



## **Aid by Trade Foundation Code of Conduct**

(Version December 2020)

Aid by Trade Foundation (hereinafter referred to as “AID BY TRADE”) is guided by the fundamental principles of social responsibility, environmental protection and fair cooperation in all our company’s activities. Reconciling our economic, ecological, and social responsibilities in a sustainable way is the objective of AID BY TRADE.

In this, we see ourselves as equal partners in our business relationships. Our association with our business partners is based on cooperation and characterised by mutual respect.

This Code of Conduct sets forth AID BY TRADE’s fundamental requirements of its partners, service providers and suppliers, including all of their affiliated companies, as well as their subcontractors (hereafter referred to as “Business Partners”). Partners, service providers and suppliers of non-merchandise goods to AID BY TRADE are required to inform their affiliated companies, their subcontractors and employees about AID BY TRADE’s Code of Conduct and to ensure adherence to it at every workplace at which services and final processing of products for AID BY TRADE are rendered.

The following principles are consistent with internationally applicable standards, such as the United Nations Universal Declaration of Human Rights, the UN Convention on the Rights of the Child and applicable Conventions of the ILO, as well as legislation in the respective country.

### **1. Legal compliance**

AID BY TRADE requires all of its Business Partners to comply with all applicable legislation. The requirements of AID BY TRADE set forth in this Code of Conduct may also exceed the applicable legal requirements in the respective country. Should any AID BY TRADE requirement contravene legal provisions of the respective country, the Business Partner must inform AID BY TRADE about this.

### **2. Child labour / young employees (ILO Conventions 138 and 182 and UN Convention on the Rights of the Child)**

No persons may be employed who are younger than the legally required minimum age for employment in the relevant country. Business Partners are required to take the necessary measures to prevent the employment of persons below the legal minimum age.



The minimum age to permit employment must not be below the age at which compulsory education ends and in no case under the age of 15 years.

Subject to the exemptions granted under ILO, national regulations designed to protect children and employed youths must be observed. Children must be protected from economic exploitation, the carrying out of work that is dangerous, that negatively impacts on the child's education or that could endanger the health or physical, mental, intellectual, moral or social development of the child.

### **3. Discrimination**

Any form of discrimination in hiring and employment practices by Business Partners is prohibited. In particular, any distinction, exclusion or preference based on race, caste, skin colour, gender, age, religious belief, political opinion, membership in workers' organisations, physical or mental disability, ethnic, national or social background, sexual orientation or other personal characteristic is prohibited. Business Partners are also responsible for any employees who are employed through agencies or other intermediaries.

### **4. Employee rights**

AID BY TRADE tolerates no form of forced or compulsory labour. It also rejects any form of prison labour. Employees of Business Partners must not be compelled to work by way of violence and/or intimidation, whether directly or indirectly. Instead, all employees must have sought work and/or employment of their own free will. All employees must be treated with dignity and respect. No employee must be exposed to verbal, psychological, physical and/or sexual abuse, coercion or harassment.

Business Partners of AID BY TRADE are also responsible for any employees who are employed through agencies or other intermediaries.

All employees of Business Partners have the right to join associations of their choice, to establish these and to engage in collective bargaining.

Working hours must comply with applicable law, industry standards or relevant ILO Conventions, whichever standard is more stringent. Following six consecutive days of work, employees must be permitted at least one day of rest. Any overtime worked must be compensated separately in accordance with national regulations.



### **5. Compensation**

Business Partners ensure equal pay for equal work. Business Partners guarantee that the wages paid to employees equal or exceed the minimum wage prescribed by law or the applicable industry-specific minimum wage, whichever is higher. Where neither legal nor industry-specific minimum wages exist, Business Partners must ensure that the wages paid shall be sufficient to cover an employee's basic needs, taking into account individually occurring circumstances (such as purely supplementary income, part-time work, etc.).

### **6. Health & Safety**

Business Partners shall provide a safe and healthy working environment.

Business Partners shall adopt the measures needed to prevent such accidents and health hazards as may arise in connection with work. For this purpose, Business Partners must put in place systems capable of detecting, avoiding and responding to potential health and safety hazards. In addition, they guarantee that employees are periodically updated and trained on applicable health and safety regulations as well as any precautions taken. Business Partners must document this.

