



# RUBY HOMEWORKER POLICY

UPDATED 02.02.23

This policy outlines our position and commitments on homeworking in our supply chains and provides our suppliers with guidance on delivering our expectations.

## **Background**

RUBY recognises the opaque nature of the fashion supply chain, where homeworkers often go unseen, leaving them in a vulnerable position within the supply chain. Homeworkers working conditions are difficult to monitor and health and safety policies may be hard to enforce. Many homeworkers have been underpaid and work in unsafe conditions. We believe that one of the first steps towards reducing the vulnerability of these workers is to take an open, positive, and collaborative position towards homeworking.

## **Our Position**

### Acceptance of homeworking

RUBY recognises the existence of homeworkers in our supply chain, and we are openly supportive of their work. The majority of homeworkers are women, and homeworking gives them the opportunity for financial independence, and flexibility with family commitments that they otherwise may not be able to achieve. Additionally, homeworker income brings important income to rural areas in less prosperous communities.

Homeworkers in the RUBY supply chain may offer specialist technical and artisan skills and produce components which cannot be made by machinery.

### Commitment to improving homeworkers' conditions

RUBY acknowledge that working conditions of homeworkers may not meet those set out in international labour standards or the MFNZ Code of Conduct, and we are committed, together with our suppliers, to take action to improve these conditions.

The first step in such action, we believe, is to make our position on homeworking clear.

## **Definition**

'Homework' as defined by the International Labour Organisation (ILO) definition (1996, C177, Article 1) states:

(a) the term homework means work carried out by a person, to be referred to as a homeworker,



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- in his or her home or in other premises of his or her choice, other than the workplace of the employer;
- for remuneration;
- which results in a product or service as specified by the employer, irrespective of who provides the equipment, materials or other inputs used, unless this person has the degree of autonomy and of economic independence necessary to be considered an independent worker under national laws, regulations or court decisions;

(b) persons with employee status do not become homeworkers within the meaning of this Convention simply by occasionally performing their work as employees at home, rather than at their usual workplaces;

(c) the term employer means a person, natural or legal, who, either directly or through an intermediary, whether or not intermediaries are provided for in national legislation, gives out homework in pursuance of his or her business activity.

## **RUBY Commitments**

Under this homeworker policy we commit:

- RUBY will communicate our position on homeworking throughout our company, to those who supply to us, and those we supply to;
- We will ensure that the identification of homeworkers in the supply chain will not lead to the relocation of work or cancellation of orders;
- We will work with our suppliers to map and collate homeworkers used for RUBY products, to ensure transparency of our supply chain, and responsibilities are maintained.
- RUBY are committed to working with our suppliers towards paying all workers in our supply chain a living wage. This will include educating our suppliers on the definition of a living wage.
- Working closely with our suppliers, we will help train and educate them on the vulnerability of homeworkers, helping to promote responsible practices and empower them to make change.
- We will work with our suppliers and other stakeholders for the sustainable improvement of working conditions of homeworkers in our supply chains.

## **Our Supplier commitments under this policy**

As outlined in the MFNZ Code of Conduct, suppliers must declare and get approval for the use of subcontractors or homeworkers on any RUBY product. We expect our suppliers to be open and transparent with us about the use of homeworkers, and to commit to the following:

- Suppliers will also adopt a shared acceptance towards homeworking and ensure a commitment to improving homeworkers' labour and human rights conditions.
- Suppliers will communicate this policy to all those in the supply chain below them, including homeworkers themselves in the local language;



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- Suppliers will work with RUBY and their contractors to identify where homeworking occurs in the supply chains; helping to identify, map and collate documentation on all homeworkers, including proof of age and address etc, used on RUBY products where necessary;
- Suppliers will keep an honest and accurate record of all quantity of work distributed to homeworkers and all payments made.
- Suppliers paying homeworkers by piece-rate should utilize time studies to ensure compliance to wage requirements.
- Wages should constitute no less than the legal minimum wage, with the goal to pay a living wage. The Definition of a “living wage” is defined as the remuneration that meets the basic needs of employees for a decent standard of living. Elements include nutritious food, housing, healthcare, clothing, transportation, energy, water, childcare, education, and to provide some discretionary income.
- Suppliers should develop an action plan for improving labour conditions with homeworkers.

Furthermore, we expect our suppliers to work towards:

- Open and transparent processes with homeworkers to establish accurate timecards and calculate working hours and wages for tasks completed.
- Homeworker production site to be visited and monitored by the supplier to ensure working conditions are safe and healthy, including access to clean water and electricity, and relevant personal protective equipment is supplied for any machinery or chemical use.
- Children working within their families to learn the family skill or craft are supported in this vocational training, provided that it does not deprive them from the opportunity to attend mandatory schooling, time for play or in any other way that conflicts with the best interest of the child.
- The introduction of a management process for homeworkers that can demonstrate progress.



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COMPANY NAME:	
COMPANY ADDRESS:	
AUTHORISED SIGNATURE:	
NAME OF SIGNEE:	
TITLE OF SIGNEE:	
EMAIL ADDRESS OF SIGNEE:	
DATE:	