

## **Manufacturer and Supplier Best Practice Policy Statement**

3 August 2012

phil&ted's "Best Practice Policy" ensures that all our goods are manufactured in a manner that suitably considers the health, safety and dignity of workers, respects the environment and encourages long term co-operation amongst all parties. Phil&teds value each and every participant in our supply-manufacture chain, including their respective staff members, and support companies with responsible business and labour practices. We and our supply chain partners work cooperatively to follow acknowledged best practices:

- Abide by local and national health and safety laws, regulations, and customs.
- Employ people over the age of 16 years.
- Not use forced, illegal, or prison labour or any form of compulsory labour.
- Treat all workers with respect and dignity and ensure that workers are not subjected to any form of physical, sexual or psychological abuse.
- Recognise the right of freedom of association and the right to independent or collective bargaining.
- Oblige legal requirements for wages and benefits.
- Ensure that working hours comply with local and national law and regulations, and that total working hours generally do not exceed 60 hours per week.
- Ensure that all workers are offered one day off in every seven day period.
- Consider all workers for positions on the basis of their qualifications and abilities, without discrimination.
- Provide all workers with a safe and healthy work environment.
- Ensure that living facilities provided for workers are safe and clean, and meet their basic needs.
- Dispose of waste materials in a responsible manner