



# Unigloves (UK) Limited Supplier Code of Conduct (incorporating the Principles of the ETI Base Code)

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## Supplier Code of Conduct Policy Statement

**Unigloves (UK) Limited [Unigloves] is committed to managing our business and supply chain responsibly and sustainably. To support this Unigloves is a member of the Ethical Trade Initiative [ETI], a driving force in ethical trade globally. Our people and community are at the heart of what we do, and we're proud to have been certified as a 'Great Place to Work' and an accredited Living Wage Employer.**

**We are committed to working with suppliers that meet our high standards. This Supplier Code of Conduct incorporates the principles of the ETI code and sets forth the ethical, moral and environmental standards and expectations for all suppliers collaborating with Unigloves.**

It is Unigloves policy to protect all workers from modern-day slavery and human trafficking and promote Health, Safety and Welfare within its supply chain.

This code of conduct (the “**Code**”) is prepared to give guidance and instruction on the minimum and recommended standards acceptable to Unigloves in the manufacture of their products or procured services globally. Suppliers applying the content of this Code are expected to comply with national and other applicable laws and, where the provisions of law and the contents of this Code address the same subject, to apply that provision which affords the greater protection.

Unigloves is committed to ongoing and continual improvement, training in the area of ethical trade, with measurable targets set annually as part of the broader company performance review and as a fundamental part of the company's commitment to ETI membership.

The document forms part of the standards by which new suppliers including sub-contractors will be selected. When a supplier wishes to use subcontractors or outworkers for Unigloves products or services then this must be approved in advance by Unigloves.

It is the supplier's responsibility to ensure and provide evidence that any subcontractor or outworker used conforms to the standards outlined in this Code.

All suppliers supplying Unigloves will be issued with copies of this Code and suppliers producing Unigloves own brand products will be regularly audited against these principles. Unigloves also reserves the right to audit any supplier or service provider based on a risk assessment.

The requirements detailed in this Code should be seen as a compliment to, rather than a substitute for collective bargaining or official regulation and the implementation of these requirements must be sensitive to the rights and livelihoods of the workers it is aiming to protect.

Any supplier failing to sign this Code of Conduct will be removed from the approved supplier list and Unigloves will not be able to continue trading with them. Suppliers failing to adhere to the standards detailed in this Code of Conduct will have 3 months to rectify any issues, failure to comply will result in the supplier being removed from the approved supplier list and Unigloves will cease the trading relationship.

## Definition

The workplace is defined as the place of work in which products or services supplied to Unigloves are manufactured or performed and can include but is not limited to, agencies, factories, manufacturing units, subcontractors, packaging manufacturers, inspection houses and warehouses.

We ask all suppliers to review the following Code of Conduct and indicate all statements which apply to their operations.

All information provided will be treated as confidential.

## General Requirements

- ☐ Suppliers are expected to comply with the relevant laws, industry or collective agreements and any codes of practice.

## Expectation of Ethical Standards

- ☐ Unigloves will identify and establish a working relationship with suppliers whose personal and business standards are compatible with its own.
- ☐ Unigloves expects its business partners to be law abiding as individuals and to be fully compliant with local legal requirements when conducting all of their business activities. Included in this is compliance with this Code.
- ☐ Unigloves will only work with suppliers that provide their employees with a safe and healthy working environment. Suppliers must comply fully with the health and safety and labour laws of the country of manufacture as a minimum.
- ☐ The dignity of the individual must be recognised by all Unigloves suppliers. They will not use slave, involuntary prison or forced labour. They should afford the rights of free association and collective bargaining to all employees, and the right to a workplace free of harassment, abuse, degrading treatment and corporal punishment.
- ☐ Unigloves recognises and respects cultural differences and will seek to identify suppliers who employ based on their ability to do the job, irrespective of their gender, racial characteristics, sexual orientation, nationality, cultural or religious beliefs, age or marital status.
- ☐ Our suppliers must comply with national laws and international standards that aim to protect the environment. This applies both in the country of manufacture and in the country in which the product is sold.
- ☐ Unigloves encourages its suppliers to provide training and education for its employees, particularly the younger workers, to enable those employees to better perform their jobs.

