

daiber



WIR STEHEN
ZU UNSERER
VERANTWORTUNG

CODE OF CONDUCT

INDEX

Introduction :

The Gustav Daiber GmbH Compliance Department Worksheet has been developed with the guidelines of the International Labour Organization Conventions (ILO) and includes the "Expectations" of most Code of Conducts, Industry Best Practices and legislative requirements.

The Gustav Daiber GmbH Auditors shall use the audit worksheet to ensure that all areas are adequately reviewed during the assessment process.

Contents :

Statement	S. 4
Responsibility	S. 5
Environmental Protection	S. 6
1. Monitoring and Documentation	S. 7
2. Forced Labour	S. 8
3. Child Labour	S. 8
4. Harassment and Abuse	S. 9
5. Compensation and Benefits	S. 9
6. Hours of Work	S. 10
7. Non-Discriminations	S. 10
8. Health and Safety (Production Area)	S. 11
9. Health and Safety (Dormitories / Housing)	S. 16
10. Freedom of Association and Right to Collective Bargaining	S. 19
11. Disciplinary Practices	S. 19

STATEMENT

Social Compliance

Under the JCK Code of Conduct certain binding requirements regarding social aspects and working conditions have been laid down. These have to be met by all suppliers worldwide.

The 7-member Social Compliance Department in Shanghai and Dhaka tests all the factories thoroughly and makes sure that the conditions are met.

The assessment covers the following points:

- Child Labour
- Forced Labour
- Harassment and Abuse
- Payment
- Working Hours
- Discrimination
- Health and Safety
- Freedom of Assembly
- Disciplinary Measures
- and much more

Adherence to the REACH-Regulations

We assure you that when manufacturing our Myrtle Beach caps and James & Nicholson textiles we meet the obligations of the REACH-regulations.

Protection of the Environment

All the manufacturing plants of our Myrtle Beach caps and James & Nicholson textiles work on the highest environmental level and pursue the principle of sustainability. For example, all the manufacturing plants dispose of a water purification plant.

Quality Standard

The merchandise is regularly tested by our own testing institutes in Quakenbrück, Bangladesh and China regarding the confirmed parameter. Moreover, in cooperation with SGS, Testex, Hohenstein and other renowned institutes the quality is continually controlled.

Oeko-Tex Standard 100

This standard guarantees that the textile and non-textile components do not pose any health risk. www.oeko-tex.com



