



ETHICAL GUIDE FOR MANUFACTURERS



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1.

POLICY STATEMENT

It is Globus (Shetland) Limited's policy to ensure that all suppliers in their supply chain comply with local laws in regards to labour standards. Globus (Shetland) Ltd want to protect and promote the health, safety and welfare of all personnel involved in the production of their products worldwide.

This document is prepared in order to give guidance and instruction on the minimum and recommended labour standards acceptable to Globus (Shetland) Limited in the manufacture of their products.

All factories supplying Globus (Shetland) Limited will be issued with copies of this code and regularly audited against these principles.

2. Terms and Conditions of Employment

All work should be carried out by workers recognized as employees and their terms and conditions should be at least on the basis of national laws. All terms and conditions, including pay rates should be written down and provided to individuals before they commence employment.

2.1 Involuntary Labour

Globus (Shetland) Limited does not condone, and WILL NOT be a party to, any form of forced or involuntary labour. Employees should not have to handover deposits or allow their identity papers to be kept by their employer.

2.2 Freedom of Association

All employees should be allowed the freedom of association with a representative organization or trade union.

2.3 Race and Sex Equality

All employees must be given equal opportunity within the business, irrespective of their sex or ethnic and religious background.

2.4 Working Hours

Employees must not be expected to work long hours without a rest break. Employees should not work over 12 hours without at least 2 work breaks totalling a minimum of 45 minutes during a 12-hour period. Employees must not work more than 6 consecutive days without a minimum of a days break. Maximum total hours per week = 72 including overtime.

2.5 Rates of pay

Rates of pay must be at least that determined by the Government, local authorities or trade union negotiation. The right to collective bargaining must be allowed. Payment should be by mutually agreed suitable method (e.g Cheque or BACs). Payment in kind is not an accepted form of payment and must not be undertaken. Globus expect that employees are paid a suitable living wage. Overtime should be paid at no less than the nationally agreed rate or after 48 hours in a 6 day working week; whichever is the first. Each time wages are paid employees should be provided with a written record of the hours worked and hourly rate paid. All factories must have a system in place to ensure that full employee identification is implemented prior to any salaried payments being made to be sure it is the correct employee being paid.

2.6 Disciplinary Procedures

Codes of conduct for disciplinary procedures in any factory supplying Globus (Shetland) Limited must be clearly documented. Physical abuse or the threat of physical abuse is strictly forbidden. All employees must be treated with respect and dignity. Deductions from pay must not be made as a tool of discipline. It is NOT acceptable to discipline employees by withholding wages or payment.

3 **Employment of Young People and Outworkers**

It is the policy of Globus (Shetland) Limited to ensure that young people are not exploited or exposed to hazardous situations. No person under 18 should work at night or in hazardous conditions.

3.1 **Minimum Age Levels**

All factories must ensure that the age of an employee meets the legal minimum for that country or the age recommended by the ILO, whichever is the greater.

A written procedure must be in place to verify and record ages of all employees and evidence must be provided upon request.

3.2 **Moving Children into Education**

Any person under 16 years of age currently employed should ideally be working limited hours and where possible no night-time hours in order to receive quality education at the same time.

4 **Working conditions and Employee Safety**

Working conditions should be safe and hygienic. Adequate steps should be taken to prevent accidents in the workplace.

4.1 **Fire Evacuation and Prevention**

The factory should have an established fire evacuation procedure which every employee has been made aware of. Everyone should know how to evacuate the building in the event of an emergency.

Fire drills should be practiced on at least an annual basis to ensure employees maintain their understanding of the evacuation procedures.

All fire emergency exits should be clearly marked and free from obstruction at all times.

Appropriate fire extinguishers and hoses should be provided within the manufacturing areas. These should be maintained regularly and easily accessible. Records should be kept on the extinguishers and hoses, date of last inspection and credentials of the inspection agency and made available upon request.

4.2 **Provision of Walkways**

Walkways must be marked out to provide easy safe access within the manufacturing areas. This enables a quicker and safer evacuation of the factory in case of an emergency and also helps keep the factory floor area tidy and makes the cleaning of individual work areas more accessible.

These walkways should be even and clear of debris, obstructions and be non-slippery and where appropriate should be identified by painted lines.

4.3 **Machinery Guards and Electrical Connections**

Fixed guards should be used whenever possible on moving parts that could cause injury.

The guards should be properly fastened in place with screws or nuts and bolts which need tools to remove them.

All electrical connections should be inspected regularly to ensure no faults are evident. This should be by qualified personnel and a record kept of details and date of inspection and should be made available upon request.

If visual or mechanical faults occur, then only trained personnel should carry out the necessary repairs.

4.4 Personal Protective Equipment

PPE must be made available free of charge to any employee whenever there is a risk to their health and safety that cannot be controlled by an alternative method. This includes gloves, coveralls, respirators and hearing protection.

Protective equipment should always be stored in the correct allocated place to ensure it is always available and to prevent any unnecessary damage or misuse. Training must be given to workers to ensure they wear these protective items correctly.