## 1. Employment is Freely Chosen

- ☐ The supplier shall not use forced, bonded or involuntary prison labour. Unigloves does not condone and will not be a party to any form of forced or involuntary labour.
- ☐ Employees shall not be required to lodge “deposits” or their identity papers with the supplier for any reason and this should include hiring, accommodation, tools and personal protective equipment.
- ☐ Employees shall be free to leave manufacturing or residential facilities at any time when not working.
- ☐ Employees shall be allowed to consult with medical personnel during working hours, without loss of performance related pay or any other penalties.
- ☐ Employees shall not be required to pay for any tools used in the execution of their duties, or items required for their personal safety.
- ☐ Loans provided by the supplier to the employee shall be subject to a mutual agreement between the two parties in writing, the signed document confirming clear repayment terms which are at an affordable and realistic repayment rate.

## **2. Freedom of Association and the Right to Collective Bargaining are Respected**

Employees without distinction shall have the right to join or form trade unions or seek other independent representation.

- ☐ The supplier shall adopt an open attitude towards the activities of trade unions and their organisational activities.
- ☐ The supplier shall ensure that employee representatives are elected with relevant language skills for all employees, are not discriminated against and have access to carry out their representative functions in the workplace.
- ☐ Where the right to freedom of association and collective bargaining is restricted under law, the supplier facilitates and does not hinder, the development of parallel means for independent and free association and bargaining.

## **3. Health, Safety and Hygiene Standards**

- ☐ It must be the aim of all suppliers to continually work towards reducing accidents and maintaining the welfare and safety of their employees.
- ☐ Adequate training should be provided by the supplier in the safe and proper use of equipment and machinery, ensuring that awareness is raised on the potential risks involved in its use. Full training should be provided for all new employees upon starting work and should continue for the duration of their employment, particularly where equipment and processes are subject to change, or an employee's duties have changed. It is of particular importance to ensure that additional training is given to employees on duty where an accident has occurred.
- ☐ A senior manager should be assigned by the supplier to be responsible for the health, safety, hygiene, and welfare requirements of all the premises in which they operate.
- ☐ All necessary information, instruction, training, and supervision to ensure, as far as is reasonably practicable, the health and safety at work of all employees, should be provided by the supplier. Full training records should also be kept for each individual employee.

### **3.1 Fire Safety, Evacuation and Prevention**

#### **3.1.1 Smoking Policy**

- ☐ A policy on smoking shall be developed by the supplier and communicated to all employees.
- ☐ "No smoking" signs shall be posted in all areas where smoking is prohibited.

#### **3.1.2 Evacuation Procedures**

- ☐ The supplier shall establish a written evacuation procedure of which every employee is made aware, and which covers emergencies such as fire, chemical spillage, natural disaster, and electricity failure.
- ☐ All employees must know how to evacuate the building in the event of an emergency.
- ☐ Emergency drills shall be conducted on at least an annual basis to ensure employees maintain their understanding of the evacuation procedures. These shall cover both the workplace and dormitories.
- ☐ Records should be kept on the extinguishers, the date of the last inspection and the credentials of the inspection agency.

#### **3.1.3 Provision of Walkways, Stairs and Exits**

- ☐ All emergency exits shall always be clearly marked and free from obstruction and easily opened.
- ☐ Walkways must be marked out to provide easy, safe access within the manufacturing areas and should enable quick and safe evacuation of the workplace in case of an emergency. These shall be at least one metre wide and should be kept free from obstructions and trip hazards.
- ☐ Stairs shall have adequate and secure handrails.
- ☐ There should be at least two emergency exits on each floor.
- ☐ Floor and roof openings shall be covered or guarded to prevent falling.

#### **3.1.4 Fire Protection Equipment**

- ☐ A minimum of one fire extinguisher with adequate extinguishing instructions shall be provided every 25 metres.
- ☐ Emergency lighting shall be provided on all escape routes within the workplace and dormitories in case of power failure.

Fire alarms shall be provided on all floors to warn employees of evacuation in both the workplace and dormitories.

- ☐ Fire equipment shall be immediately accessible and free from obstruction at all times.
- ☐ Fire extinguishers, hydrants, hose reels, sprinklers, smoke/heat detectors, emergency lights and fire alarms should be inspected monthly for damage, pressure loss and obstruction by qualified personnel, who shall regularly maintain such equipment (at least annually).
- ☐ Records shall be kept on fire extinguishers detailing date of last inspection, which should be signed by a qualified employee.
- ☐ Records shall be kept of all other relevant fire safety measures, including where relevant, valid fire safety certificates.