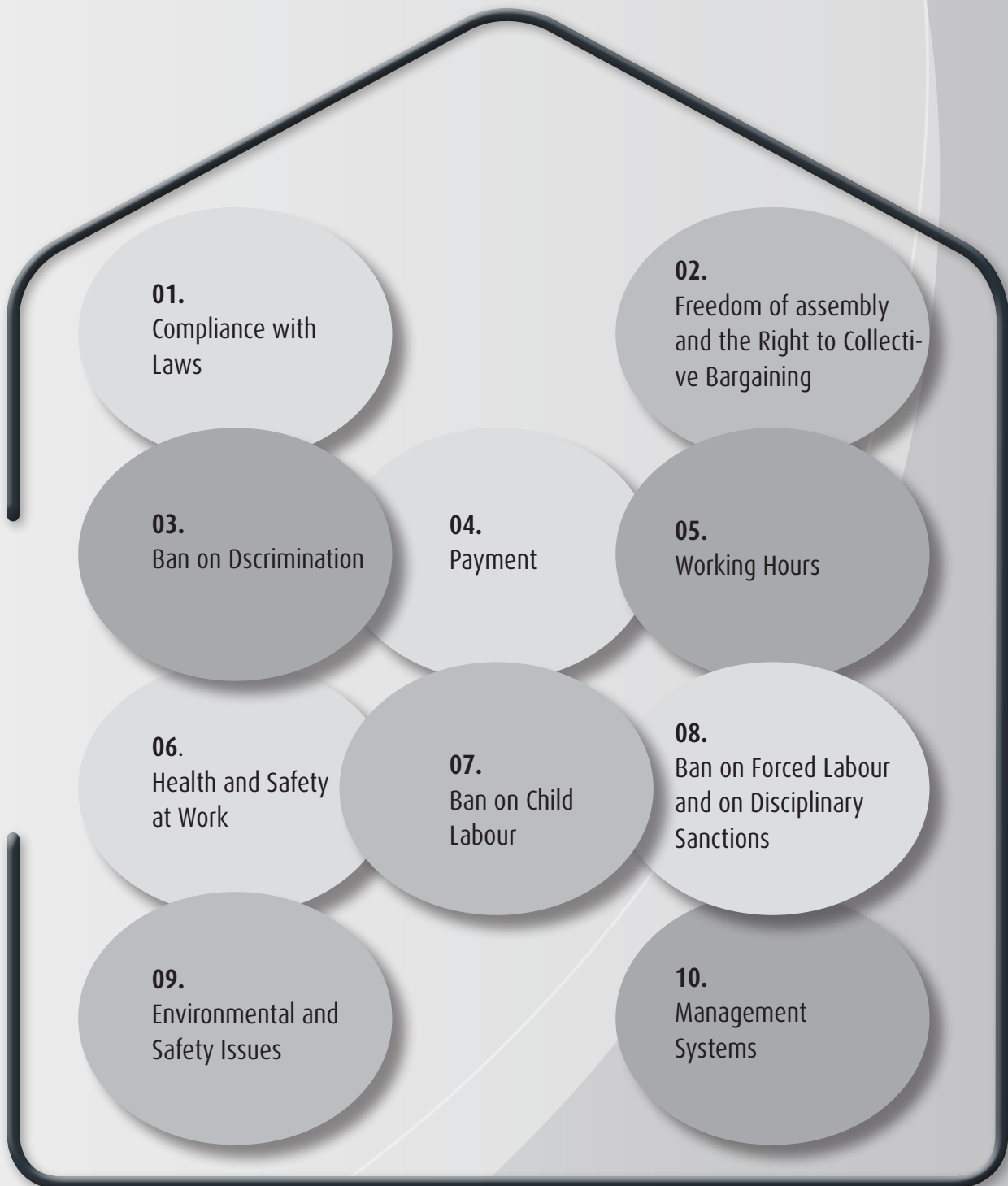
- 1 Press studs and metal adjusters nickel-free
- 2 Fabrics correspond to Oeko-Tex-standards
- 3 Inks certified Oeko-Tex are suitable for children

RESPONSIBILITY

RESPONSIBILITY

A house with a strong sense of responsibility Within the JCK-group the Compliance Team is responsible for constantly casting a critical eye on the processes and procedures and for offering internal advice regarding sustainability and social compliance. For we know: Whoever strives to act sustainably and in accordance with social components, has to assume corporate responsibility.

As an integral part of the global society we consider it our duty to make an economically reasonable contribution to a sustainable and sound development of our society.



ENVIRONMENTAL PROTECTION

Environmental protection right from the start – resource-saving production

In order to protect consumers and the environment we guarantee that the production is free from chemical pollutants. We oblige all the manufacturers working for us in writing to meet the legal standards. Avoiding pollutants in production relieves the environment, protects the consumer and moreover, results in a better disposal of main- and by-products.

The JCK-group have concerned themselves in depth with the valid REACH-regulation (Registration, Evaluation and Authorization of Chemicals) and have defined internal processes safeguarding the compliance with these regulations.

In our own test laboratory we run product- and material tests which enable us to ensure the required quality level. Our tests cover a wide range of physical and chemical product- and material tests. Moreover, we aim at minimizing environmental pollution caused by toxic sewage. The JCK-compliance team monitors the adherence to our directives at the manufacturing plants.



