

## **Göte David Teko AB - Code of Conduct**

Göte David Teko AB wants to take social responsibility and show commitment. You will find the most important points in the following chapter. It should be emphasized that it is everyone's responsibility to ensure that these principals are followed by all companies that are, in any way, involved in the development/transportation of products.

We accept the following Initiatives: BSCI, SA 8000, Sedex, WRAP, ETI. Please note that we may require Third party inspections at any time.

### **Human Rights**

#### **Respect Universal Declaration of Human Rights**

Göte David Teko AB and its suppliers shall respect, ensure respect for, and promote the internationally recognized "Universal Declaration of Human Rights and the corresponding International Covenants adopted by the General Assembly of the United Nations" within their respective spheres of activity and influence.

#### **Quality of treatment**

Göte David Teko AB expects its suppliers to treat their employees without distinction of any kind due to race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status. Furthermore, no distinction shall be made on the basis of the political, jurisdictional or international status of the country or territory, to which a person belongs, whether it be independent, trust, non-self-governing or under any other limitation of sovereignty.

#### **Management System**

Göte David Teko AB and its collaboration partners must at all time work to achieve management principals aimed at developing personnel and working conditions.

### **Labour Principals**

#### **Child labour**

Our Company does not approve of economic exploitation of children. Child labour should be forbidden as defined by ILO and UN conventions and/or by national law. Göte David Teko AB has the right to immediately terminate all standing orders and all future business without economic compensation if it is found that the supplier or subcontractor is not working in accordance with the UN convention on the rights of children.

Working conditions and working hours for persons between ages of 15 and 18 should be set in consideration of the person's low age. Official documents stating workers age must be kept at factories.

If a Göte David Teko AB supplier or a sub-contractor employs a child, certain measures must be taken. It is the employers responsibility to make sure that the interest of the child is safeguarded. Göte David Teko AB suggests that the employer, together with the child and his/her family, discuss how to make sure that proper schooling is provided for the child by e.g. transitional economic support. Work hours should gradually be decreased and the job finally be filled by adults and, where possible, by someone from the same family.

## **Local laws**

If local law declares that a person younger than a certain age is not allowed to work and this age is above 15, local law is recognized and should be followed.

## **Apprenticeship**

Education and training are important aspects of growing up. Göte David Teko AB supports the idea of apprenticeship and trainee programs in countries where these are allowed. Note that all legal documentation and registration which usually follow these kinds of agreements must be properly filled out and signed by the authorities. Time spent in school and performing light work should not exceed seven hours daily as stated in ILO Convention No. 33. The child should receive proper wages for the work performed.

Workers below the age of 18 are not allowed to work at night or in hazardous environments.

## **Workers rights and conditions**

### **Forced labour**

No form of forced labour is accepted, including work carried out by prisoners or work done as in payments for an accepted residence permit. This applies to employers in private companies, public bodies and forms of external recruitment.

### **Employment contract**

Each employee should receive an employment contract which clearly states the obligations for both the employer and the employee. Termination of employment should be given to the employee with at least the same period of notice demanded by the employer.

The employer should not use verbal or physical abuse and should prevent the occurrence of sexual harassment.

### **Wages**

All workers should receive written and easily understood information regarding salary and other benefits before employment commences.

Wages paid for regular working hours, overtime hours and overtime differentials shall meet or exceed legal minimums and/or industry standards. Wages must be paid in full directly to the worker. Deductions as a disciplinary means are not allowed.

The worker should, together with the pay, receive a written pay statement of how many hours he/she has worked, over time and other vital information for checking the payment.

### **Freedom of association and rights to collective bargaining**

The employer must allow workers to join trade unions to bargain collectively if they choose to do so. There should be no restrictions on association among the workers as long as this is done in a peaceful and safe way. No kinds of punishment, degradation or discharge are allowed on the basis of union membership or involvement in workers' rights.

### **Working hours and leave**

The supplier shall comply with applicable national law and industry standards on working hours and public holidays. The maximum allowed working hours in a week are defined by national law but shall not on a regular basis exceed 48 hours.

The workers must have at least one day off per week and national legislation on paid leave must be observed, as well as sick and maternity leave. Dismissal because of sick or maternity leave is not allowed.