#### **3.2 Machinery/Equipment**

- ☐ Suppliers must ensure that all machinery and equipment provided for work is suitable for the intended purpose and maintained in working order and good repair. Any machinery that presents a danger must be securely guarded.
- ☐ Fixed guards should be used whenever possible on moving parts that could cause injury. The guards should be properly fastened in place with screws or nuts and bolts which need tools to remove them.
- ☐ Equipment shall be clean and well-maintained, and a maintenance programme shall be in place for all safety devices and guards.
- ☐ All electrical connections shall be inspected regularly to ensure that no faults are evident. This should be carried out by qualified personnel, with a record kept of details and the date of inspection. If visual or mechanical faults occur, then only trained personnel should carry out the necessary repairs.
- ☐ Where fitted, all emergency-stop buttons shall be clearly labelled.
- ☐ Hoists, pressure vessels, boilers and forklifts shall be regularly inspected and maintained, with maintenance records kept and updated. Forklifts should be operated by authorised personnel only.
- ☐ Service lines including steam/compressed air and hot water pipes and tanks shall be regularly inspected and properly maintained.
- ☐ Permit-to-work programmes shall be implemented for electricity, pipe and tank work, as well as work on fire protection equipment and for any welding work required.
- ☐ Welding cylinders shall be equipped with flame arrestors and check valves.
- ☐ Gas cylinders shall be securely fixed and separated from volatile substances that may constitute a fire risk.
- ☐ Explosion proof equipment shall be used in areas where flammable materials are stored.

#### **3.3 Job Hazard Assessment**

- ☐ Appropriate personal protective equipment must be made available to any employee, free of charge, whenever there is a risk to their health and safety that cannot be controlled by an alternative method. Examples include gloves, coveralls, and respiratory, hearing and eye protection.
- ☐ Protective equipment shall always be stored in the correct allocated place to ensure it is always available and to prevent any unnecessary damage or misuse. Training must be given to workers to ensure they wear these protective items correctly.
- ☐ Signs shall be posted where personal protective equipment is required and use of such equipment is mandatory.
- ☐ The supplier must ensure the equipment is kept clean, maintained regularly (where appropriate), and is used.

- ☐ Chain mail gloves shall be provided when using electrical cutting equipment in the cutting process and should always be worn when using the cutting equipment.
- ☐ In hazardous areas such as high voltage, confined space, extreme temperatures and asbestos, warning signs shall be posted.
- ☐ When noise levels are likely to be higher than recommended levels (80 decibels should be considered the maximum level) the supplier shall appoint a qualified person to conduct a noise assessment.

In situations where employees are exposed to higher than recommended noise levels for extended periods, the supplier shall reduce or eliminate the noise source if possible. Otherwise, adequate hearing protection shall be provided, and hearing examinations conducted annually.

- ☐ A noise control zone shall be defined where noise exceeds the recommended level for eight hours or equivalent.
- ☐ No employee should be required to lift, carry, push, or pull any load which could harm them. The personal abilities and physical strength of the individual should be considered when deciding this, as well as the nature of the load, task, and environment.
- ☐ Where possible manual handling should be minimised by providing mechanical handling equipment. Job rotation should be used where repetitive strain injuries could be a risk.

### **3.4 Electrical Safety**

- ☐ Only trained staff should be allowed to work with electricity, with all electrical systems being maintained to always prevent danger. Work should not be carried out on live systems unless there is no alternative.
- ☐ All portable electrical devices shall be tested and checked by a qualified person annually. The same equipment shall be earthed with the power connection securely fixed with a socket.
- ☐ Qualified electricians shall maintain electrical equipment and supply.
- ☐ Access to the mains electricity supply shall be free from obstacles, with warning signs, properly maintained, with unauthorised access prohibited.
- ☐ No live wires should be exposed.
- ☐ Only fully waterproof appliances should be used outdoors.

### **3.5 Dust and Fume Extraction**

- ☐ Extraction of dust fumes or harmful vapours must be available to ensure that adequate fresh air is provided. Windows or other openings may provide ventilation, but mechanical extraction systems should be installed and maintained if sufficient fresh air is not available.

