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BLANKBLANK SUPPLIER CODE OF CONDUCT

blankblank's Suppliers Code of Conduct document is based on recognized international standards, principles and best practices. blankblank and its suppliers are always subject to additional responsibility requirements stated by local, national and/or international law.

Labor & Human Rights

Suppliers shall commit themselves to uphold the human rights of workers. Workers shall be treated with dignity and respect at all times.

Freedom of Association

In accordance with applicable laws and regulations, workers shall have rights to associate freely, form and join workers organizations, seek representation, and bargain collectively. Workers who choose to belong to trade unions (subject to laws and regulations) shall be free of pressure or influence from the supplier.

Prevention of Under Age Labor

The minimum age for employment shall be 15 years, or the minimum age for employment in that country, or the age for completing compulsory education in that country, whichever is highest. However, referring to the strict rules of ILO and potential national laws, blankblank shall allow persons aged 15 years into light work. A young person less than 18 years shall not be given admission to work which might jeopardize health or safety.

Prevention of Involuntary Labor

Any form of forced, bonded, indentured, or involuntary prison labor shall not be used. All work shall be voluntary, and workers shall be free to leave work or terminate their employment upon reasonable notice. As a condition of employment, no one has the right to require workers to surrender government-issued identification, passport, work permits, or any other unreasonable deposits.

Fair Treatment

The workplace shall be free of harassment. Workers shall not be threatened in any way or subject to any sort of harsh or inhumane treatment, which includes

(but is not restricted to) mental or physical coercion, sexual harassment or abuse, corporal punishment, verbal abuse, or unreasonable restrictions regarding entering or exiting company provided facilities.

Antidiscrimination

Blankblank does not tolerate any sort of discrimination based on (but not restricted to) race, color, ethnicity or national origin, age, gender, sexual orientation, disability, religious views, political affiliation, union membership, medical tests, or marital status.

Work Contracts and Terms of Employment

For every worker, a written contract shall state the terms of employment. Workers contracts shall specify all pivotal information, such as information related to occupational hazards. Contracts shall be in a language understood by the workers. Workers shall have understood the contract, signed the contract, and been given a copy of the contract. In the absence of an individual contract, employer will abide by all applicable state or national labor laws and regulations.

The policy of terminating the work contract shall be fair relative to the nature and duration of the employment, and no sort of discrimination or unfair punishment is tolerated by blankblank. Only workers with a legal right to work shall be employed. Workers' legal status to work shall be validated by reviewing original documentation before commencement of work.

Working Hours

Working hours or overtime hours shall not exceed the maximum permitted by applicable laws and regulations. Overtime shall always be voluntary, and workers shall be given reasonable notice for overtime.

During working hours regular and appropriate break periods shall be provided, with the minimum requirement being appropriate meal and refreshment breaks. Workers shall be given two days off in every seven days or during overtime situations, at least one day off in every eight days. Workers shall be entitled to vacation, leave time and statutory holidays according to applicable local laws and regulations.

Wages and Other Benefits

Wages shall comply with the national laws and possible industrial standards and regulations related to wages and remuneration. Workers shall be entitled to

minimum wage and all legally mandated benefits. As mandated by applicable laws and regulations, all social security and insurance benefits shall be paid, and overtime shall be compensated at the legal rate.

Deductions from wages shall not to be made for disciplinary purposes.

Suppliers shall pay workers monthly (at least) and on time, clearly conveying the basis for which workers are being paid. Workers shall receive physical or electronic pay slips clearly stating at least hours worked, wage, and all deductions taken. A system shall be in place to verify and accurately record payroll, deductions and the hours worked by employees. Wages and benefits shall be paid by check or bank transfer.

Health & Safety

Suppliers shall commit to ensuring safe working conditions and a healthy working environment for their workers. This prevents work-related injuries and illnesses, improves the well-being of workers, increases productivity, and promotes the quality of products, among other things. The supplier shall assign a senior management representative responsible for health and safety.

Emergency Preparedness and Prevention

Suppliers shall be prepared for emergency situations. This includes worker notification and evacuation procedures, emergency training and drills, appropriate first-aid supplies, appropriate fire detection and suppression equipment and adequate exit facilities.

Occupational Safety

Suppliers shall comply with all the applicable health and safety related laws and regulations. Suppliers shall provide their workers with, for instance, appropriate personal protective equipment and first aid equipment at all areas. Workers shall never be disciplined for raising safety concerns and for refusing to work in an unsafe environment.

Clear procedures shall be in place to identify, manage, record and report occupational injuries and illnesses appropriately. Suppliers shall implement corrective actions to eliminate the root causes of injuries and illnesses. Where hazardous substances are used, relevant supervision, controls and emergency plans shall be provided. Suppliers shall ensure washing facilities near acids and other corrosive substances. Electrical equipment and wires shall be safely

insulated, equipped with safety fuses and regularly inspected and repaired. Mechanical equipment and tools will be well maintained.

Health and Safety Communication

Workers shall be provided with appropriate and regular workplace health and safety related information and training, including fire training, production safety, and correct use of protective equipment and first aid equipment. Clear safety warning signs, in the primary language of the workers, shall be displayed on relevant equipment and hazardous or toxic substances or objects.