1. MONITORING

Monitoring and Documentation :

- 1.0 In order to verify compliance, the employer shall allow assessors free access to facility grounds, employees for confidential interviews and relevant actual documents, for the initial audit, at least for the latest actual month. For the re-audit after 06month / 12 month, the employer must present all relevant documents for the past 06 month / 12 month. (I O D)
- 1.1 The Employer shall keep the following records on side, for the first initial audit at least for the latest actual month and for the re-audits 06 month / 12 month and shall make them available to assessor (s) for review : (D)
 - Payroll records of all workers
 - Attendance records of all workers
 - Piece rate records of all workers if applicable
 - Employee files
 - All legally require certification and licenses
 - Production records
 - Disciplinary records
 - Machine Maintenance records
 - Accident & injury logs
 - Collective Bargaining Agreements
 - Employee Contracts
- 1.2 All documentation and records provided during the assessment shall be complete, accurate and not falsified in anyway. (I O D)
- 1.3 The Employer shall allow assessor(s) to interview any and all workers within reasons, in a private and confidential manner. (I)
- 1.4 The Employer shall not “coach” employees on which answers to give in response to questions asked by the assessor(s). (I)
- 1.5 The Employer shall maintain on the premises all required government licenses and certificates related to all areas of operations. (D)
- 1.6 The Employer shall maintain official documentation for every employee that verifies the employee’s date of birth. In countries where independent documents, birth certificates or government issued IDs are not available, the Employer shall employ some independent means for determining employee’s age, this might include medical assessment of development, other medical or religious records, or other means considered reliable in the local context. (I D)
- 1.7 All employers shall comply with applicable laws and regulations related to young employees. Medical fitness for work certificates shall be maintained in the young workers file according to local law. (D)

2. FORCED LABOUR

Forced Labour :

- 2.0 The employer shall ensure all applicable laws that pertain to forced labour are followed. The Employer shall not in any way use or support the use of forced labour, whether in the form of prison labour, indentured labour, bonded labour or otherwise. (I O D)
- 2.1 Employment terms shall be those to which the employee has voluntarily agreed. (I D)
- 2.2 Employees shall not be required to lodge or “deposit” original passports, identity papers, travel documents or any other personal legal document upon commencing employment with the Employer. The Employer may provide, at employees written request, secure storage for employee documents. Such storage shall be freely accessible to employees. (I D)
- 2.3 There shall be no employment terms (including contracts, recruitment arrangements, or any other instruments), which specify that employees can be confined or be subjected to restrictions on freedom of movements. (D)
- 2.4 The Employer shall not hold wages already earned, provide for penalties resulting in paying back wages already earned, or, in any way punish employees for terminating employment for any reason. (I O D)
- 2.5 Advances shall not exceed three month pay or legal limits, whichever is less. (I D)
- 2.6 If the factory entrances are locked or guarded to prevent non-employee access to the premises for security reasons, employees shall have free egress (way out) at all times. (I O)
- 2.7 Employees shall not be required to live in employer-owned or controlled housing. (I O)
- 2.8 The freedom of movement of employees who live in employer controlled housing shall not be unreasonably restricted. (I O D)
- 2.9 Employees shall have the freedom to leave the factory premises during the workday while they have their meal breaks. (I O)
- 2.10 All overtime hours of work shall be voluntary. (I D)

3. CHILD LABOUR

Child Labour :

- 3.0 In accordance with International Labour Organization (ILO) convention 138, every employee employed must be at least fifteen (15) years of age. The age of fourteen (14) would apply to developing countries as defined by the ILO. However, no employee of whatever age, including apprentices or vocational students, may be employed in breach of local minimum age for work or mandatory schooling. (I O D)
- 3.1 All employers shall comply with applicable laws and regulations related to minimum working age and vocational / educational programs. (I O D)

4. HARASSMENT & ABUSE

Harassment & Abuse :

- 4.0 The employer shall be aware of all applicable laws that pertain to harassment and abuse are followed. Each employee shall be treated with dignity and respect. The employer shall not engage in or support for any reason the use of physical punishment, mental or physical coercion and verbal abuse. This includes but is not limited to threats of violence and sexual harassment. (I O D)
- 4.1 Security practice, such as employee searches, shall be gender-appropriate and non-intrusive. (I O)

5. COMPENSATION & BENEFITS

Compensation & Benefits :

