



## **Tapenade Supplier Code of Conduct**

### **1<sup>st</sup> June 2009**

Tapenade has created this code of conduct to ensure that it operates responsibly and respects the value of the many people engaged in our supply chain. It has been put in place to clearly communicate our minimum expectations in relation to:

- Human rights
- Environmental Impact

### **Human Rights and Labour Conditions**

#### **Employment is chosen (no forced labour)**

- Employees should be free to choose to work for the supplier i.e. their employee.
- Employees should be free to leave the supplier after reasonable notice is served.
- Suppliers should not use forced, bonded or non – voluntary prison labour.

#### **Employment relationships**

- Suppliers should establish recognized employment relationships with their employees that are in accordance with their national law and good practice.
- Suppliers' employees should be provided with an easy to read contract of employment with particular clarity in relation to wage levels.
- In the event that employees are unable to read, the contract of employment should be read and explained to them by a union representative or another appropriate third party.
- Suppliers should not seek to avoid providing employees with their legal or contractual rights.

#### **Freedom of association**

- Suppliers should not prevent or discourage employees from joining trade unions.
- Suppliers' employees should be able to carry out reasonable representative function in the workplace.
- Suppliers should not discriminate against employees carrying out representative functions.
- Where the law restricts freedom of association and collective bargaining, suppliers should facilitate alternative means of representation.

#### **Living wages are paid**

- Wages and benefits should at least meet industry benchmarks or national legal standards.
- Suppliers should not make deductions from wages unless permitted by national law or with the permission (without duress) of the employee.
- Suppliers should always pay in cash and not in kind, e.g. goods, vouchers.

**Child labour**

In principle, Tapenade is against the use of child labour and believes its long-term elimination is ultimately in the best interests of children. However, the elimination of child labour must always be undertaken in a manner consistent with the best interests of the children concerned.

**Employees' working hours**

- Working hours should comply with national laws or industry standards.
- Suppliers' employees should not be expected to work more than 48 hours per week on a regular basis.
- On average, suppliers' employees should be given one day off approximately every seven days.
- Suppliers should not pressurize employees into working overtime; overtime should be voluntary and not demanded on a regular basis.

**Treatment of employees**

- Under no circumstances should suppliers abuse or intimidate, in any fashion employees.
- Any disciplinary measures should be recorded.
- Suppliers should have a grievance/appeal procedure that is clear, easy to understand and should be given to the employee in writing.
- In the event that suppliers' employees are unable to read, the grievance/appeal procedure should be read and explained to them by a union representative or another appropriate third party.

**Law**

- Suppliers should always work within the laws of their country

**Health and safety**

- Suppliers should assign responsibility for health and safety to a senior management representative.
- Suppliers should have appropriate health and safety policies and procedures and these should be demonstrated in the workplace.
- Suppliers' employees should be trained in health and safety policy and procedures.
- Suppliers should monitor compliance with health and safety policy.
- Suppliers should provide employees (at the supplier's expense) with any necessary health and safety equipment, e.g. gloves, masks, helmets.
- Working conditions should be comfortable and hygienic.
- Suppliers should identify specific hazards, e.g. substances or equipment, and should implement processes to minimize risk.
- Supplier's employees should have access to clean toilets.
- Supplier's employees should have regular breaks and have access to water suitable for drinking and washing as a minimum.

**Discrimination**

Suppliers should have a policy of equality for all in the workplace with no discrimination on the basis of race, caste, religion, nationality, age, gender, marital status, sexual orientation, disability, union membership or political affiliation.

**The Environment**

Suppliers are asked to give consideration to minimizing their negative impact on the environment when supplying goods and services to Tapenade. Suppliers should be able:

- To adhere to all environmental legislation, regulation and all local laws to facilitate the protection of the environment.
- To have a process that ensures conformity to local regulations, including those relating to handling, recycling and the elimination and disposal of dangerous materials.
- To have concern for the environment and an action plan to reduce the companies' impact.
- To work actively to improve the environment and proactively to pursue any initiatives that bring about that improvement.
- To measure the impact on the environment and set targets to reduce that impact/improve performance.

I agree as a supplier to Tapenade to comply with that stated above:

Signed.....

Date.....