

PART IV - CODE OF CONDUCT

Introduction

APPLiA members recognise and take on their responsibility to act as good corporate citizens.

The APPLiA Code of Conduct is a voluntary Code that responds to the desire of the APPLiA members to make an impact and promote fair and sustainable standards for working conditions, social compliance and environmental performance.

The APPLiA Code of Conduct thus sets up the basis for its members to continuously improve the performance in their production and supply facilities worldwide. Member companies are free to introduce stricter practices than those required in the Code.

The acceptance of the Code of Conduct is mandatory to APPLiA Direct Members and a prerequisite for any company applying to become an APPLiA member.

Member companies of National Associations are also invited to subscribe to the Code.

The principles enshrined in this Code apply directly to the entire signatory company. In addition, companies are expected to promote the application of the Code's principles throughout their supply chains.

It is the responsibility of the subscribing company to ensure its adherence to the principles of the Code of Conduct and to take any necessary measures to comply with the Code of Conduct.

If a subscribing company fails to comply with the Code of Conduct, it shall inform the APPLiA Secretariat without delay.

APPLiA Code of Conduct

General requirements

Scope

This Code is applicable to all locations and units within signatory member companies of APPLiA or signatory members of National Associations. Suppliers to signatory companies are also expected to comply with the Code.

Laws and regulations

All signatory members shall comply with the applicable laws and regulations of those countries where they conduct business and expect their suppliers to do likewise.

Communication

It is the responsibility of each signatory to this Code to communicate the requirements to all employees and its suppliers.

Specific requirements

Forced labour

There shall be no use of forced labour in any form. This includes forced prison labour, bonded labour, or otherwise.

Child labour

There shall be no use of child labour. Unless local law stipulates a higher age limit, no person younger than the age for completing compulsory education or younger than 15 (except as provided for by ILO convention No. 138) shall be employed. Workers under the age of 18 shall not perform hazardous work and may be restricted from night work with consideration given to educational needs.

Harassment

Employees shall not be subject to corporal punishment or to physical, sexual, psychological or verbal harassment or abuse.

Compensation

Wages, including overtime and benefits, shall equal or exceed the level required by applicable law and regulations.

Hours of work

Unless national regulations require fewer maximum hours of work, and except under extraordinary business circumstances, employees shall not, on a regularly scheduled basis, be required to work a standard work week of more than 48 hours per week or a total work week of more than 60 hours (including overtime).

Workers shall be provided at least one day off in every seven-day period, except in extraordinary business circumstances.

Non-discrimination

All employees shall be treated strictly according to their abilities and qualifications in any employment decisions, including but not limited to hiring, advancement, compensation, benefits, training, layoffs and termination.

Health and safety

Employers shall provide a safe and healthy working environment to prevent accidents and injury and, when applicable, safe and healthy residential facilities, with applicable local law as a minimum.

Freedom of association and collective bargaining

Employers shall recognise and respect the legal right of employees to freedom of association and collective bargaining.

Environment

Companies will comply with environmental regulations and standards applicable to their operations and will observe environmentally conscious practices in all locations where they operate.

Guidance on the provisions of the APPLiA Code of Conduct

This section is intended to provide the subscribers of the APPLiA Code of Conduct with examples of practices that are not in line with the APPLiA Code of Conduct (except for the list of health and safety provisions that a company should ensure). This is not an exhaustive list of such practices and is only intended to provide guidance.

Forced labour

- Imprisoned labour.
- Workers tied to the employer as a condition of fulfilling a debt to the employer or third party.
- Workers denied the possibility to terminate their employment freely (after giving legal or reasonable notice).
- Excessive restrictions on the freedom of movement.
- Workers required to lodge deposits (e.g. identify documents, work permits, deposits of money, etc) with their employer effectively tying them to the workplace.

Child labour

- Workers below legal age or APPLiA Code minimum age requirement (ILO convention 138).
- Insufficient age verification or documentation procedures.
- The employer does not have or respect applicable provisions and rules (work conditions and hours) for workers below age 18.
- Children have access to production areas.

Harassment

- Verbal or psychological harassment or abuse.
- Employer practising corporal punishment.

Compensation

- Workers not compensated in accordance with local laws.
- Workers do not receive all legally mandated benefits.
- Workers do not receive pay slips.
- Pay slips do not contain sufficient information.
- Compensation not calculated based on hours recorded.

Hours of work

- Working hours exceed maximum hours permitted by local laws.
- Working hours exceed maximum hours permitted by the APPLiA Code.
- Workers are not provided with one day off in every seven-day period.
- No or insufficient time recording system.

Non-discrimination

- Workers and job applicants are subject to discriminatory practices.
- Female applicants required to undergo pregnancy testing or accept contraceptives as a condition for hiring or continued employment.

Health and safety

Within these areas the company should ensure proper procedures and provision of equipment.

- Health & Safety Organisation.
- First aid.
- Fire safety.
- Evacuation of building.
- Personal protective equipment.
- Machine guards.
- Hazardous chemicals or substances.
- Hygiene.
- Ventilation, temperature, humidity and noise.
- Cleaning and housekeeping.

Freedom of association and collective bargaining

- Employer interfering with employees' legal right to form or join worker's organisations.
- Discrimination of members of worker's organisations.

Environment

- Violation of local environmental requirements.
- Inappropriate handling of emissions, industrial or product waste, chemicals etc.

Implementation of the Code

The signatory company is free to introduce stricter practices than those agreed in the Code of Conduct.

The signatory company is invited to communicate the principles of the Code of Conduct to its suppliers and encourage them to adhere to these principles.

The company should also advise its suppliers to pass on the principles of the Code of Conduct throughout the entire supply chain.

Subscribing to the Code of Conduct means that the company adheres to the principles as set out in the Code.

Appendices

Declaration

Declaration Regarding Compliance with the APPLiA Code of Conduct

We, the undersigned hereby confirm:

- ☐ That we have received and taken due note of the APPLiA Code of Conduct.
- ☐ That we will inform all of our direct suppliers of the principles of the APPLiA Code of Conduct, and we will encourage them to adhere to the principles of the APPLiA Code of Conduct.

Date

Name of company

Name of representative

Function

Signature

This document must be signed by a duly authorised representative of the company and returned to the APPLiA General Secretariat.