- 5.0 The Employer shall ensure that wages paid for all hours worked meet at least the legal minimum wage or local industry minimum standards for compensation, whichever is higher. The employer shall provide all legally mandated benefits. (I O D)
- 5.1 If no legal or industry standard exists, than OT wage shall be paid at a rate that is higher than the wage paid for regular hours. (I D)
- 5.2 Where employees are paid on a piece rate, the payment for normal & overtime work performed shall be still meet at least the legal or the local industry standards for compensation, whichever is higher. (I D)
- 5.3 For each pay period, the Employer shall provide employees an understandable wage statement which includes days worked, wage or piece rate earned per day, hours of overtime at each specified rate, bonuses, allowances and legal or contractual deductions. (I D)
- 5.4 Where training wages are legally allowed, no employee shall be paid a training wage for more than the cumulatively allowed period by the local law. (I D)
- 5.5 The Employer shall communicate, orally and in writing, to all employees: the wages, incentive system, benefits and bonuses to which all employees are entitled in that facility and under the applicable law. (I D)
- 5.6 All hourly wages, piecework, bonuses and other incentives shall be calculated and recorded accurately and shall be acknowledged by the employee as accurate with initials or a signature. (I D)
- 5.7 Deductions for services / goods to employees (housing, meals, supplies) shall not exceed the actual cost to the employer. (I D)
- 5.8 All compensation shall be paid in a timely manner within thirty days. (I D)

6. HOURS OF WORK

Hours of Work :

- 6.0 The employer shall ensure all applicable laws that pertain to hours of work are followed. Furthermore, overtime work hours plus regular work hours shall not exceed 72 hours in a 7 days period or 12 hours in a 1 day period for each employee. Employees shall also be given at least a 24 hour rest period per 7 days. (I O D)
- 6.1 Time worked by all employees, regardless of compensation system, shall be documented. (I O D)
- 6.2 Workers should verify their own working hours. (I O)
- 6.3 The Employer shall demonstrate an effort to maintain a level of staffing that is reasonable in view of predictable or continuing fluctuations in business demand. (I D)

7. NON-DISCRIMINATION

Non-Discrimination :

- 7.0 The employer shall be aware of all applicable laws that pertain to discrimination. All employment decisions including but not limited to: hiring, job assignment, wages, bonuses, allowances and other forms of compensations, promotions, discipline of work, termination of employment, provision of retirement, shall be made solely on the basis of education, training and demonstrated skills or abilities. The characteristics of an individual, such as race, gender, marital status and religion shall not be the basis for such employment decisions. (I O D)
- 7.1 Employees contracts or letters of employment shall not contain prohibitions against becoming pregnant. (D)
- 7.2 The Employer shall not use pregnancy tests as a condition of hiring or of continued employment except where required by law. (I D)
- 7.3 Employees shall not be forced or pressured to use contraception for any reason. (I D)
- 7.4 The Employer shall ensure that pregnant women are not engaged in work that creates a risk for their pregnancy or reproductive health. (I O D)
- 7.5 Where culturally appropriate employers shall provide prayer areas. (I O)

8. HEALTH & SAFETY Production Area

Health & Safety (Production Area) :

8.0 The Employer shall be aware all applicable laws that pertain to health and safety in the workplace are followed. The Employer, bearing in mind the prevailing knowledge of the industry and of any specific hazards, shall provide a safe and healthy working environment, including systems and training designed to help prevent accidents and injuries. The Employer shall appoint a management representative who is accountable for health and safety of all personnel. (I O D)

General

- 8.1 Materials shall be stacked at a safe height and be stable to prevent falling. (0)
- 8.2 Empty pallets shall be stored flat, rather than on edge, in a specific area. (0)
- 8.3 If applicable, the Employer shall have a program to collect broken needle parts to ensure that there are no pieces left in the garment. (D)
- 8.4 Clean drinking water shall be made accessible to all employees. (I O)
- 8.5 The exterior of the building shall be structurally sound (0)
- 8.6 Grounds and facilities shall be cleared of rubbish daily. (0)

Machinery

- 8.7 Employer shall have regular maintenance for machinery and keep relevant records of such. (D)
- 8.8 Where appropriate machines shall have power shut-off switches within the reach of the operator. (0)
- 8.9 Where appropriate machines shall have operational safety devices. (Safeguards system that eliminate the possibility of the operator or another employee placing parts of their bodies near hazardous parts) (0)

- Examples:**
- There shall be shield guards on grinding and buffing machines.
 - There shall be needle guards, pulley and belt guards on sewing machines.
 - There shall be knife guards on cutting machines.
 - There shall be blade guards on portable cutting machines and table saws.