### **7. Environmental protection**

The protection of nature, animal welfare and the environment are integral components of AID BY TRADE's business practice. Business Partners must comply with all applicable environmental regulations. They are further expected to undertake an ongoing effort to prevent and reduce environmental contamination.

Processes and standards prescribed for waste management, for the handling and disposal of chemicals and other hazardous substances as well as for emissions and waste-water treatment must be observed at all times by Business Partners, with special emphasis placed on the protection and preservation of natural resources.

### **8. Bribery and corruption**

AID BY TRADE does not tolerate any form of bribery or corruption. Business Partners as well as their employees must conduct themselves in such a way so as to avoid any personal dependency, obligation or influence. In particular, all employees and Business Partners are expected to behave in a professional manner guided by fairness and full compliance with applicable national and international regulations.



In addition, Business Partners shall introduce anti-bribery and anti-corruption policies to be observed by all their business divisions. Where gifts are presented in adherence to a country's individual customs or etiquette, care must be taken to ensure that such gifts do not give rise to obligatory dependencies and that applicable national laws and regulations are observed.

Information on corrupt practices is to be reported immediately by Business Partners to AID BY TRADE.

### **9. Intellectual property protection**

For AID BY TRADE, the respect and protection of intellectual property is a high priority. This includes business secrets and covers forms of protection such as copyrights, trademarks and patent rights, irrespective of the commercial value of the intellectual property. Business Partners protect intellectual property rights by ensuring that intellectual property is used or distributed only with the consent of the author or licence holder and are not used for improper personal, illicit or unauthorised purposes.

### **10. Data privacy & protection**

Business Partners are obliged to maintain secrecy towards third parties about business and partnership-internal matters of a confidential nature. When collecting, retaining, using or transmitting personal data from employees, customers and other third parties they act with great care and sensitivity and in compliance with applicable law and policy. They work towards the best possible protection of all data and protect confidential information from unauthorised disclosure.

### **11. Visual representation in advertising**

Business Partners undertake to respect human and animal dignity absolutely, in all its aspects. Within this, the following benchmarks in particular apply to Partners of "Cotton made in Africa" or "The Good Cashmere Standard®" in their visual representation in advertising "Cotton made in Africa" or "The Good Cashmere Standard®":

In its visual representation in advertising of people, especially of children, or animals, Business Partners must ensure that their dignity is not in any way impaired and that they are not shown in demeaning situations (for instance, visibly affected by hunger and/or illness, or scantily clothed). Visual representations of people, animals and situations intended for advertising must accurately reflect reality and may not transmit false or misleading information concerning the identity of the people shown.



Business Partners undertake to ensure a faithful and objectively correct visual representation and to ensure the factual transparency of its own underlying value system, motives and actions. Visual and written advertising must correspond to the objectives underpinning the licensed product.

### **12. Monitoring Code of Conduct**

Business Partners commit themselves to actively and fully support the implementation and monitoring of the principles set forth in this Code of Conduct and actively cooperate with AID BY TRADE by providing AID BY TRADE on request with all relevant information on their activities.

At the request of AID BY TRADE, Business Partners are obliged to have their work and production sites undergo audits with regard to adherence to this Code of Conduct.

Business Partners guarantee that, whenever the need arises, AID BY TRADE itself or any third party authorised by AID BY TRADE may conduct a review of the Business Partner's compliance with the principles set forth in this Code of Conduct at the direct Business Partner's premises, or other suppliers' premises working on the Business Partner's behalf. For this purpose, the signatory Business Partner undertakes to name the production sites accordingly.

If instances of non-compliance are discovered, Business Partners are obliged to take immediate remedial action, with AID BY TRADE allowing sufficient time for such actions.

Regardless of whether a signatory Business Partner or affiliated company or other suppliers working on its behalf have violated the principles set forth in this Code of Conduct, AID BY TRADE's right to terminate the business relationship with any Business Partner is not compromised.

### **13. Procedure for complaints**

Complaints or information about violations of this Code of Conduct may be reported to AID BY TRADE (see below for contacts) at any time, also anonymously.

Individuals filing a complaint are asked only to report such complaints and information they believe in good faith to be true.

Business Partners guarantee that affiliated individuals filing complaints will not be subject to reprisals or disciplinary action of any kind.

Aid by Trade Foundation

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Contact:

[complaints@abt-foundation.org](mailto:complaints@abt-foundation.org)

Aid by Trade Foundation

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