### **3.6 Chemical Safety**

- ☐ The supplier should aim to minimise the use of hazardous substances and eliminate them where possible.
- ☐ Chemicals or other such substances which are hazardous to health must be identified and labelled with warning signs in accordance with their chemical properties and legislative requirements.
- ☐ Employees exposed to substances hazardous to their health must be made aware of the health risks associated with exposure to such substances through training, instruction and written information made available. They should also be familiar with the precautions necessary for their protection against such substances.
- ☐ Material Safety Data Sheets must be held for all chemicals, with the contents communicated to employees.
- ☐ The correct personal protective equipment shall be provided for handling chemicals.
- ☐ Spill kits and/or absorbents should be available in chemical storage areas.
- ☐ Eye-washing equipment should be provided in areas where chemicals are used to minimise the health effects of a chemical splash.

### **3.7 Lighting Levels**

- ☐ Adequate lighting levels must be provided which includes hours worked during normal hours of darkness.
- ☐ Light at the point of operation must be a minimum of 1000 lux with a general background level of 700 lux.
- ☐ An independent power source should be available to provide emergency lighting if a power failure occurs to the normal supply, which shall enable employees to exit safely.
- ☐ Bulbs must be correctly installed and fitted securely, with guards over them to ensure that broken glass does not injure employees or contaminate production.

### **3.8 Medical Provision**

Adequate and appropriate first aid facilities must be provided by the supplier for their employees in case of injury or illness at work.

- ☐ Accident procedures should be put in place which covers accident reporting and logging, accident investigation and analysis so that ongoing prevention of accidents can be achieved.
- ☐ There shall be at least one trained first aider in the workplace on each floor and on each shift to administer the necessary first aid treatment when required. At least one trained first aider should be required per 50 employees in workplaces of under 100 employees. For workplaces with more than 100 employees, a ratio of one trained first aider for every 100 employees or part thereof.
- ☐ Records should be kept of the training received. The trained person should also ensure that the first aid equipment is stored in an accessible place and is always fully stocked.
- ☐ It is good practice to ensure that any injury or accident, which has been treated, is recorded in a book. This will then provide vital information on accident trends and possible areas of the factory which could be made safer.
- ☐ First aid supplies are available and managed by trained designated staff.
- ☐ Fully stocked first aid boxes should be situated in all workplaces with clear signage indicating their location.
- ☐ All first aid must be supplied and administered to employees free of charge.
- ☐ All employees using respiratory equipment in the workplace should be subject to annual medical examinations of their respiratory systems.
- ☐ Those employees working in areas that are exposed to excessive noise levels for eight hours or equivalent should be subject to annual medical hearing examinations.
- ☐ An accident reporting process shall be established and communicated to all employees, with all accidents being reported, investigated, documented, and reviewed.

### **3.9 Working Conditions**

- ☐ A safe and healthy workplace must be provided with a good standard of general housekeeping, cleanliness and factory organisation being achieved and maintained. This will include general tidiness, the provision of clear walkways, and of receptacles for waste which should be regularly emptied.
- ☐ A formalised preventative pest control programme shall be in place with suitably trained staff carrying out inspection and control.

#### **3.9.1 Workplace**

- ☐ All workplaces must be constructed safely and in absolute compliance with all local and national laws/legislation governing building construction and associated activities. Any structural changes made to the workplace must be similarly compliant. Evidence in the form of building compliance certificates should be retained by suppliers to demonstrate building compliance and structural safety.
- ☐ The workplace must be clean, safe and of sound build, design, and structure.
- ☐ Clean, potable, drinking water must always be provided and be readily available to all employees.

- ☐ A good level of lighting and ventilation must be in place.
- ☐ The supplier must take all reasonable precautions to protect employees from extreme temperatures.

### **3.9.2 Toilets**

- ☐ An adequate number of enclosed toilets must be provided with a minimum ratio of one for fifty employees. There shall be separate facilities for males and females. In the case of men, urinals may be provided, in which case, enclosed toilets for men may be reduced to one for every sixty male employees.
- ☐ The toilets should be private and separate from manufacturing or rest areas with clear signage indicating male and female facilities.
- ☐ Toilets should be kept to a good level of hygiene at all times and equipped with flushing water.
- ☐ Facilities should be provided for hand washing and drying. Running water must be provided in or close to the toilet for cleaning purposes.

### **3.9.3 Food Hygiene**

An area separate from manufacturing shall be provided for the consumption of meals.

