



Supplier Code of Conduct

Andcrafted Ltd (t/a Plank Hardware)

Updated 4th February 2022

At **Andcrafted Ltd**, we are committed to:

- A standard of excellence in all aspects of our business and every community in which we operate
- Ethical and responsible conduct in all operations
- Respect for the rights of all individuals
- Respect for the environment

We take great pride in the relationships we develop with our suppliers. This Code of Conduct sets the standards and expectations through which we aim to build long term partnerships with our suppliers and carry out business through transparent and fair means.

We expect our suppliers to not only obey the law but also take great care to respect the wellbeing of their employees, communities, and environment.

At a minimum, we require all manufacturers, suppliers, and distributors to meet the following standards, or have remedial plans in place where standards are not yet met:

Integrity

Business will be conducted with integrity. There will be no payments, services, gifts, entertainment or other advantages offered, given to, or received by any Andcrafted Ltd employee, business partner, government representative, or other third party which are intended to influence the way in which the employee, business partner, government representative, or other third party goes about his or her duties. There will be no actual or attempted money laundering.

No Child Labour

There shall be no recruitment of child labour. Children under the age of 15 shall not be recruited or employed (or higher age if required by the law). Children and young persons under the age of 18 shall not be employed at night or in hazardous conditions.

The policies and procedures shall conform to the relevant International Labour Organisation (ILO) policies.

No Forced Labour

There shall be no forced, bonded or involuntary prison labour. Workers must not be required to lodge deposits or their identity papers on commencement of employment. Workers must be free to leave their employer after reasonable notice. Suppliers are required to monitor any third party entity which assists them in recruiting or hiring employees, to ensure that people seeking employment at their facility are not compelled to work through force, deception, intimidation, coercion or as a punishment for holding or expressing political views.

Freedom of association and employee representation

Suppliers should respect the rights of employees to join or form an association of their choosing (such as workers council, union, or workers association).

Where law restricts the right to freedom of association and collective bargaining, the employer should facilitate, and not hinder, the development of parallel means for independent and free association and bargaining. Representatives must not be discriminated against and have access to carry out their representative function in the workplace.

No Discrimination

There must be no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, ethnic group, caste, nationality, religion, age, disability, gender, marital status, sexual orientation, union or political membership.

Wages and benefits of employment

Wages and benefits paid for a standard working week must meet, at a minimum, national legal requirements, or industry benchmark standards, whichever is higher. Wages should cover the need to meet both basic needs and some discretionary income. All workers should be provided with written and understandable information about their employment conditions and wages before employment and be provided with wage slips for each period they are paid. Deductions from wages as a disciplinary measure is not permitted, except those required by law. Any such deductions must not be taken without the expressed permission of the worker concerned.

Hours of work and regular employment

Accurate attendance, payroll and production records shall be maintained with accuracy and transparency. Suppliers must commit to working towards compliance with ILO guidelines and national laws, whichever offers greatest protection. Overtime must be voluntary, and all employees should receive at least one rest day in every seven.

Overtime should be paid at a premium rate. To every extent possible work performed should be on the basis of a recognised employment relationship. Obligations to employees under labour or social security laws and regulations should not be avoided through the use of home working schemes, subcontracting or apprenticeships where there is no intent to provide regular employment. The conditions for the termination of a contract should be laid out before employment commences and conform to established and transparent company practices and local law.

Discipline

Employee abuse or threat of abuse in any form (physical, sexual or verbal) is prohibited.

Health and safety

A safe, clean and hygienic environment should be provided, taking into account the specific hazards of the industry. Adequate steps should be taken to prevent accidents and injury to health at work. Workers should receive regular and recorded health and safety training. All workers should have access to clean toilet facilities and drinking water. Where provided, accommodation should be clean, safe, and meet the basic needs of workers. A senior manager should be appointed as the Health and Safety representative for the company.

Environment

We take the environmental impact of our operations very seriously and work hard to minimise our impacts as much as possible. At a minimum, we expect all suppliers to comply with local and national environmental legislation. We also set targets and commitments on our key environmental performance indicators. Suppliers must support us to achieve those targets by tracking their energy consumption and completing our Impact Assessment Questionnaire on an annual basis.

All hazardous and non-hazardous chemical waste must be tracked throughout the supply chain. How chemicals are disposed of must be documented and reports must be available for inspection.

Audits

We may, from time to time, audit our suppliers ourselves or with the help of third parties. You agree to share all information freely and willingly to the best of your ability to ensure we receive the most accurate information.

Acknowledged and agreed to by:

Signature: _____

Date: _____

Name: _____

Title: _____