

CODE OF CONDUCT FOR VENDORS

This Code of Conduct outlines the basic requirements concerning the working conditions that must be satisfied by all vendors to principals of WWI (if required).

Child Labor

Vendors shall not use child labor. “Child” is defined as a person who is not older than the local age for completing compulsory education but in no event is less than 15 years of age. Vendors must verify the age of their workers & maintain copies of their workers proof of age. Vendors must follow all applicable laws & regulations regarding working hours & conditions for minors.

Involuntary Labor

Vendor shall not use involuntary labor. “Involuntary labor” is defined as work or service extracted from any person under threat or penalty for its non-performance & for which the worker does not offer himself or herself voluntarily, & includes all manner of prison, bonded, indentured & forced labor.

Disciplinary Practices

Vendors shall not use corporal punishment or any other form of physical or psychological punishment coercion or intimidation against workers.

Non-discrimination

Vendors shall employ workers solely on the basis of their ability to the job, & shall not discriminate on the basis of age, gender, racial characteristics, maternity or marital status, nationality or cultural, religious or personal beliefs or otherwise in relation to hiring, wages, benefits, termination or retirement.

Health & safety

Vendors shall maintain clean, safe & healthy workplace in compliance with all applicable laws & regulations. Vendors shall ensure that workers have access to clean drinking water, sanitary washing facilities, & an adequate number of toilets, fire extinguishers, & fire exits, & that workplaces provide adequate lighting & ventilation. Vendors shall ensure that the above mentioned standards are also met in any canteen&/or dormitory which is provided for the workers.

Environmental Protection

Vendor shall comply with all applicable laws & regulation in respect of protecting the environment & maintain procedures for notifying local authorities in the event of an environmental accident resulting from vendors operation.

Wages & Benefit

Vendors shall provide wages & benefits that comply with all applicable laws & regulations or match the prevailing local manufacturing or industry rates, whichever is higher. Overtime pay shall be calculated at legally required rate, regardless of whether workers are compensated hourly or piece rate.

Working Hours

Vendors shall not require workers to work, including overtime, more than 60 hours per week or more than any maximum number of hours per week established by applicable laws & regulations, whichever is less. Vendors shall guarantee that workers receive at least one day off during each seven-day period.

Freedom of Association

Vendors shall respect the right of workers to associate, organize & bargain collectively in a legal & peaceful manner.

Familiarization & Display of this Code of Conduct

Vendors shall familiarize workers with this Code of Conduct & display this Code of Conduct, translated in the local language, at each of their facilities in a place readily visible & accessible to the workers.

Legal Requirements

Vendors shall comply with all legal requirements applicable to the conduct of their businesses, including those set out above.

Contractors & Suppliers

Vendors shall ensure that their contractors & suppliers adhere to this Code of Conduct.

Monitoring of Compliance

Vendors authorize WWI & its principals to conduct scheduled & unscheduled inspections of Vendors' facilities for the purpose of ensuring compliance with this Code of Conduct. During these inspections WWI & its principals have the right to review all employee-related books & records maintained by Vendors & to interview workers.

Corrective Action

When violations are found, WWI & the Vendor concerned will agree on a corrective action plan that eliminates the problem in a timely manner. If it is determined that the Vendor is knowingly &/or repeatedly in violation of this Code of Conduct, WWI & its principals shall take appropriate corrective action, which may include cancellation of orders and/or termination of business with the Vendor in question.

Vendor Agreement

WWI is dedicated to full & complete compliances with all laws & regulations applicable to the conduct of its business & expects its vendors utmost co-operation & commitment, It is therefore requested that the owner, president, managing director or chairperson for your company sign & return the copy of this letter thereby confirming understanding of its contents & agreement to undertake the obligations it sets forth.

Please return a signed copy of this letter within 30 days.

In closing, we highly value the relationship with your company & believe that you share our compliance concerns. Thank you in advance for your co-operation & we look forward to continually strengthening our relationship for years to come...

Name : _____ Title : _____

Date : _____ Signature : _____