## **Overtime**

Overtime should always be voluntary and be paid extra as stated in national law or local industry standards, whichever is greater. Overtime should not exceed 12 hours/week. Overtime may not be scheduled on a regular basis.

## **The Factory**

The factory should be cleaned on a regular basis in order to decrease the amount of textile fibres and other kinds of pollution that the workers inhale. The building itself must be safe and equipped for its purposes. The factory must provide unlimited drinking water free of charge. There must be clean and well-functioning toilets in the factory. The workers should have access to these without unnecessary restrictions.

## **Fire safety**

All floors must have clearly marked fire exits. These exits must not be blocked by e.g. cartons, rolls of fabric, trash or other kinds of objects that may obstruct free movement. Locked fire doors need to be equipped with door openers so they can be easily opened from the inside in case of emergency.

Fire extinguisher and first aid kits must be properly located on all floors and easily accessible. All staff must be informed about fire safety, first aid and evacuation plans and be trained in how to use fire equipment. If the factory contains a kitchen and dining facilities for the workers, these must be located away from hazardous environments and cleaned on a daily basis.

## **Hazardous machinery and materials**

All machinery must have proper and optional safety devices. Workers must receive thorough training before using different tools and machines. It is the employers' responsibility that workers wear sufficient protective clothing, eye protectors, protective masks, ear protection, hair nets etc. All these things should be provided to the workers free of charge.

Hazardous material must be stored separately in well ventilated rooms. Disposal of these materials must be done in a safe and legal way in order to prevent pollution of the environment.

All garments produced for Göte David Teko AB must adhere to our restrictions on chemical contents as stated in the purchase documentation.

## **Housing**

If the employer provides housing facilities for the worker, the same safety regulations are valid in these facilities as in the factory. There should be easy access to drinking water as well as to clean and private sanitary facilities. There should be unlimited access to the housing facilities for the workers during their time off. During this time there should be no curfew for workers. The employer must allow workers to join trade unions to bargain collectively if they choose to do so.

There should be no restrictions on association among the workers as long as this is done in a peaceful and safe manner. No kinds of punishment, degradation or discharge are allowed on the basis of union membership or involvement in workers rights.

## **Environment Principles**

### **Promote greater environment responsibility**

Göte David Teko AB and its suppliers should, within the framework of laws, regulations and administrative practices in the countries in which they operate, and in consideration of relevant international agreements, principals, objectives, and standards, take due account of the need to protect the environment, public health and safety and generally to conduct their activities in a manner that contributes to the wider goal of sustainable development.

### **Sustainable products**

Göte David Teko AB's products should be safe for the environment and human health. We expect our suppliers to work on the same basis.

### **Environmentally friendly technologies**

Göte David Teko AB wants to minimize or completely refrain from using chemicals and substances that can pose a hazard to humans and the environment; we require our suppliers to select better alternatives when possible.

### **Avoid damage to ecosystem**

Göte David Teko AB requires that its suppliers take responsibility for waste, emissions and chemical management, as well as continuously work to find smart solutions that minimize impact on the ecosystem.

## **Bribery and corruption.**

### **Legal and ethical principles**

The Organization for Economic Cooperation and Development (OECD) has identified corruption as a prime threat to the democratic process, sustainable economic development, good governance and fair business practices.

In line with this, Göte David Teko AB's company position is clear. Göte David Teko AB and its suppliers will not engage in bribery, either directly or indirectly. Bribery means to offer, promise or provide an undue benefit to a public official with the intention of obtaining or retaining an improper advantage by encouraging the official to act, or refrain from acting, in connection with an official duty. All activities of this nature are prohibited. Nor will Göte David Teko AB or its suppliers engage in indirect bribery of public officials. The intentional use of intermediaries such as agents, advisors, consultants or other third parties for the purpose of committing acts of bribery is also prohibited.

It is the policy of the company to prohibit employees to solicit any advantage from clients, suppliers or any person in connection with the company business. We therefore seek your co-operation not to offer any advantage to our staff in ss dealings and would be grateful if you could report to the management in Sweden, all attempts by any member of our staff to solicit any advantage from your company.

**Göte David Teko AB and its suppliers must promote employee awareness of and compliance with company policies against bribery and extortion through appropriate dissemination of these policies.**