renewable.
- 3) Suppliers shall avoid contamination of the local environment and ensure that air, noise and odour pollution is within nationally defined limits.