

# INDUSTRIE™

## Code of Conduct

### 1. Employment is freely chosen

- 1.1. There is no forced, bonded or involuntary prison labour.
- 1.2. Workers are not required to lodge "deposits" or their identity papers with their employer and are free to leave their employer after reasonable notice.
- 1.3. Industrie condemns forced/compulsory labour and human trafficking and will not knowingly work with suppliers who use these practices.
- 1.4. Slavery and human trafficking are prohibited throughout the supply chain.

### 2. Freedom of association and the right to collective bargaining are respected

- 2.1. Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace.
- 2.2. Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.
- 2.3. Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively.
- 2.4. The employer adopts an open attitude towards the activities of trade unions and their organisational activities.

### 3. Working conditions are safe and hygienic

- 3.1. A safe and hygienic working environment shall be provided, bearing in mind 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 environment.
- 3.2. Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers.
- 3.3. Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.
- 3.4. Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers.
- 3.5. The company observing the code shall assign responsibility for health and safety to a senior management representative.

### 4. Child labour shall not be used

- 4.1. There shall be no new recruitment of child labour.
- 4.2. Children under the age of 15 shall not be recruited or employed, unless the local minimum age for work or compulsory education specifies a higher age, or if International Labour Organisation (ILO) developing country exemptions apply.
- 4.3. Companies shall 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.
- 4.4. Persons under 18 shall not be employed at night or in hazardous conditions.
- 4.5. These policies and procedures shall conform to the provisions of the relevant ILO standards.

### 5. Living wages are paid

- 5.1. Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. In any event wages should always be enough to meet basic needs and to provide some discretionary income.

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- 5.2. All workers shall 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.
- 5.3. Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the expressed permission of the worker concerned. All disciplinary measures should be recorded.

## 6. No discrimination is practised

- 6.1. There is 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.
- 6.2. Fair disciplinary practices are practiced. Disciplinary and grievance procedures shall be clearly documented and communicated to all workers. All disciplinary measures of a serious nature shall be recorded, including evidence that the worker knew and clearly understood what they were accused of and were given right to reply.

## 7. No harsh or inhumane treatment is allowed

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

## 8. Working hours are not excessive

8.1 Working hours must comply with national laws, collective agreements, and the provisions of 8.2 to 8.6 below, whichever affords the greater protection for workers. 8.2 to 8.6 are based on international labour standards.

8.2 Working hours, excluding overtime, shall be defined by contract, and shall not exceed 48 hours per week\*

8.3 All overtime shall be voluntary. Overtime shall be used responsibly, taking into account all the following: the extent, frequency and hours worked by individual workers and the workforce as a whole. It shall not be used to replace regular employment. Overtime shall always be compensated at a premium rate, which is recommended to be not less than 125% of the regular rate of pay.

8.4 The total hours worked in any 7 day period shall not exceed 60 hours, except where covered by clause 8.5 below.

8.5 Working hours may exceed 60 hours in any 7 day period only in exceptional circumstances where all of the following are met:

- this is allowed by national law;
- this is allowed by a collective agreement freely negotiated with a workers' organisation representing a significant portion of the workforce;
- appropriate safeguards are taken to protect the workers' health and safety; and
- the employer can demonstrate that exceptional circumstances apply such as unexpected production peaks, accidents or emergencies.

8.6 Workers shall be provided with at least one day off in every 7 day period or, where allowed by national law, 2 days off in every 14 day period.\*

*\*International standards recommend the progressive reduction of normal hours of work, when appropriate, to 40 hours per week, without any reduction in workers' wages as hours are reduced*

## 9. Regular employment is provided

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- 9.1 To every extent possible work performed must be on the basis of recognised employment relationship established through national law and practice.
- 9.2 Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub- contracting, or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

We, the undersigned company are in receipt of the Industrie Code of Conduct version 2 and accept the terms and conditions as laid out.

**Factory Name:** .....

**Factory address:** .....

**Signature:** .....

**(Factory Owner)**

**Print Name:** .....

**Date:** .....

# INDUSTRIE™

Industrie is committed to making sure our products are from fair and ethical sources.

All suppliers must be socially responsible when using animal products.

Animals must be treated humanely and ethically.

Where farmed animals are used in products, suppliers should implement industry best practice standards to ensure animal welfare is safeguarded at all times.

Supplier must meet the following minimum conditions:

## **Endangered Species**

Endangered species appearing on either the International Union for the Conservation of Nature (IUCN) or the Convention of International Trade in Endangered Species (CITES) lists must not be used in Industrie products.

## **Fur**

You must not use real fur (except for sheepskin, goatskin and cowhide) or pelts on any goods supplied to Industrie.

## **Leather and Skin**

You must only use leathers, skins and feathers that are by-products of the slaughter of an animal. You must not use any leather that was taken while the animal was alive or from aborted animals.