8.10 Elevators shall be regularly inspected and serviced by qualified licensed personnel. Inspection documents shall be maintained in the Employer's office or in the elevator. (D)

Lighting

- 8.11 Stairways shall have handrails and be well lit. (0)
- 8.12 Surrounding grounds shall be well lit if night work is done. (0)
- 8.13 All working areas shall be well illuminated. (0)
- 8.14 Background lighting in general areas of the factory should be appropriate to the nature of the task. (0)

Suggested light levels in lux:

- | | |
|--|-----------|
| - Pressing, Inspections, Cutting and Manufacturing : | 329 - 538 |
| - Warehouse: | 215 - 538 |
| - Office (administration): | 301 - 538 |

Canteen

- 8.15 The food preparation and eating areas shall be kept clean and disinfected (0)
- 8.16 Food preparation shall be separate from the work and sleeping areas. (0)
- 8.17 Perishable food (such as meat) shall be stored in a refrigeration unit if not used within the same day. (0)
- 8.18 Food shall be stored off the ground and in sanitary manner. (0)
- 8.19 Potable water or facilities to boil water shall be made available to employees. (0)
- 8.20 Eating facilities shall be protected from the elements and adequate seating / tables and lighting shall be provided. (0)

Ventilation

- 8.21 Exhaust fans shall be kept clean from accumulated dust and debris. (0)
- 8.22 There shall be appropriate ventilation in all areas. Especially where employees engage in strenuous activity such as the continuous lifting of heavy objects, where heat is generated and where fumes are generated from chemicals or machines. (1 0)
- 8.23 Windows, fans, air conditioners or heaters shall be operational for air circulation/ ventilation and provide an acceptable temperature on the local environment. (1 0)

Sanitation

- 8.24 There shall be a sufficient number of toilets consistent with local law per floor & gender. (0)

Recommended:

Workers :	1 - 15	=	1	Water Closet
	16 - 35	=	2	
	36 - 55	=	3	
	56 - 80	=	4	
	81 - 110	=	5	
	111 - 150	=	6	

For each additional 40 workers above 150, add 1 additional toilet.
This applies for both males and females.

- 8.25 Toilets shall be separated by gender. (0)
- 8.26 The toilets shall be accessible to employees throughout the course of the day without unrealistic restrictions. (1 0)
- 8.27 Employees shall have access to clean water for washing within nearby proximity to toilets along with towels for drying their hands. (0)
- 8.28 Toilets shall be stocked with toilet paper for western toilets or clean running water for non-Western or squat toilets. (0)
- 8.29 The toilet areas shall be well lit and ventilated. (0)
- 8.30 The toilets shall be provided with appropriate privacy (stalls with doors). (0)
- 8.31 The Employer shall maintain clean, safe and sanitary toilet areas, toilets shall be cleaned daily. (0)

Personal Protective Equipment (PPE)

- 8.32 The Employer shall evaluate the specific need for PPE for all job assignments within the factory. (I D)
- 8.33 The Employer shall supply PPE at no cost or deposit to the employees. (I D)
- 8.34 The Employer shall ensure that employees are properly trained in the purpose and use of PPE associated with their job duties. (I D)
- 8.35 The Employer shall enforce the use of appropriate PPE. (O D)
- 8.36 The Employees shall be dressed safely for the job. (O)
- 8.37 The Employer shall ensure that ergonomic stress related to repetitive movements be minimized by job rotation and/or proper work stations. (I O)

