

3 Wise Men - Code of Conduct

At “3 Wise Men” we want to do the right thing by the people we work with and the environments we operate in. To us, this means taking an ethical approach to all aspects of our work, respecting and improving the lives of the people we work with and minimising our environmental impacts in a way which makes business sense.

This Code represents our key working principles and applies to all stages of the supply chain. Each supplier is responsible and liable for assuring that all suppliers they work with are in full compliance with this code and with all applicable laws and regulations in the countries where they operate. This includes laws relating to employment, health and safety, and the environment. Where the provisions of law and this code address the same subject, the provision which affords the greater protection should be applied.

Our suppliers are responsible for the implementation of this Code of Conduct and for continuous improvement, including corrective measures where needed. Formal third-party audits are required to be carried out over a 2-year period, either to the framework of the “3 Wise Men” audit or to that of BSCI, Sedex, SA800 or Wrap.

1. Employment is freely chosen

- 1.1. There must be no forced, bonded or involuntary prison labour.
- 1.2. 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.
- 1.3. Suppliers must have due diligence processes in place to ensure that workers on their site do not pay any form of recruitment fees to any agents to gain employment. All fees relating to hiring must be borne by the supplier.
- 1.4. Workers must not be required to lodge "deposits" or their identity papers with their employer and must be free to leave their employer after reasonable notice.

2. Freedom of association and the right to collective bargaining are respected and an effective Workers Grievance Mechanism implemented.

- 2.1. All workers have the right to join or form trade unions of their own choosing and to bargain collectively. Where the right to freedom of association and collective bargaining is restricted under law; the employer must facilitate, and must not hinder, the development of parallel means for independent and free association and bargaining.
- 2.2. Suppliers must adopt an open attitude towards the activities of trade unions and their organisational activities.
- 2.3. Workers representatives must not be discriminated against and must have access to carry out their representative functions in the workplace.

- 2.4. Where relevant, a gender committee should be considered to ensure women's health and rights are considered and their voice heard by management.
- 2.5. Suppliers must provide a grievance mechanism for any workers to raise workplace concerns. This grievance mechanism must involve an appropriate level of management, address concerns promptly and provide timely feedback without any retribution. The mechanism must also allow for anonymous complaints to be raised and addressed.

3. Working Conditions are safe and hygienic.

- 3.1. Suppliers must provide a safe and healthy workplace to prevent accidents and injury to health arising out of, linked with, or occurring in the course of work. Conditions must be safe, clean and meet or exceed requirements of all applicable laws and regulations relating to health and safety.
- 3.2. Appropriate and effective personal protective equipment must be provided as needed.
- 3.3. Suppliers must assign responsibility for health and safety to a senior management representative.
- 3.4. Workers must receive regular and recorded health and safety training, and such training must be repeated for new or reassigned workers.
- 3.5. Access must be provided to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage.
- 3.6. Accommodation, where provided, must be clean, safe, and meet the basic needs of the workers.
- 3.7. Suppliers must provide adequate safeguards against fire, and must ensure the strength, stability and safety of buildings and equipment, including residential facilities where provided.

4. Child labour must not be used

- 4.1. No worker must be employed under the age of 15 or under the local mandatory school education age, whichever is higher.
- 4.2. Juvenile workers (ages 15-17) must not perform work, which by its nature or the circumstances in which it is carried out, is likely to compromise their health, safety or morals.
- 4.3. Suppliers must maintain a hiring policy and age verification procedure for the recruitment of all workers. Where proof-of-age documents, birth certificates, or other government-issued forms of identification are not available, suppliers must seek an independent and reliable way of verifying the worker's age (e.g. education certificates, election cards, residential document, etc.)
- 4.4. If children are found to be working directly or indirectly for the supplier, the supplier must develop or participate in and contribute to policies and programmes, which provide for the transition of any child found to be performing child labour to enable her or him to attend and remain in quality education until no longer a "child."

5. *Decent Wages are paid.*

- 5.1. Employers must pay wages, which meet a minimum national legal standard or industry benchmark standard, whichever is higher. In any event wages should always be enough to meet basic income needs and to provide some discretionary income.
- 5.2. All workers must be provided with written and understandable Information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid.
- 5.3. Deductions from wages as a disciplinary measure must not be permitted nor shall any deductions from wages not provided for by national law be permitted without the expressed permission of the worker concerned. All disciplinary measures must be recorded.
- 5.4. Suppliers must ensure that men and women receive equal pay and conditions for the same jobs.

6. *Working hours are not excessive.*

- 6.1. Working hours must comply with national laws, collective agreements, and the provisions of the code below; whichever affords the greater protection for workers.
- 6.2. Working hours, excluding overtime, must be defined by contract, and must not exceed 48 hours per week.
- 6.3. All overtime must be voluntary. Overtime must be used responsibly, taking into account all the following: the extent, frequency and hours worked by individual workers and the workforce as a whole. It must not be used to replace regular employment.
- 6.4. Overtime must always be compensated at a premium rate, which is recommended to be not less than 125% of the regular rate of pay.
- 6.5. The total hours worked in any seven-day period must not exceed 60 hours, except in exceptional circumstances where all of the following are met:
 - 6.5.1. this is allowed by national law;
 - 6.5.2. this is allowed by a collective agreement freely negotiated with a workers' organisation representing a significant portion of the workforce;
 - 6.5.3. appropriate safeguards are taken to protect the workers' health and safety; and
 - 6.5.4. the employer can demonstrate that exceptional circumstances apply such as unexpected production peaks, accidents or emergencies.
- 6.6. Workers must be provided with at least one day off in every seven-day period or, where allowed by national law, two days off in every 14-day period.

7. No discrimination is practised.

- 7.1. No worker must be subject to any discrimination in any aspect of their employment, on the basis of race, caste, ethnic group, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership, political affiliation, pregnancy, physical disability or mental disability.
- 7.2. Suppliers must have an equal opportunity employment policy that promotes gender equity in employment practices, and states maternity leave provision and support for childcare where appropriate.

8. Regular employment is provided.

- 8.1. To every extent possible work performed must be on the basis of a recognised employment relationship established through national law and practice.
- 8.2. Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship must not be avoided through the use of labour-only contracting, sub-contracting, or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor must any such obligations be avoided through the excessive use of fixed-term contracts of employment.
- 8.3. Any use of temporary, agency, or contract workers must be made clear to “3 Wise Men”.

9. No harsh or inhumane treatment is allowed

- 9.1. Suppliers must commit to a workplace free of harassment. Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.
- 9.2. Suppliers must not place unreasonable restrictions on entering or exiting the company facilities.

10. Protection of the Environment

- 10.1. Business partners should assess significant environmental impact of operations and establish effective policies and procedures that reflect their environmental responsibility. They will see to implement adequate measures to prevent or minimise adverse effects on the community, natural resources and the overall environment.

The standards in this Code shall apply equally to all workers whether they are employed directly or through a labour provider, agent or contractor, permanent or otherwise.

The original version of this Code of Conduct is drafted in English Language. It may be translated into a local language. In case of discrepancies between the local version and the original English version, the latter shall prevail.

If anybody would like to contact “3 Wise Men” regarding any feedback or concerns, we welcome the opportunity to connect directly. All information we receive will be kept in strict confidence and your identity protected.

Please email us at: contact@3wisemen.co.nz

I, the undersigned, hereby acknowledge receipt of the above Code of Conduct.

By signing, we understand our legal obligation to comply with this Code of Conduct as part of our terms and conditions of Trade with Loobie’s Story.

(insert signature)

(insert name and position)

(Insert date)
