

# BOOKER ~ SPALDING

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## SOCIAL RESPONSIBILITY AND VENDOR CODE OF PRACTICE

Booker Spalding recognises that there are different legal and cultural environments in which manufacturing factories operate throughout the world. This summary also provides the foundation for Booker Spalding's ongoing evaluation of a factory's employment practices and environmental compliance.

### GENERAL PRINCIPLE

Factories that produce goods for Booker Spalding will operate with the laws of their respective countries including those relating to labour, worker health and safety, and the environment.

### DISCRIMINATION

Factories will employ workers on the basis of their ability to do the job, not on the basis of their personal characteristics or beliefs. The factory employs and remunerates workers without regard to race, colour, gender, nationality, religion, age, and maternity or marital status.

### FORCED LABOUR

Factories will not use involuntary labour of any kind, including prison labour, debt bondage, modern slavery or forced labour by governments.

### CHILD LABOUR

Factories shall employ only workers who meet the applicable minimum legal age. Factories must also comply with all applicable child labour laws.

### WAGES & HOURS

Factories shall set working hours, wages and overtime pay in compliance with all applicable laws. Workers shall be paid at least the minimum legal wage or a wage that meets local industry standards whichever is the greater. While it is understood that overtime is often in garment production, factories should carry out operations in a way that limit overtime to a level that ensures humane and productive working conditions.

### WORKING CONDITIONS

Factories must treat all workers with respect and dignity and provide them with a safe and healthy environment. Factories shall comply with all applicable laws and regulations regarding working conditions. Factories shall not use corporal punishment or any other form of physical or psychological coercion. Factories must be sufficiently lighted and ventilated, aisles accessible, machinery maintained, and hazardous material sensibly stored and disposed of. Factories providing housing for workers must keep these facilities clean and safe.

### FREEDOM OF ASSOCIATION

Workers are free to join associations of their own choosing. Factories must not interfere with workers who wish to lawfully and peacefully associate, organise or bargain collectively.