

## **CODE OF CONDUCT**

### **EMPLOYMENT IS FREELY CHOSEN**

There shall be no use of forced, including bonded or prison, labour. (ILO Conventions 29 and 105)

### **THERE IS NO DISCRIMINATION IN EMPLOYMENT**

Recruitment, wage policy, admittance to training programs, employee promotion policy, policies of employment termination, retirement, and any other aspect of the employment relationship shall be based on the principle of equal opportunities, regardless of race, colour, sex, religion, political affiliation, union membership, nationality, social origin, deficiencies or handicaps (ILO Conventions 100 and 111).

### **NO EXPLOITATION OF CHILD LABOUR**

There shall be no use of child labour. The age for admission to employment shall not be less than the age of completion of compulsory schooling and, in any case, not less than 15 years. (ILO Convention 138) "There shall be no forms of slavery or practices similar to slavery, such as the sale and trafficking of children, debt bondage and serfdom and forced or compulsory labour. [...] Children [in the age of 15-18] shall not perform work which, by its nature or the circumstances in which it is carried out, is likely to harm their health, safety or morals." (ILO Convention 182)

### **FREEDOM OF ASSOCIATION AND THE RIGHT TO COLLECTIVE BARGAINING**

The right of all workers to form and join trade unions and bargain collectively shall be recognised. (ILO Conventions 87 and 98) The company shall, in those situations in which the right to freedom of association and collective bargaining are restricted under law, facilitate parallel means of independent and free association and bargaining for all workers. Workers' representatives shall not be the subject of discrimination and shall have access to all workplaces necessary to carry out their representation functions. (ILO Convention 135 and Recommendation 143)

### **PAYMENT OF A LIVING WAGE**

Wages and benefits paid for a standard working week shall meet at least legal or industry minimum standards and always be sufficient to meet basic needs of workers and their

families and to provide some discretionary income. (ILO Conventions 26 and 131). Deductions from wages for disciplinary measures shall not be permitted nor shall any deductions from wages not provided for by national law be permitted. Deductions shall never constitute an amount that will lead the employee to receive less than the minimum wage. Employees shall be adequately and clearly informed about the specifications of their wages including wage rates and pay period.

### **REASONABLE HOURS OF WORK**

Hours of work shall comply with applicable laws and industry standards. In any event, workers shall not on a regular basis be required to work in excess of 48 hours per week and shall be provided with at least one day off for every seven-day period. Overtime shall be voluntary, shall not exceed 12 hours per week, shall not be demanded on a regular basis and shall always be compensated at a premium rate. (ILO Convention 1)

### **SAFE AND HEALTHY WORKING CONDITIONS**

A safe and hygienic working environment shall be provided, and best occupational health and safety practice shall be promoted, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Appropriate attention shall be paid to occupational hazards specific to this branch of the industry and assure that a safe and hygienic work environment is provided for. Effective regulations shall be implemented to prevent accidents and minimise health risks as much as possible (following ILO Convention 155). Physical abuse, threats of physical abuse, unusual punishments or discipline, sexual and other harassment, and intimidation by the employer is strictly prohibited.

### **LEGALLY BINDING EMPLOYMENT RELATIONSHIP**

Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment. Younger workers shall be given the opportunity to participate in education and training programmes.



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We require our suppliers to hang-out the following form in the factory. This form must be visible for all workers.

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## WORKING CONDITIONS 工作条件

Do you have any complaints about the working conditions in this factory? Please contact NILE.  
您有关于工厂工作条件方面的抱怨吗?

Please contact us.  
请联系我们

Our e-mail: [complaint@nile.ch](mailto:complaint@nile.ch)  
我们的邮箱: [complaint@nile.ch](mailto:complaint@nile.ch)

Our Phone-Nr: (021-31373846)  
我们的电话: 021-31373846

Our Post Address: Nile Trading Shanghai, Unit 202, Building 11,485 Fenglin Road, Xuhui District, Shanghai, China, 200032  
我们的联络地址: 上海市徐汇区枫林路485号11号楼202室

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Sutz and Shanghai 2019 – Marc Willy - CEO