Workshop Environment & Hygiene

Workshops shall be kept at a comfortable temperature, have adequate lighting and be suitably ventilated, according to the nature of production. Work sites shall be adequately clean and hygienic. There shall be access to clean drinking water, clean restroom and washing facilities. There shall also be a comfortable and quiet rest area, separate from the general working environment, to allow workers to take a break.

Physically Demanding Tasks and Ergonomics

Suppliers shall identify physically demanding tasks, and evaluate and control worker exposure to these tasks. Examples of these tasks include heavy lifting and heavy material handling, prolonged standing and highly repetitive tasks. Suppliers shall ensure that workers are not subject to unnecessarily poor work ergonomics, and this applies especially to physically demanding tasks.

Environment

As an integral part of blankblank's values and operations, blankblank expects its suppliers to share the same considerations of mitigating harmful impacts on the environment and climate. There shall be an environmentally trained person employed at or supporting the supplier.

Environmental Permits and Reporting

Suppliers shall make sure that they obtain, keep current, and follow the reporting guidelines of all the required environmental permits and registrations.

Environmental Management System

Suppliers shall document and implement a relevant environmental management system (EMS).

Hazardous Materials and Product Safety

Suppliers shall identify hazardous materials, chemicals and substances, and ensure their safe handling, movement, storage, recycling, reuse and disposal. All the applicable laws and regulations related to hazardous materials, chemicals and substances shall be strictly followed. Supplier shall comply with material restrictions and product safety requirements set by applicable laws and regulations and blankblank, and continuously maintain records of full raw material content data. Suppliers shall ensure that employees are aware of and trained in applicable product safety practices.

Waste Management, Pollution Prevention and Resource Reduction

Prior to discharge or disposal, suppliers shall characterize and treat wastewater, solid waste and air emissions appropriately and according to applicable laws and regulations. Suppliers shall implement and demonstrate sound measures to reduce or eliminate, at a relevant extent, solid waste, wastewater and air emissions in their production and facilities. Recycling, re-using and otherwise reducing waste of raw or finished materials are essential. All suppliers shall work with blankblank to measure, report and set reduction targets for energy usage, material usage and waste management.

Business Ethics

blankblank requires its suppliers to commit to the highest standards of ethical conduct.

Integrity, Transparency and Fair Business

blankblank does not tolerate any form of corruption, extortion or embezzlement. Suppliers shall strictly follow all the applicable anti-corruption laws and regulations. Suppliers of blankblank are always expected to uphold standards to safeguard fair conduct of business, competition, and not to obtain any undue advantages. All the information concerning financial situation, performance and business activities shall be disclosed according to applicable laws, regulations and industry practices.

Protection of Intellectual Property

Suppliers shall understand their role as custodians of customers' information. Intellectual property rights shall be respected, and all use of technology, information and know-how shall be conducted in a manner which does not endanger the intellectual property of blankblank or other customers.

blankblank's Assets and Reputation

Suppliers shall safeguard blankblank's assets, and protect blankblank's reputation and brand equity. Each supplier shall have a responsible person in charge of asset safety. Each supplier shall ensure that the information technology software employed and any supporting applications are well protected, causing no risk to blankblank or their clients.

Management Systems & Commitment

Suppliers shall adopt or establish relevant management systems to ensure:

- _compliance with applicable laws and regulations,
- _conformance with this Supplier Code of Conduct, and
- _facilitation of continuous improvement regarding responsibility and sustainability

Company Statement and Commitment to Continuous Improvements

Supplier's management shall understand and respect the importance of social and environmental responsibility and business ethics, and commit to improving these areas together with blankblank.

Management Accountability and Responsibility

There shall be an identified manager in charge of corporate responsibility. This person shall actively, transparently and collaboratively communicate with blankblank's representatives.

Legal and Customer Requirements

Suppliers shall identify, monitor and understand applicable laws, regulations and customer requirements regarding corporate responsibility. Adequate documentation and records to evidence regulatory compliance and license to operate shall be in place.

Anonymous Complaints

Suppliers shall set in place an anonymous complaint mechanism. Programs shall be in place to ensure the protection of confidentiality and obstruction of retaliation regarding whistle blowing made in good faith.

Training and Communication

There shall be programs for training managers and workers about corporate responsibility. In addition to training, there shall be a process for clear

communication to workers about supplier's responsibility policies, practices and performance.

Audits and Assessments

blankblank may use its own audit process, and/or external auditors, to assess compliance. blankblank may also ask for periodic self-assessments. There shall be a process for correction of responsibility deficiencies identified in audits, assessments and inspections.

For more information, email us at info@blankblank.net.

Main References

Universal Declaration of Human Rights www.un.org/Overview/rights.html

ILO International Labor

Standards www.ilo.org/public/english/standards/norm/whatare/fundam/index.html

ISO 14001 www.iso.org

OHSAS 18001 www.bsi-global.com/index.xalter

SA 8000 www.cepaa.org

OECD Guidelines for Multinational Enterprises www.oecd.org

United Nations Convention against

Corruption www.unodc.org/unodc/en/treaties/CAC/index.html

United Nations Global Compact www.unglobalcompact.org

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