

# **Code of Conduct**

We expect all of our business partners to respect and apply these fundamental rights for employees, which are an important requirement for doing business with BIMECO. Our business partners shall require the same from their partners, suppliers and subcontractors.

#### Forced Labour

Employment is freely chosen. Business partners shall not use forced, bonded or indentured labour or involuntary prison labour.

## **Child Labour**

There shall be no use of child labour. Business partners must not employ children who are less than 15 years old (or 14 where national law permits in accordance with ILO) or under the minimum age for completion of compulsory education. Children and young persons under 18 shall not be employed at night or in hazardous conditions.

## Discrimination

All employees shall be treated equally and have access to equal opportunities, taking due account of cultural particularities. Business partners shall not discriminate in recruitment and employment practices.

## Fair Treatment

Employees shall be treated with respect and dignity. Business partners will provide a workplace free of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation.

#### **Working Hours**

Working hours comply with national laws or industry standard whichever affords more protection. Business partners ensure that the normal working week does not exceed 48 hours unless employees voluntarily choose to do overtime (maximum 12 hours/week). Employees are entitled of at least one day off in every 7-day period.

#### Wages

Remuneration is paid on the basis of a written contract in line with the respective national labour market stipulating at least legal or industry wages whichever is higher. Employees must be compensated for overtime work at a premium rate according to legal or industry standards whichever is higher.

# Freedom of Association and Collective Bargaining

Workers have the right to join or form trade unions of their own choosing and to bargain collectively. Business partners will not disadvantage employees who act as workers' representatives.

# Health & Safety

A safe and hygienic working environment shall be provided. Business partners shall provide occupational health and safety practices to prevent accidents and injury. Employees must have access to clean and adequate sanitary facilities and potable water. Accommodation, where provided, shall be clean, safe and meet the basic needs for workers.