



## EMPLOYMENT PRACTICES

### 1. Forced Labor, Slavery and Human Trafficking

There shall not be any use of any form of forced labor, whether in the form of prison labor, indentured labor, bonded labor or otherwise. Slavery and human trafficking are prohibited throughout the supply chain.

### 2. Child Labor

No person shall be employed at an age younger than 15 (or 14 where the governing law allows such employment), or younger than the age for completing compulsory education if the age in the country of manufacture is greater than 15.

### 3. Harassment or Abuse

Employees shall be treated with respect and dignity. Employees shall not be subject to any physical, verbal, sexual or psychological harassment or abuse in connection with their employment. We encourage employees to report any code or policy violations via our confidential and anonymous whistleblowing avenue.

### 4. Health and Safety

Employers shall provide a safe and sanitary working environment in order to avoid preventable work related accidents and injuries.

### 5. Nondiscrimination

Employees should be employed and compensated based upon their ability to perform their job, rather than on the basis of gender, race, religious or cultural beliefs.

### 6. Freedom of Association and Collective Bargaining

Suppliers should respect the rights of employees to lawfully associate or not to associate with groups of their choosing, as long as such groups are legal in the country where the merchandise is manufactured. Suppliers should not interfere with, obstruct or prevent legitimate related activities.

### 7. Equal Opportunities and Employment practices

Being an equal opportunity employer means that we provide the same opportunities for hiring, advancement and benefits to everyone without discriminating due to protected characteristics like:

- Age
- Sex / Gender
- Sexual orientation
- Ethnicity/ Nationality
- Religion
- Disability
- Medical history



## 8. Wages and Benefits

Employers should recognize that wages are essential to meeting their employees' basic needs. Employers shall pay employees for all work completed and shall pay at least the minimum wage required by law or the prevailing industry wage, whichever is higher, and shall provide legally mandated benefits.

## 9. Work Hours

As part of normal business hours, suppliers' factories should be working toward achieving a 60-hour work week on a regular basis. Employees shall not work more than 72 hours per 6 days or work more than a maximum total of 14 hours per a continuous 24 hour period and should limit this to peak periods. Employees shall not be asked or required to take work home or off premises and must be permitted one full day off per each seven day week.

## 10. Overtime

It is understood that overtime is often required in the manufacturing process. In addition to compensation for regular hours of work, employees must be compensated for overtime hours at such a premium rate as legally required or, in countries where there is no legal standard, at industry standards. In no event shall this be at a rate less than the regular hourly rate. Factories shall carry out operations in ways that limit overtime to a level that ensures productive and humane working conditions.

## 11. Compliance with Laws

All Standards set forth in this Code of Conduct are subject to compliance with applicable local law. All vendors shall operate in full compliance with the laws of their respective country of manufacture. If any standard set forth in this Code of Conduct is deemed to violate an applicable local law it must advise Ghim Li's promptly in writing.

## 12. Environment

Ghim Li's will favor those suppliers that share its commitment to preserving our environment by reducing, re-using and recycling. Ghim Li's encourages suppliers to reduce excess packaging and to use nontoxic, environmentally friendly materials whenever possible. Our vendors are responsible for continuing compliance with these laws, including any modifications and amendments, without notice by Ghim Li's of such amendment or modification.

## 13. Subcontractors engaged by suppliers

All subcontractors must be disclosed to Ghim Li's prior to production, and all subcontractors and facilities must be preapproved by Ghim Li's. Any subcontractor retained by a Ghim Li's supplier must be in compliance with this Code of Conduct and each of Ghim Li's suppliers is responsible for ensuring its subcontractor's compliance.