- ☐ The area must provide an adequate level of ventilation, light, seating, and protection from the elements.
- ☐ Food storage and preparation areas shall be clean and hygienic with adequate clean-up facilities for use after meals.
- ☐ Where cooking takes place on-site, the food preparation staff shall be trained and understand the importance of hygiene in food handling.
- ☐ There must be evidence of a clean and hygienic method for food preparation, storage and subsequent cleaning and sterilisation of used equipment and eating utensils.
- ☐ Uneaten food and discarded wrappings etc. must be disposed of daily to avoid promoting vermin or the risk of unsuitable food being eaten by humans.

### **3.9.4 Storage of Personal Belongings**

- ☐ Each employee shall have a secure space in which to store their personal belongings which should not be alongside their workstation but in a designated storage area.
- ☐ This area shall ideally consist of individual secure lockers or cages of sufficient volume to hang items of clothing or store personal belongings.
- ☐ The area should be clean and tidy and have sufficient space around and under the storage area to allow access for cleaning.

## **3.10 Residential Accommodation**

### **3.10.1 Dormitories**

- ☐ Residential accommodation when provided for employees must be clean, and safe (particularly regarding fire precautions) and provide the necessary space for a person to live comfortably. Adequate toilet and washing facilities should be provided with clean running water.
- ☐ The building shall be structurally sound and properly maintained with safety maintained in the areas of security, fire protection and electrical safety.
- ☐ Dormitories shall not be in the same building as the factory but a reasonable distance from it, to separate employees from their working environment.
- ☐ Dormitories shall not be crowded and living space should exceed 25 square feet per person, with adequate lighting, heating, and ventilation facilities.
- ☐ Each employee should have his/her own bed.
- ☐ Sleeping arrangements shall provide adequate space and privacy.

- ☐ All fire exits shall always be clearly marked and free from obstruction, with appropriate fire extinguishers provided which are regularly maintained. An evacuation plan must be posted, and fire drills conducted at least every six months.
- ☐ If rooms exceed more than 12 people, two fire exits shall be provided.
- ☐ Lockers shall be provided for personal belongings.
- ☐ Employees should be able to leave and enter the dormitory freely and without restriction, unless reasonable grounds can be demonstrated for security and safety.

### **3.10.2 Bathrooms**

- ☐ Adequate shower facilities must be provided with a minimum of one shower for every 12 people.
- ☐ Privacy must be maintained with curtains installed in bathroom cubicles and separate facilities allotted for male and female users.
- ☐ Hot and cold water shall be provided inside the bathroom facilities.
- ☐ Both toilets and showers must have adequate and hygienic drainage facilities.

### **3.10.3 Toilets**

- ☐ The number of toilets should be adequate with a minimum of one toilet for every 12 people.
- ☐ Toilets should always be well maintained and in a clean, sanitary condition.
- ☐ Toilets shall be equipped with flushing water as well as having facilities for washing with running water.
- ☐ There must be at least one male toilet block and one female toilet block for every two floors.
- ☐ Toilets should have lockable doors and windows shall be opaque to protect privacy.

### **3.10.4 Cooking and Eating Facilities**

- ☐ Food storage and preparation areas shall be clean and hygienic.
- ☐ Cooking staff should be trained in food preparation and associated hygiene.
- ☐ If food utensils are used, they should be cleaned and sterilised after each use.
- ☐ Facilities should be provided for comfortable dining and adequate rest.

### **3.10.5 Childcare Facilities**

- ☐ Critical care must be taken to ensure that childcare facilities are clean and safe, particularly regarding fire safety and first aid.
- ☐ Childcare facilities must always be supervised by a responsible adult and care must be taken to ensure that children are not exposed to risk as a result of accidental access to hazardous workplace activities.
- ☐ Full records must be kept of illnesses and injuries.

## **3.11 Care of the Environment**

In protection of the environment, all suppliers must adhere to local and applicable environmental laws

- ☐ Suppliers are required to have a climate protection policy of their own to support their national climate protection goals
- ☐ Toxicity of product- suppliers cannot use any restricted or hazardous chemicals in production of products.

### **3.11.1 Waste Disposal**

- ☐ All waste sources should be identified, and procedures developed for the safe disposal of all waste products.

