

# CODE OF CONDUCT

This factory produces for studio JUX. In this leaflet you can find information on our rules for good working conditions and how we try to make sure working conditions are acceptable in this factory and what you can do if these rules are not followed. Studio JUX only wants to produce in fair working conditions. We are committed to trade only in products that have been produced under fair working conditions. Therefore this factory follows the rules:

## *1. Employment is freely chosen*

There must be no use of forced labour.

## *2. There is no discrimination in employment*

The employer should treat all employees equally, regardless of their race, colour, sex, religion, political affiliation, trade union membership, nationality, social origin, or disabilities.

## *3. No exploitation of child labour*

There must be no use of child labour. Workers must not be recruited until they reach the minimum school-leaving age and, in any case, not below 15 years. Teenagers [aged 15-18] must not perform work, which is likely to harm their health and safety. For example, they must not do excessive overtime or night work.

## *4. Freedom of association and the right to collective bargaining*

Workers have the right to negotiate as a group with their employer ('collective bargaining'). The employer must not punish workers who express their opinions and wishes. All workers have the right to form and join trade unions of their own choice ('freedom of association'). When the right to freedom of association and collective bargaining is restricted under law, the employer must not hinder other forms of collective bargaining and workers' organisations. Workers' representatives must not be discriminated against and must have access to all workplaces necessary to carry out their role.

## *5. Payment of a living wage*

Wages must meet at least the legal minimum wage if there is one. Wages for a standard working week should always be sufficient to meet the basic needs of workers and their families and to allow for some savings. Deductions from wages, which are not provided for by national law, are not permitted. Workers should be informed about how their wages are made up, including wage rates, pay periods and deductions from pay. Workers should receive a pay slip, which gives this information.

## *6. No excessive working hours*

Hours of work must be in line with the law. In any event, workers must not be required to work more than 48 hours per week on a regular basis and must have at least one day off for every seven-day period. Overtime should be voluntary, and working hours including overtime should not exceed 60 hours per week. Overtime should not be demanded on a regular basis and must always be paid at a premium rate, in accordance with the law.

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### *7. Safe and healthy working conditions*

The employer must provide a safe and hygienic working environment. The employer should provide protective equipment where necessary and train workers to use it. The employer should also take steps to prevent accidents and minimise health risks.

Physical abuse, threats of physical abuse, unusual punishments, sexual and other harassment, and intimidation by the employer is strictly prohibited

Legally binding employment relationship Every worker should get a written contract and all legal social security charges should be paid.

### *What can you do if working conditions are not good?*

Studio JUX is 100% committed to follow the eight rules for fair working conditions. Employees have every right to contact us when something is not good enough. Every worker can ask the management for a meeting to discuss necessary improvements. When anonymity is wished for, all employees can share ideas, complaints and requests for improvement in the idea box near the notice board. The idea box will be emptied once a week.