4.5 Use of Dust/Fume Extraction

Extraction of dust fumes or harmful vapours must be available to ensure that adequate fresh air is provided. Windows or other openings may provide ventilation, but mechanical extraction systems should be installed and maintained if sufficient fresh air is not available.

Chemicals or other such substances, which are hazardous to health, should be stored in a safe manner – e.g. fireproof container or bin. Procedures should also be in place for safe removal in the event of a spillage.

4.6 Lighting Levels

Adequate lighting levels must be provided, this includes hours worked during normal hours of darkness.

Light at point of operation must be a minimum of 1000 lux with general background level of 700 lux.

An independent power source should be available to provide emergency lighting if a power failure occurred to the normal supply to enable employees to exit safely.

Bulbs must be correctly installed so as to be secure with guards over them where necessary to ensure that broken glass does not injure employees or contaminate production.

4.7 Noise levels

Noise should be kept at a reasonable level; 80 decibels should be considered the maximum level above which ear protection should be worn.

4.8 First Aid on site

Each factory should have at least one first aid kit and one trained first-aider to administer the necessary treatment. Records should be kept of the training received. The trained person should also ensure that the first aid equipment should be stored in an accessible place and is fully stocked at all times.

It is good practice that any injury or accident, which has been treated, should be recorded in a book. This will then provide vital information on accident trends and possible areas of the factory which could be made safer.

4.9 Training

All employees should received health and safety training when they first join and at regular intervals thereafter. All employees that operate machinery are required to have received training on how to use and maintain their machinery safely. They should be aware of:

- * How to use the machine
- * How to stop the machine in an emergency

- * How to ensure that all guards are in the correct position
- * How to ensure that all protective devices are working

All employees should also be aware of Labour Standards and Workers' Rights.

4.10 Factory Cleanliness

A good standard of general housekeeping, cleanliness and factory organisation should be achieved and maintained. This will be illustrated by the provision of obvious walkways, general tidiness and the provision of receptacles for waste etc. A formalised preventative pest control programme should be in place with suitably trained staff carrying out inspection and control.

5 **Employee Facilities**

5.1 Sanitary Facilities

An adequate number of enclosed toilets must be provided with a minimum ratio of 1 for 50 employees. There should be separate facilities for male and female.

In the case of males, urinals may be provided, in which case, enclosed toilets for males may be reduced to 1 for every 60 male employees.

The toilets should be private and separate from manufacturing or rest areas. They should whenever possible be tiled and kept to an appropriate level of hygiene at all times.

Facilities should be provided for hand washing and drying.

Running water should be provided in or close to the toilet for cleaning purposes.

5.2 Food Hygiene

An area separate from manufacturing should be provided for the consumption of meals. This area must provide an adequate level of ventilation, light, seating and protection from the elements. It must be clean and tidy with adequate clean-up facilities after meals. Where cooking takes place on-site, the foods preparation staff should have an understanding of the importance of hygiene in food handling. There must be evidence of a clean and hygienic method for food preparation, storage and subsequent cleaning of used equipment and eating utensils.

Uneaten food and discarded wrappings etc. must be disposed of daily to avoid promoting vermin or unsuitable food being eaten by humans.

5.3 Provisions of drinking water

An adequate and clean potable supply of drinking water must be readily available to all employees, either on-site or very close by.

5.4 Storage of personal belongings

Each employee should have space in which to store their personal belongings. These should not be alongside their workstation, but in a designated storage area. This area may take the form of racks or shelves, but ideally consist of individual secure lockers or cages of sufficient volume to hang items of clothing or store personal belongings. The area should be clean and tidy and have sufficient space around and under the storage area to allow access for cleaning.

5.5 Dormitories (Minimum Standards)

Globus (Shetland) Limited does not endorse the use of dormitory factories as a principle. However, it is accepted that in certain countries, this is necessary in order to ensure the availability of a trained workforce and provide income that may not be available locally. In such cases the dormitory should NOT be in the same building as the factory, but a reasonable distance from it, to separate employees from the working environment.

The dormitories must be safe and hygienic.
All fire exits should be clearly marked and free from obstruction at all times.
Appropriate fire extinguishers should be provided and maintained regularly.
Employees should be able to lock their door if they wish, but they must not be locked in by someone else.
Each employee must have an individual sleeping area with their own bed storage facilities and privacy curtain.
Each cubicle must have a minimum 12 cubic metres of personal space with adequate lighting and ventilation facilities.
Shower facilities must be provided – private and separate for male and female in the rate of 1 per 50 employees.
Separate toilets must also be provided (which conform to the previously mentioned standards).
Both toilets and showers must have adequate and hygienic drainage facilities.
Facilities must also be available for food preparation (standards as above). These facilities must be within or close to the dormitory block, and additional to the facilities provided at the factory.



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I have received and read the 8 page document named:
ETHICAL GUIDE FOR MANUFACTURERS from **Globus (Shetland) Limited**
I acknowledge the terms and conditions therein and understand these are
part of the contractual conditions of business by Globus (Shetland) Limited and
accept that Globus (Shetland) Limited may need to audit my factory against
these standards.

Signed on behalf of:

Printed name:.....

Position:

Company Name:

Dated:

Return this form to:

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