- ☐ Hazardous waste should be disposed of correctly and in accordance with national or local authority requirements. Disposal records shall also be maintained.
- ☐ Secure areas should be designated for the storage of hazardous waste until safe disposal can be arranged. The containers used for the storage of hazardous should be in good condition and not subject to leakage.
- ☐ Sufficient training should be given to relevant staff regarding the handling of hazardous waste, and this should be updated on an annual basis.

### **3.11.2 Air Emissions**

- ☐ Sources of air emissions should be identified and monitored in accordance with local and national regulatory requirements.
- ☐ In-house air treatment facilities should be regularly maintained in line with pre-determined maintenance programmes. Operating procedures should also be clearly defined and communicated to all relevant staff.

### **3.11.3 Wastewater Discharge**

- ☐ Sources of wastewater discharge shall be identified, and the emissions monitored in accordance with local and national regulatory requirements.
- ☐ In-house wastewater treatment facilities should be regularly maintained in line with pre-determined maintenance programmes. Operating procedures should also be clearly defined and communicated to all relevant staff.
- ☐ Local authority licenses/permits must be held where appropriate.

### **3.11.4 Asbestos**

- ☐ The presence of any asbestos in the workplace should be identified and steps should be taken to ensure its condition is monitored and that it is maintained safely. Anyone working within this environment should be made aware of the presence of asbestos and suitable protection must be used to mitigate the effects of such exposure.

### **3.11.5 Chemical Storage**

- ☐ Secure secondary containment equivalent to a minimum 110% volume of the largest container shall be provided in chemical storage areas in case of chemical leakage, with no drains allowed in the storage area.
- ☐ Chemicals stored in drums must be covered to prevent rainwater from contacting the drums.

## **4. Child Labour**

- ☐ Unigloves strongly believe that education is crucial in a young person's development and on this basis, it is Unigloves stated aim not to source from companies with a workforce below the age of 18 with the exception of 16 and 17 year old on apprenticeships.
- ☐ It is Unigloves policy not to work with companies that continue to use child labour in any of their facilities. However, where instances are identified every effort must be made to minimise the economic and social impact on the child and associated family members, because of changes to such employment.
- ☐ The definition of a 'child worker' is someone who has yet to reach their 15th birthday, or any higher age specified in local law for completing mandatory schooling, or the beginning of full-time work.
- ☐ In countries where the law sets the minimum age at 14 years, under International Labour Organisation (ILO) convention 138 in accordance with developing country exceptions, the lower will apply. All young workers shall be subject to restrictions laid down by local legislation.
- ☐ There shall be no new recruitment of child labour.
- ☐ Suppliers will be supported by Unigloves who are committed to;
  - developing or participating in programmes which provide genuine and meaningful education for existing child labour;
  - enabling the gradual replacement of child labour with adult members of their families; and

- the improvement of wages and conditions for adult workers to eliminate the need for child labour.
- ☐ An age verification system shall be developed by the supplier to confirm the ages of new employees which should include the checking of original identity documents and cross-referencing with employee photographs.
- ☐ A system for periodically spot-checking the availability of identity documents shall be set up to prevent the use of borrowed identity documents.
- ☐ Copies of the age records for all employees should be kept in the workplace.
- ☐ Young persons under 18 years of age shall be protected from working in environments where hazardous conditions exist because they are particularly at risk because of their inexperience, immaturity, and lack of awareness relative to health and safety issues.
- ☐ Full support will be given to suppliers who introduce training, education and workplace measures which enable the minimisation of safety risks to young workers and should include:
  - The type of work that they are required to carry out should be risk assessed in order to avoid exposure to health and safety risks.
  - The fitting and layout of workstations and the workplace should be included in the risk assessment process.
  - The nature, degree, and duration of any exposure to biological, chemical or physical substances.
  - The use and handling of work equipment and machinery.
  - The organisation of work processes and activities.
  - Ensuring that supervision of young workers does not exceed the ratio of one responsible adult to two young workers.
  - There should be no heavy lifting, pressing or any exposure to dangerous chemicals and operations.
  - A minimum of 20 minutes of rest time shall be provided for each four hours of work for the young workers.
  - There should be no night work carried out by young workers, with the night being defined as any time after 22:00hrs.
  - In situations where young workers cannot leave the workplace because of dependency on company transport, then educational facilities should be provided for the young.

