



# **SOURCING WITH HUMAN DIGNITY POLICY STATEMENT**

J-TEQ EMS Solutions Ltd.'s aspiration is that its supply base meets the core international ethical standards set out below. The standards are based upon the United Nations Universal Declaration of Human Rights - "a common standard of achievement for all peoples and all nations" - and the International Labour Organisation Conventions.

## **Standard 1: The Law is applied**

- Companies comply with all national and other applicable law and regulations regarding Standards 2-10. Where the national law and these Standards are in conflict, the highest standards consistent with national law should be applied.
- Where the provisions of law and these Standards are not in conflict but address the same subject, the provision, which affords the greatest protection to the employee, should be applied.

## **Standard 2: Employment is freely chosen**

- There is no forced, bonded or involuntary prison labour.
- Workers are not required to lodge "deposits" or their identity papers with their employer and are free to leave their employer after reasonable notice.

## **Standard 3: Freedom of association and the right to collective bargaining are respected**

- Workers, without distinction, have the right to join or form trade unions of their own choosing and, where a significant proportion of the workforce agree, to bargain collectively.
- The employer adopts an open attitude towards the activities of trade unions and their organisational activities.
- Workers representatives 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 employer should consider facilitating, and not hindering, the development of legal parallel means for independent and free association and bargaining.

## **Standard 4: Working conditions are safe and healthy**

- A safe and healthy working environment shall be provided, bearing in mind international standards, the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by



minimising, so far as is reasonably practicable, the causes of hazards inherent in the working practice and environment.

- Workers shall receive suitable and sufficient health and safety training, in order that they fully understand the hazards associated with the work activity & environment and the correct practices required minimises the risks.
- Access to clean toilet facilities, drinkable water and, if appropriate, sanitary facilities for food storage shall e provided as required.
- Accommodation, where provided, shall be clean, safe and meet the basic needs of the workers.
- The company observing the code shall assign responsibility for health and safety to a senior management representative.

#### **Standard 5: Child labour is eliminated**

- The long-term elimination of child labour should take place in a manner consistent with the best interests of the children concerned.
- Companies should develop or participate in and contribute to policies and programmes which provide for the transition of any child found to be performing child labour to enable her or him to attend and remain in quality education until no longer a child.
- Children and young persons under 18 shall not be employed at night or in hazardous conditions.
- In any event, the course of action taken shall be in the best interests of the child, conform to the provisions of ILO Convention 138 and be consistent with the United Nations Convention on the Rights of the Child.

#### **Standard 6: Living wages are paid**

- Wages and benefits paid for a standard working week shall meet, at a minimum, national legal standards.
- In any event, wages should not be paid in kind and should be enough to meet basic needs.
- All workers should be provided with written and understandable information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid.
- Excessive deductions from wages as a disciplinary measure should not be permitted. Deductions from wages not provided for by national law should only be permitted with the expressed permission (without duress) of the worker concerned. All disciplinary measures should be recorded.

## **Standard 7: Working hours are not excessive**

- Standard working hours shall comply with national laws.
- Workers shall not on a regular basis be required to work in excess of 48 hours per week and shall be provided with at least one day off for every 7-day period on average. Overtime requested by the employer shall be voluntary and a single request shall not cover multiple overtime requirements over a significant time period, unless the company is party to a collective agreement which requires overtime work in accordance with such agreement. This agreement must be freely negotiated with worker organisations (as defined by ILO) and represent a significant proportion of the workplace. Overtime shall always be compensated at a premium rate.
- As provided for by ILO Convention 1, these provisions are intended to cover non-supervisory and non-management functions.

## **Standard 8: No discrimination is practiced**

- A policy of equality for all should be in place and there should be no discrimination in 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.

## **Standard 9: Regular employment is provided**

- To every extent possible work performed must be on the basis of recognised employment relationship established through national law and practice.
- Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship should not be avoided.

Examples include the abuse of labour-only contracting, sub- contracting, or home-working arrangements, through apprenticeship schemes where there is no real intent either to impart skills or provide regular employment, or excessive repetition in the use of fixed-term contracts of employment for a single individual.

## **Standard 10: No harsh or inhumane treatment is allowed**

- Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited

  
Managing Director

Date: 5<sup>th</sup> August 2014