



## **SUPPLIER CODE OF CONDUCT**

KILT is proud to be a part of a growing global movement that has already made great strides in improving conditions for workers across the apparel and accessories production industry and to contribute to achieving ever-greater levels of transparency and protections for those workers in the near and distant future.

KILT requires that all suppliers comply with our code of conduct.

The following requirements are non-negotiable.

### **LEGAL REQUIREMENTS**

In all activities suppliers must follow the legal requirements and standards of their industry under the national laws of their country and under any New Zealand-applicable laws.

### **CHILD LABOUR**

Suppliers must not use child labour and must only employ workers who meet the local minimum age requirement. Suppliers must verify the age of their workers and maintain evidence of workers' proof of age.

### **FORCED LABOUR**

There shall not be any use of forced labour whatsoever. No supplier shall engage in or support the use of forced or compulsory labour, including prison labour, bonded or indentured labour. No supplier shall retain original identification papers and shall not require personnel to pay 'deposits' to the organization upon commencing employment.

### **NON-DISCRIMINATION**

Suppliers must not discriminate in hiring, promotion, compensation, access to training, termination or retirement, based on personal characteristics such as race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership, political affiliation or any other condition that could give rise to discrimination.

### **HEALTH & SAFETY**

There shall be the provision and promotion of a safe and healthy work environment with systems in place to reduce worker injury and accidents in the workplace. This will include compliance with up-to-date fire safety laws and the implementation of evacuation procedures and emergency plans. Employers shall ensure that workers have access to clean drinking water, sanitary washing facilities and an adequate number of toilets.

All suppliers shall provide a safe and healthy workplace environment and shall take effective steps to prevent potential health and safety incidents and occupational injury or illness arising out of, associated with, or occurring in the course of work. All suppliers shall minimize or eliminate, so far as is reasonably practicable, the causes of all hazards in the workplace environment, based upon the prevailing health and safety knowledge of the industry sector and of any specific hazards.

## **WAGES & BENEFITS**

All suppliers shall ensure that wages for a normal work week, not including overtime, shall always meet the legal industry minimum standard or collective bargaining agreement (where applicable) at least, and shall provide all legally mandated benefits.

All overtime shall be reimbursed at a premium rate as defined by national law or established by a collective bargaining agreement (where applicable).

We **prohibit** the use of excessive Overtime.

Normal hours of work per week shall not exceed the maximum hours established by local law, overtime hours shall not exceed the maximum hours established by local law.

All suppliers shall comply with applicable laws, collective bargaining agreements (where applicable) and industry standards on working hours, breaks and public holidays.

## **DISCIPLINARY PRACTICES**

All suppliers shall treat their personnel with dignity and respect.

No supplier shall engage in or tolerate the use of corporal punishment, mental or physical coercion or verbal abuse of personnel. No harsh or inhumane treatment is allowed.

## **FREEDOM OF ASSOCIATION AND THE RIGHT TO COLLECTIVE BARGAINING**

All suppliers shall recognize the right of employees to freedom of association and the right to collective bargaining.

All suppliers shall ensure that their personnel have the right to form, join or organize a trade union(s) of their choice to bargain collectively on their behalf with the supplier. The supplier shall not interfere in any way with the establishment, functioning or administration of workers' organization(s) or collective bargaining.

## **ENVIRONMENTAL RESPONSIBILITY**

As part of KILT's dedication to the environment, all suppliers must work to minimise any negative impact on the environment. All relevant national and international environmental legislation must be adhered to in all manufacturing processes. All suppliers shall comply with local environmental law and take effective steps to prevent potential environmental incidents arising out of its activities. All suppliers shall minimize or eliminate, so far as is reasonably practicable, the causes of all environmental impacts based upon the prevailing environmental protection knowledge of the industry sector and of any specific impacts.

## **RAW MATERIALS**

All raw materials used by suppliers must be ethically sourced and the standards outlined in this code of conduct must flow into all parts of their supply chain.

Suppliers must not under any circumstances, knowingly use cotton that is sourced from Uzbekistan or from any origin where child labour is known.

## **SUB CONTRACTORS**

All suppliers must ensure that their contractors and suppliers adhere to our Code of Conduct.

## **RIGHT OF INSPECTION**

KILT expects all suppliers and their contractors to respect and comply with our Code of Conduct.

KILT reserves the right to make unannounced visits to all associated manufacturers and suppliers by KILT staff or by nominated third-party inspection companies on our behalf, to ensure all suppliers and production facilities comply with our Code of Conduct document.

**NON-COMPLIANCE**

It is the supplier's responsibility to ensure compliance with this Policy, and maintain adequate records of all aspects of the ethical standards set out in this Policy.

KILT's employees, agents or representatives may visit supplier's factories or facilities to audit a supplier's compliance with this Policy.

Non-compliance with this Policy will require the supplier to undertake corrective action, the extent of which will be dependent upon the nature of the breach. KILT may terminate the business relationship where deemed appropriate.

**SCHEDULE 1**

Name of Company: \_\_\_\_\_

Company Number/Business License: \_\_\_\_\_

Number of Company Employees: \_\_\_\_\_

Physical Address for notices: \_\_\_\_\_

Postal Address for notices: \_\_\_\_\_

Email address for notices: \_\_\_\_\_

Date of Agreement: \_\_\_\_\_

**SIGNED** on behalf of  
**KILT CLOTHING LIMITED** \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

**SIGNED** on behalf of  
**THE COMPANY** \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_