## 5. Wages and Benefits

- ☐ Wages for a standard working week should meet or exceed national legal standards or industry benchmarks, whichever is higher. In any event wages should always be enough to meet basic needs and to provide some discretionary income. For example, in the UK we expect all UK suppliers to pay the real living wage which is above the national minimum living wage.
- ☐ All employees shall be provided with written and understandable information about their wages and benefits before they enter employment and the particulars of their wages for the pay period concerned each time that they are paid. Information should include hours worked or piece rate if appropriate, pay rate, gross pay, overtime pay, itemised deductions and net pay.
- ☐ Deductions from wages shall only be permitted if they are required by law or the employee consents in writing to the deduction.
- ☐ Deductions from wages as a disciplinary measure shall not be permitted.
- ☐ The supplier should issue labour contracts or a letter of employment for each employee, which is in compliance with local or national law, and which includes the name of the workplace, employee name, initial wage and job title. This should be signed by the employee as an acknowledgement of receipt and be retained by both supplier and employee.

- ☐ Documentation, in the applicable language of the employee, should be provided by the supplier that details working hours, work days, rest days, notice period, entitlement to leave and other benefits, that the employees can refer to at any time.
- ☐ In the event of a work stoppage being called by the supplier, the employees should be paid at a rate that is not less than the minimum wage, unless otherwise specified by legislation.
- ☐ Payment in kind is not an accepted form of payment and must not be undertaken.
- ☐ All suppliers must have a process in place to ensure that full employee identification is implemented prior to any wage payments being made.

## 6. Working Hours

- ☐ A schedule for working hours shall be documented and communicated to all employees.
- ☐ Where the wages for employees are based on total hours worked the supplier shall ensure that a process is in place to record all employees working time accurately.
- ☐ Working hours, excluding overtime, shall be defined by a contract and should not exceed 48 hours per week. Working hours and overtime must comply with national laws or benchmark industry standards, whichever affords greater protection.
- ☐ Employees shall be provided with at least one rest day off in every seven-day period or, where allowed by law, two days off in every 14-day period.
- ☐ All overtime shall be voluntary and used responsibly, considering the extent, frequency and hours worked by individual workers and the workforce. It shall not be used to replace regular employment. Overtime should always be compensated at a premium rate which is recommended to be not less than 125% of the regular rate of pay.
- ☐ An employee should only be requested to work overtime to meet reasonable business requirements at such times of peak workload or trading.
- ☐ Employees should have the right to refuse overtime work without incurring penalties or negative consequences.
- ☐ All overtime should be paid at a premium or the equivalent time given as paid absence at a suitable later date.
- ☐ The total hours (including overtime) should not exceed 60 hours in any seven-day period other than in exceptional circumstances where all the following are met:
  - This is allowed by national law
  - This is allowed by a collective agreement freely negotiated with a worker's organisation representing a significant proportion of the workforce
  - Appropriate safeguards are taken to protect worker's health and safety
  - The supplier can demonstrate that exceptional circumstances apply such as unexpected production peaks, accidents, or emergencies
- ☐ Every employee shall be entitled to a period of paid holiday leave each year.
- ☐ Absence from work should be the entitlement of all employees on the grounds of genuine incapacity through illness or injury, without financial penalty or threat of dismissal. A reasonable payment shall be made to employees during any such absence which should, as a minimum, meet basic needs.

## 7. Discriminatory Practices - Equal Opportunities

- ☐ All employees have the right to work in an environment free from discrimination. Decisions or practices that are based on unfair discrimination, rather than on merit, shall not be acceptable.
- ☐ There shall be no discrimination of any form in the 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.

- ☐ No job applicant should be unfairly refused employment or offered employment on less favourable terms because of discriminatory practices.
- ☐ Equal access shall be given to all employees regarding jobs, training, promotion, and transfer. Less favourable wages, benefits and access to facilities should not be received because of discrimination.
- ☐ A policy on discrimination shall be developed and implemented by the supplier covering recruitment, wages, benefits, promotion, training, transfer, termination, retirement, and access to facilities.
- ☐ No employee should face, be threatened with, or receive disciplinary action or dismissal on the grounds of discrimination.
- ☐ Fair disciplinary procedures should be adopted and adhered to by the supplier.

