

CODE OF ETHICAL PURCHASING

1. Child Labour

- 1.1. No person is employed who is below the minimum legal age for employment⁽¹⁾
- 1.2. Children are not employed for any hazardous work, or work that is inconsistent with the child's personal development.⁽²⁾
- 1.3. Where a child is employed, the best interests of the child shall be the primary consideration in what concerns, mainly, to protection, health, education and formation.
- 1.4. Policies and programmes that assist any child found to be performing child labour are contributed to, supported, or developed.

2. Forced Labour

Forced, bonded or compulsory labour is not used and employees are free to leave their employment after reasonable notice. Employees are not required to lodge deposits of money or identity papers with their employer.

3. Health & Safety

- 3.1. A healthy and safe working environment is provided for employees, in accordance with international standards and national laws. This includes access to clean toilet facilities, drinkable water and, if applicable, sanitary facilities for food storage.
- 3.2. Where an employer provides accommodation, it shall be clean, safe and meet the basic needs of employees.
- 3.3. Appropriate health and safety information and training is provided to employees.

4. Freedom of Association

As far as any relevant laws allow, all employees are free to join or not to join trade unions or similar external representative organisations.

5. Discrimination

Negative discrimination⁽³⁾ including racial or sexual discrimination is prohibited.

6. Disciplinary Practices

Employees are treated with respect and dignity. Physical or verbal abuse or other harassment and any threats or other forms of intimidation are prohibited.

7. Working Hours

Working hours of employees comply with national laws and are not excessive. ⁽⁴⁾

8. Payment

Employees understand their employment conditions and fair and reasonable pay ⁽⁵⁾ and terms are provided.

9. Individual Conduct

No form of bribery, including improper offers for payments to or from employees, or organisations, is tolerated.

10. Environment

10.1. Processes are in place to actively improve the efficiency with which finite resources (such as energy, water, raw materials) are used.

10.2. Appropriate management, operational and technical controls are in place to minimise the release of harmful emissions to the environment.

10.3. Appropriate measures are in place to improve the environmental performance of products and services when in use by the end user

10.4. Innovative developments in products and services that offer environmental and social benefits are supported.

(1) Whenever less favourable under relevant law, the minimum age (in accordance with this Code of Ethical Purchasing) shall be the age of completion of compulsory schooling, but in any case not less than 15 years.

(2) Personal development includes a child's health or physical, mental, spiritual, moral or social development.

(3) Forms of discrimination may include race, colour, sex, sexual orientation, religion, political opinion, nationality, social origin, social status, indigenous status, disability, age and union membership.

(4) Consideration should be given to the type of work performed and the acceptable working hours for the role and the country concerned.

(5) Consideration should be given to the type of work performed and the wage usually practise in the national market as well as any minimum wage in the legal requisite for the country concerned.

REFERENCES

- The United Nations Universal Declaration of Human Rights.
- The Conventions of the International Labour Organisation.
- The United Nations Convention on the Rights of the Child.
- The Law by Decree Nr. 99/2003, de 27 de Agosto better known as “Código do Trabalho”.

Reference has also been made to:

- Social Accountability International's SA 8000 Standard
- The Ethical Trading Initiative (ETI) Base Code, and
- The UN Draft Norms of Responsibilities of Transnational Corporations and Other Business Enterprises with Regard to Human Rights (2003)

With respect to the International Labour Organisation Conventions on Labour Standards, the following provisions have been referenced in the development of this Code:

- Convention 1 (Acceptable working hours)
- Conventions 29 (Forced and bonded Labour)
- Convention 87, 98, and 135 (Freedom of Association)
- Convention 111 (Discrimination)
- Convention 138 (Minimum Age)
- Convention 135 & Recommendation 143 (Workers' Representatives Convention)
- Convention 155 Article 19 (Health and safety training)

DEFINITIONS

1. **A child** means a person below the age of 18 years, as defined in Article 1 of the United Nations Convention on the Rights of the Child.
2. **Personal development** is described in the Article 32 of the United Nations Convention on the Rights of the Child. 7 Consideration should be given to the type of work performed and the market wage for the work as well as any statutory minimum wage for the country concerned.
3. **Child labour** means (whenever less favourable under relevant law) an employee under the age of completion of compulsory schooling, or less than 15 years, which have been admitted to employment.