Chemical Storage and Handling

- 8.38 Employees shall receive training, appropriate to their job responsibilities, in the safe use of chemicals or other hazardous materials. (I D)
- 8.39 The Employer shall have a written procedures for handling and use of chemicals and other hazardous materials readily available to employees in the area of use and in their own language. (O D)
- 8.40 Material Safety Data Sheet (MSDS) shall be readily available to all employees in the area of use and in their own language. (I O D)
- 8.41 Chemicals and hazardous materials shall be stored in well ventilated areas designed for and dedicated to storage of such substances. (O)
- 8.42 Chemicals shall be kept in appropriate secondary containers, kept off the ground and labelled properly with safety precautions. (O)
- 8.43 "No Smoking" signs shall be posted in areas where chemicals are stored. (O)
- 8.44 Above ground tanks shall be labelled to indicate contents. (O)

Electrical

- 8.45 Electrical cords shall be in good condition, continuous in length without splices or taped repairs. (O)
- 8.46 Power cords to production equipment shall be properly grounded. (O)
- 8.47 Where appropriate, emergency generators shall be maintained on-side. (O)
- 8.48 Where appropriate Electrical panels with circuit breakers shall be installed and maintained in satisfactory condition. (O)

Fire Safety

- 8.49 A Fire alarm system shall be available and audible throughout all sections of the factory and should be used for the fire and evacuation only. Fire alarm shall be distinctive from any other alarm (i.e. lunch bell). (0)
- 8.50 The Employer's fire alarm system shall be able to be activated from the production floor by means of a pull box or push button. Employees shall know the location and purpose of the alarm button.(I 0)
- 8.51 In areas where employees are using hearing protection, or where production processes are loud, the factory shall have a visual notification system (e.g. flashing strobe lights) to supplement the audible alarm. (0)
- 8.52 Employees shall be receive training on the proper use of fire extinguishers. (I D)
- 8.53 Operating instructions shall be placed, in the local language, near or on the fire extinguishers. (I 0)
- 8.54 There shall be the legally required number of fire extinguishers available. (0)
- 8.55 Fire extinguishers shall be mounted to walls and/or columns and be easily accessible in all areas. (0)
- 8.56 "Fire extinguishers" signs should be posted above each fire extinguisher to ensure that its location can be easily seen from a distance. (0)
- 8.57 Fire extinguishers and other equipment shall be serviced and/ or inspected according to the local law with records kept. (0 D)
- 8.58 Fire extinguishers shall be appropriate to the types of potential fires in the various areas of the factory and labelled according to the types of fire they are to be used fore. (0)
- 8.59 Generating machinery: boilers, furnaces, compressors, etc. shall be kept clear of trash and other potential flammable materials. (0)

Emergency Preparedness

- 8.60 The Employer shall have written emergency procedures for serious injuries that cannot be treated by factory staff or by factory medical personnel. These procedures shall include responsibilities for "who takes whom, where, when and how. (I D)
- 8.61 Employer shall conduct emergency evacuation drills at least two (2) times per year which includes a process for identifying if all employees have been evacuated. Records shall be kept of all trainings. (I D)
- 8.62 Supervisors in all production areas shall be trained on all emergency procedures. Emergency telephone numbers shall be posted in a visible, accessible location. (I D)
- 8.63 A diagram clearly indicating a safe evacuation route shall be posted in the native language on all floors. diagram shall have a "you are here" label for reference and markings that show the location of each emergency exit, exit route and the location of fire equipment such as extinguishers and hoses. (0)
- 8.64 The doors and other exits shall be kept accessible and unlocked during working hours. (I 0)
- 8.65 Emergency lighting shall be installed in the halls, stairways and passages. (0)
- 8.66 Employees shall have access to emergency exits as required by local law or if there is no local law a number appropriate to allow safe evacuation of the building. (0)