## **8. Regular Employment Provision**

- ☐ Whenever possible all workers should enjoy secure stable employment and a regular income.
- ☐ The supplier shall issue labour contracts or letters of employment to all employees which should include as a minimum name of the workplace, employee name, initial wage, and job title. These should be signed as an acknowledgement of receipt by both employee and supplier and be retained by both parties.
- ☐ All labour contracts issued should be in accordance with local/national legislative requirements.
- ☐ Documentation, in the applicable language of the employee, should be provided by the supplier that details working hours, workdays, rest days, notice period, entitlement to leave and other benefits which can be referred to by employees at any time. The contents of this Code should also be communicated to employees.
- ☐ No supplier shall demand fees from any employee for the granting of employment.
- ☐ Employees shall not be required to serve unreasonable notice to their supplier and should be free to leave their employment should they wish to.
- ☐ It shall be the responsibility of the supplier to ensure that audits are conducted if hiring agents are used, for the employment terms and conditions signed by the hiring agents and employees are following local/national legislation and the requirements of this Code.
- ☐ Suppliers should seek to minimise the practice of seasonal or periodic lay-off of employees.
- ☐ Unacceptable practices include 'at will' terminations, termination without notice, zero-hour contracts, and inappropriate use of self-employed status for lower grade workers and false apprenticeship.
- ☐ Obligations to employees granted under labour or social security laws and which form the basis of a regular employment relationship shall not be avoided using home working, fixed term contract, sub or labour only contracting.

## **9. Treatment of Employees and Disciplinary Procedures**

- ☐ Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall not be allowed.
- ☐ It is the direct responsibility of the supplier to protect all employees from all forms of physical, sexual or mental harassment, bullying, discrimination, victimisation, or physical abuse in the workplace, whether from colleagues, members of the public or company management.
- ☐ The supplier should develop written grievance and disciplinary procedures for the workplace which are fair, and these should be communicated to the employees. They should be adhered to in all cases of alleged employee misconduct and be referred to where unsatisfactory performance is suspected.
- ☐ The supplier should fully document all communications for workplace grievances and disciplinary actions, with all disciplinary or grievance measures recorded.

- ☐ employees facing disciplinary action shall be able to access an appeal channel which should be developed and implemented in the workplace.
- ☐ Confiscation of personal property is not allowed under any circumstances.

## **10. Sub-Contracting**

- ☐ It is the responsibility of the supplier to ensure that all sub-contractors are following national and local law in respect of labour, environment and health and safety legislation, as well as this Code.
- ☐ The supplier shall ensure that the requirements of this Code are communicated to all subcontractors used.
- ☐ Regular audits should be conducted by suppliers at their subcontractors to ensure compliance.

## **11. Local purchasing policy**

- ☐ Unigloves has a preference for our product suppliers to use local services/ part suppliers where possible. For example, local packaging suppliers and printers. 'Local' is defined as being part of the same community. While the size and distance of a community may vary by context, they should generally be used on a small- scale economically and culturally connected area like a metropolitan area or city/town.

## **12. Bribery and corruption**

- ☐ The supplier will comply with local laws concerning prohibition's on bribery and corruption. Suppliers will not pay, accept, loan or offer a bribe to anyone.
- ☐ A 'bribe' includes anything of value over US \$100 including money, gifts, loans or other favours that may influence the recipient's business decision.
- ☐ Supplier must not engage in any facilitation payments to speed up government actions.

## **13. Whistleblowing**

- ☐ Suppliers shall maintain a confidential, easy to access platform to encourage employees to report any noncompliance with this supplier code of conduct without repercussions. Any such reports need to- be investigated and corrective action taken as appropriate.
- ☐ The supplier, its employees, contractors may also lodge complaints in confidence and directly to Unigloves by using its third party whistle blowing system at <https://report.whistleb.com/en/unigloves>

I have received and read in full the document named:

**SUPPLIER CODE OF CONDUCT (INCORPORATING THE PRINCIPLES OF THE ETI BASE CODE)**

I acknowledge the terms and conditions therein and understand these are part of the contractual conditions of business by Unigloves (UK) Limited and accept that Unigloves (UK) Limited may need to audit my factory against these standards.

**Signed on behalf of:**

**Printed name:**

**Position:**

**Dated:**

***Authorised signature:*** .....

Please complete this form, sign and return to:

Unigloves (UK) Limited,  
3 Ambley Green,  
Gillingham Business Park,  
Gillingham, Kent, ME8 0JN  
United Kingdom

Email: [technical@unigloves.co.uk](mailto:technical@unigloves.co.uk)