## **Wool**

Wool must be sourced from producers with good animal husbandry.

## **Angora and other Rabbit hair**

Angora or any other rabbit hair is banned in Industrie products.

## **Cashmere and Mohair**

Cashmere and Mohair must be sourced from producers with good animal husbandry.

## **Feathers and down**

Feathers must not be plucked from live animals. Feathers and down must be sourced as a by-product of the meat industry. Feathers must be only purchased from licensed organisations with certification.

## **Animal Testing**

No skin products should be tested on animals. Industrie does not support any animal testing.

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## **Chemicals Policy**

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It is the responsibility of the supplier to ensure that all goods supplied to Industrie meet the standards required by Australia and the European Union in relation to chemical products and their use. This includes by way of example, but without limitation an assurance that suppliers will not use any chemicals that are banned in Australia or the EU in the process of making the goods such as:

**Formaldehyde**

- a. No production process is allowed to use formaldehyde.

**AZO Dyes**

- a. No production process is allowed to use Azo dyes.

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**Outsourcing Policy**

# INDUSTRIE™

Industrie is committed to visibility in the supply chain. The goods must be manufactured in factory on the purchase order.

No industrie production is to be outsourced without permission from Industrie. Outsourcing is defined as any sewing or manufacturing process excluding embroidery, print and wash houses.

**Factory Name:** .....

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**(Factory Owner)**

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## **Company Pledge against Child and Adult Forced Labor in Uzbekistan Cotton**

# INDUSTRIE™

Uzbekistan, located in Central Asia, is one of the world's largest cotton exporters, and the Uzbekistan government uses one of the largest state-orchestrated systems of forced labour to produce it. Annually the government forces millions of citizens to pick cotton and forces farmers to deliver production quotas, all under threat of punishment. The practice violates Uzbekistan citizens' fundamental human rights, national and international law, deprives them of core services for two months a year, and fosters corruption at all levels of the government. The government threatens, detains and imprisons citizens who attempt to report on these abuses. The income from the state-orchestrated forced labour benefits only a small cadre of government officials.

Since 2007, the Cotton Campaign has advocated with governments, companies and investors to use their leverage in Uzbekistan to end this continuous and systematic human rights violation. Our advocacy has contributed to key steps towards securing fundamental labour rights for Uzbekistan citizens.

Under significant international pressure, the government of Uzbekistan has significantly reduced its use of forced child labour since 2012 and has signed a framework agreement with the International Labour Organization (ILO) in which it committed to work with the ILO to apply labour conventions, including eradicating forced labour. Yet the Uzbekistan government's forced labour system remains intact.

As a signatory to this pledge, we are stating our firm opposition to the use of child and adult forced labor in the harvest of Uzbekistan cotton. We commit to not knowingly source Uzbekistan cotton for the manufacturing of any of our products until the Government of Uzbekistan ends the practice of forced child and adult labor in its cotton sector. Until the elimination of this practice is independently verified by the International Labor Organization, we will maintain this pledge.

More information can be found at:

<http://www.sourcingnetwork.org/the-cotton-pledge>

<http://www.cottoncampaign.org>

We, the undersigned company, do not use cotton from Uzbekistan in any garments manufactured on behalf of Industrie Clothing Pty Ltd

**Factory Name:** .....

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**(Factory Owner)**

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## Gender Equality Policy

Industrie is committed to encouraging gender equality and diversity through the supply chain eliminating unlawful discrimination.

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Industrie recognises that gender inequality has the potential to limit and impact negatively on the safety, education, employment, family lives and opportunities of workers, particularly women, in the immediate and long term.

Women and men are subject to gendered stereotypes and expectations about how they should behave, think and act. These gendered stereotypes and expectations contribute to gender inequality by assigning unequal value, status and power to women and men. These expectations are reinforced by structures, systems, norms and cultures that often privilege the knowledge, rights, perspectives and skills of males over females.

This policy applies to Industries suppliers and their subsidiaries, affiliates, and subcontractors or suppliers (each supplier) providing goods to Industrie or for use in or with Industrie products.

The policy's purpose is to:

- Provide equality, fairness and respect for all workers through policies, procedures, systems and structures
- Not unlawfully discriminate based on gender
- Oppose and avoid all forms of gender discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities

The supplier commits to:

- Encourage gender equality and diversity in the workplace
- Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for women
- This commitment includes training managers and all other workers about their rights and responsibilities under the gender equality policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination
- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow workers. Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and any appropriate action will be taken.
- Make opportunities for training, development and progress available to all workers regardless of gender.
- Decisions concerning staff being based on merit and not gender
- Review employment practices and procedures when necessary to ensure gender fairness

The Gender Equality Policy is fully supported by factory management and has been agreed with worker representative.



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