- 8.67 Doors and corridors that could be mistaken for emergency exits shall be properly marked – or example : “Not An Exit”, “To Basement” or “Storeroom” . (0)
- 8.68 The Employer shall indicate with a “yellow box” or other marking the areas in front of emergency exits, fire equipment, control panels and evacuation routes that are to be kept clear at all times. (0)
- 8.69 Emergency exits shall be marked. (0)
- 8.70 Emergency exit doors shall open to the outside or exterior stairways. (0)
- 8.71 Emergency exit doors and other doors along the exit route shall be at least “two people” wide and open outwards.
- 8.72 Emergency exit doors shall be kept unlocked from the inside during all working hours. In particular, sliding or roll up doors marked as an emergency exits shall be kept open during all working hours. (0)
- 8.73 Aisles leading to emergency exits shall be clearly marked. (0)
- 8.74 The aisles, exits and stairways shall be clear at all times during working hours for safe and rapid evacuation. (0)
- 8.75 Space between each work station shall allow for free body movement and adequate room for emergency evacuation. (0)
- 8.76 The Employer shall place at least one well-stocked first aid kit on every floor and for every 100 employees. (0)
- 8.77 A appointed person shall be responsible for ensuring that the first aid kits are kept well stocked containing basic first aid equipment: (I O D)

Examples of basic first aid equipment:

- Adhesive bandages - Cotton balls
- Flexible fabric bandages - Adhesive tape - Instant cold pack
- Antiseptic wipes - Ammonia inhalants - Disposable gloves
- Eye wash - Burn cream

- 8.78 The Employer shall maintain a list of all injuries and illnesses that are treated at the facility, including minor / small cuts. The list shall include the names of the persons treated, their jobs and what activit they were doing at the time of the injury or illness. (D)
- 8.79 If the Employer operates a clinic, the staff shall maintain a list of all illnesses and injuries that are treated as well as medication given, if any. (D)
- 8.80 If the Employer operates a medical clinic that gives injections, proper procedures for needle disposal and other activities shall be followed. (I O D)
- 8.81 At least one person on each shift shall be trained in basic first aid. (D)

Childcare facilities

- 8.82 Childcare facilities shall not physically overlap with production areas and children shall not have access to production areas.

9. HEALTH & SAFETY Dormitories / Housing

Health & Safety (Dormitories / Housing)

General

- 9.0 Clean drinking water shall be made accessible to all employees. (1 0)
- 9.1 The exterior of the building shall be structurally sound (0)
- 9.2 Grounds and facilities shall be cleared of rubbish daily. (0)
- 9.3 Employees shall be provided with their own mats or beds and not required to share mats with other employees. (1 0)
- 9.4 Each resident shall have a storage space for clothes and personal possessions that can be locked. (1 0)
- 9.5 Rooms shall be segregated by gender, unless for use by families. (1 0)
- 9.6 Residents shall have easy access to a telephone in or near to the housing area. (1 0)

Sanitation

- 9.7 There shall be a sufficient number of toilets and showers consistent with local law. (0)
- 9.8 The toilets shall be separated by gender. (0)
- 9.9 The toilets shall be provided with appropriate privacy (stalls with doors). This does not include urinals. (0)
- 9.10 The toilets shall be accessible to employees without unrealistic restrictions. (0)
- 9.11 Toilets shall be stocked with toilet paper for western toilets or clean running water for non-western or squat toilets. (0)
- 9.12 The toilet areas shall be well lit and ventilated. (0)
- 9.13 The Employer shall maintain clean, safe and sanitary toilet areas. Toilets shall be cleaned daily. (0)
- 9.14 Employees shall have access to clean water for washing near to toilets. (0)

Electrical

- 9.15 Electrical cords shall be in good condition, continuous in length without splices or taped repairs. (0)
- 9.16 Power cords to applications shall be properly grounded. (0)
- 9.17 Where appropriate, emergency generators shall be maintained on-side. (0)
- 9.18 Electrical panels with circuit breakers shall be installed and maintained in satisfactory conditions. (0)

Fire Safety

- 9.19 A Fire alarm system shall be available and audible throughout all sections of the dormitory and should be used for the fire and evacuation only. (0)
- 9.20 The Employer's fire alarm system shall be able to be activated from each dormitory floor by means of a pull box or push button. Employees shall know the location and purpose of the alarm button.(1 0)
- 9.21 Employees shall be receive training on the proper use of fire extinguishers. (1 D)
- 9.22 Operating instructions shall be placed, in the local language, near or on the fire extinguishers. (1 0)
- 9.23 There shall be the legally required number of fire extinguishers available on each floor. (0)
- 9.24 Fire extinguishers shall be mounted to walls and/or columns and be easily accessible in all areas. (0)
- 9.25 "Fire extinguishers" signs should be posted above each fire extinguisher to ensure that its location can be easily seen from a distance. (0)
- 9.26 Fire extinguishers and other equipment shall be serviced and/ or inspected according to the local law with records kept. (0 D)
- 9.27 Fire extinguishers shall be appropriate to the types of potential fires in the various areas of the dormitories and labelled according. (0)

