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# Workplace Code of Conduct

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# Workplace Code of Conduct

**Abstract**
Codes of conduct designed by the Fair Labor Association and accepted for implementation by companies that are members of the coalition represented by the FLA.

**Keywords**
fair, labor, labour, standards, codes, code, conduct, corporate, globalization, portal, ngo, workplace, international, freedom, association, forced, bonded, slave labor, child, nondiscrimination

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# WORKPLACE CODE OF CONDUCT

Arabic | Bahasa Indonesia | Brazilian Portuguese | English | French | German | Greek | Hindi | Italian | Japanese | Khmer | Korean | Bahasa Malaysia | Mandarin | Portuguese | Singhalese | Spanish | Tamil | Tagalog | Thai | Turkish | Vietnamese

**Forced Labor** There shall not be any use of forced labor, whether in the form of prison labor, indentured labor, bonded labor or otherwise.

**Child Labor** No person shall be employed at an age younger than 15 (or 14 where the law of the country of manufacture* allows) or younger than the age for completing compulsory education in the country of manufacture where such age is higher than 15.

**Harassment or Abuse** Every employee shall be treated with respect and dignity. No employee shall be subject to any physical, sexual, psychological or verbal harassment or abuse.

**Nondiscrimination** No person shall be subject to any discrimination in employment, including hiring, salary, benefits, advancement, discipline, termination or retirement, on the basis of gender, race, religion, age, disability, sexual orientation, nationality, political opinion, or social or ethnic origin.

**Health and Safety** Employers shall provide a safe and healthy working environment to prevent accidents and injury to health arising out of, linked with, or occurring in the course of work or as a result of the operation of employer facilities.

**Freedom of Association and Collective Bargaining** Employers shall recognize and respect the right of employees to freedom of association and collective bargaining.

**Wages and Benefits** Employers recognize that wages are essential to meeting employees' basic needs. Employers shall pay employees, as a floor, at least the minimum wage required by local law or the prevailing industry wage, whichever is higher, and shall provide legally mandated benefits.

**Hours of Work** Except in extraordinary business circumstances, employees shall (i) not be required to work more than the lesser of (a) 48 hours per week and 12 hours overtime or (b) the limits on regular and overtime hours allowed by the law of the country of manufacture or, where the laws of such country do not limit the hours of work, the regular work week in such country plus 12 hours overtime and (ii) be entitled to at least one day off in every seven day period.

**Overtime Compensation** In addition to their compensation for regular hours of work, employees shall be compensated for overtime hours at such premium rate as is legally required in the country of manufacture or, in those countries where such laws do not exist, at a rate at least equal to their regular hourly compensation rate.

Any Company that determines to adopt the Workplace Code of Conduct shall,

in addition to complying with all applicable laws of the country of manufacture, comply with and support the Workplace Code of Conduct in accordance with the attached Principles of Monitoring {click here to see the Principles of Monitoring} and shall apply the higher standard in cases of differences or conflicts. Any Company that determines to adopt the Workplace Code of Conduct also shall require its licensees and contractors and, in the case of a retailer, its suppliers to comply with applicable local laws and with this Code in accordance with the Principles of Monitoring and to apply the higher standard in cases of differences or conflicts.

* * *

*All references to local law throughout this Code shall include regulations implemented in accordance with applicable local law.

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