



## **MANUFACTURING CODE OF CONDUCT FOR PORTLAND DESIGN WORKS PARTNERS**

At Portland Design Works, we are committed to:

- Ethical and responsible conduct in all of our operations;
- Respect for the rights of all individuals; and
- Respect for the environment.

This Code is based on internationally accepted labor standards and guidance, including the International Labour Organization (ILO)'s core conventions, the Universal Declaration of Human Rights, and the United Nations (UN) Guiding Principles for Business and Human Rights.

We expect these same commitments to be shared by all manufacturers of Portland Design Works products. At a minimum, we require that all manufacturers of Portland Design Works products meet the following standards:

### **Child Labor**

Manufacturers will not use child labor.

The term "child" refers to a person younger than 16 or, if higher, the local minimum age for employment or the age for completing compulsory education.

Manufacturers employing young persons who do not fall within the definition of "children" will also comply with any laws and regulations applicable to such persons.

### **Involuntary Labor**

Manufacturers will not use any forced or involuntary labor, whether prison, bonded, indentured or otherwise, or engage in Human Trafficking.

### **Coercion and Harassment**

Manufacturers will treat each employee with dignity and respect and will not use corporal punishment, threats of violence or other forms of physical, sexual, psychological or verbal harassment or abuse. Sexual or any other kind of harassment is not acceptable. Portland Design Works expects that all manufacturing personnel are trained on harassment and related laws annually.

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### **Nondiscrimination**

Manufacturers will not discriminate in hiring and employment practices, including salary, benefits, advancement, discipline, termination or retirement, on the basis of race, religion, age, nationality, social or ethnic origin, sexual orientation, gender, pregnancy, political opinion or disability.

### **Association**

Manufacturers will respect the rights of employees to associate, organize, and bargain collectively in a lawful and peaceful manner, without penalty or interference.

### **Health and Safety**

Manufacturers will provide employees with a safe and healthy workplace in compliance with all applicable laws and regulations, ensuring, at a minimum, reasonable access to potable water and sanitary facilities; fire safety; and adequate lighting and ventilation. Manufacturers will also ensure that the same standards of health and safety are applied in any housing that they provide for employees. Manufacturers will provide reasonable arrangements for women in connection with pregnancy, childbirth and nursing. Manufacturers will also provide reasonable safety precaution to protect pregnant women.

### **Compensation**

We expect manufacturers to recognize that wages are essential to meeting employees' basic needs. Manufacturers will, at a minimum, comply with all applicable wage and hour laws and regulations, including those relating to minimum wages, overtime, maximum hours, piece rates and other elements of compensation, and provide legally mandated benefits. Manufacturers should provide equal pay and benefits for equal work.

### **Hours of Work**

Except in extraordinary business circumstances, manufactures will not require employees to work more than the lesser of (a) 48 hours per week and 12 hours overtime or (b) the limits on regular and overtime hours allowed by local law or, where local law does not limit the hours of work, the regular work week plus 12 hours overtime. In addition, except in extraordinary business circumstances, employees will be entitled to at least one day off in every seven-day period.

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Manufacturers will compensate employees for overtime hours at such premium rate as is legally required or, if there is no legally prescribed premium rate, at a rate at least equal to the regular hourly compensation rate.

Where local industry standards are higher than applicable legal requirements, we expect manufacturers to meet the higher standards.

#### **Protection of the Environment**

Manufacturers will comply with all applicable environmental laws and regulations.

#### **Other Laws**

Manufacturers will comply with all applicable laws and regulations, including those pertaining to the manufacture, pricing, sale and distribution of merchandise. All references to “applicable laws and regulations” in this Code of Conduct include local and national codes, rules and regulations as well as applicable treaties and voluntary industry standards and, if enforcement of local or national laws is suspended, we still expect Manufacturers to comply with the laws.

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P: 503.234.7257 | 3625 SE 21<sup>st</sup> Ave | Portland, OR 97202