Emergency Preparedness

- 9.28 The Employer shall have written emergency procedures for serious injuries that cannot be treated by factory staff or by factory medical personnel. These procedures shall include responsibilities for “who takes whom, where, when and how. (I D)
- 9.29 Employer shall conduct emergency evacuation drills at least two (2) times per year which includes a process for identifying if all residents have been evacuated. Records shall be kept of all trainings. (I D)
- 9.30 A diagram clearly indicating a safe evacuation route shall be posted in the native language on all floors. diagram shall have a “you are here” label for reference and markings that show the location of each emergency exit, exit route and the location of fire equipment such as extinguishers and hoses. (0)
- 9.31 The doors and other exits shall be kept accessible and unlocked during working hours. (I 0)
- 9.32 Emergency lighting shall be installed in the halls, stairways and passages. (0)
- 9.33 Employees shall have easy access to at least two separate emergency exits. (0)
- 9.34 Doors and hallways that could be mistaken for emergency exits shall be properly marked - for example: “Not An Exit” , “ To Basement”. (0)
- 9.35 Aisles leading to emergency exits shall be clearly marked. (0)
- 9.36 Emergency exits shall be marked. (0)
- 9.37 Emergency exit doors shall open to the outside or exterior stairways. (0)
- 9.38 Emergency exit doors and other doors along the exit route shall be at least “two people” wide and open outwards.
- 9.39 The Employer shall place at least one well-stocked first aid kit on every floor and for every 100 employees. (0)
- 9.40 A appointed person shall be responsible for ensuring that the first aid kits are kept well stocked containing basic first aid equipment: (I 0 D)

Examples of basic first aid equipment:

- Adhesive bandages - Cotton balls - Flexible fabric bandages
- Adhesive tape - Instant cold pack - Antiseptic wipes
- Ammonia inhalants - Disposable gloves - Eye wash
- Burn cream

10. FREEDOM OF ASSOCIATION

Freedom of Association and Right to Collective Bargaining :

- 10.0 The Employer shall be aware of all applicable laws that pertain to freedom of association and collective bargaining. The Employer shall recognize and respect the right of employees to freedom of association and collective bargaining. No employee shall be subject to harassment, intimidation or retaliation in their efforts to freely associate or bargain collectively. The Employer shall allow union organizers free access to employees and shall recognize the union of the employees choice. (I O D)
- 10.1 All past and present Collective Bargaining Agreements (CBA) shall be kept on file. (D)
- 10.2 Employees organizations shall have the right to elect their own representatives. (I D)
- 10.3 The Employer shall provide employees with confidential means for raising their grievances and maintain documentation related to the resolution of such grievances. (I D)
- 10.4 The Factory shall use a clearly defined and documented system for resolving disputes in the workplace, whether between co-employees or between employees and supervisors. This system shall be communicated both verbally and in writing to the employees. (I D)

11. DISCIPLINARY PRACTICES

Disciplinary Practices :

- 11.0 The Employer shall be aware of all applicable laws that pertain to disciplinary practices are followed. The Employer shall also document and communicate to all employees a progressive disciplinary policy e.g., escalating disciplinary action steps such as verbal warning, written warning, suspension and termination. (I O D)
- 11.1 A written policy shall define specific behaviours that are forbidden and corresponding disciplinary action that will be taken. (I O D)
- 11.2 The Employer shall maintain written records of disciplinary action taken. ((D)
- 11.3 The Employer shall not use monetary fines to discipline employees. (I D)

The assessment process consist of :

Workers Interviews	(I)
Visual Observations	(O)
Documentation Review	(D)

