

## **Ted Baker Ethical Code of Conduct**

As a business, we pride ourselves on not doing things by the book. When it comes to our ethical conduct though, we always follow the rules. All Ted Baker locations, as well as any partners, licensees, factories and suppliers we work with, are required to ensure the following promises are kept.

### Employment is freely chosen

There is no forced, bonded or involuntary labour. Employees are not required to lodge 'deposits' or their identity papers with their employer and are free to leave employment with reasonable notice.

### Freedom of association

Employees have the right to join or form trade unions of their own choosing and to bargain collectively. The employer will adopt an open attitude towards the activities of unions and their activities.

Employee representatives will not be discriminated against and will have access to carry out their representative functions in the workplace. Where the rights to such unions is restricted under law, the employer will not hinder the development of alternate organisations for free association and bargaining.

### Working conditions are safe and hygienic

A safe and hygienic working environment shall be provided. Adequate steps shall be taken to prevent accidents and injuries occurring in the course of work, by minimising the causes of hazards in the working environment. Workers shall receive regular health and safety training, and such training shall be repeated for new or reassigned workers.

Access to clean water and toilet facilities and, if appropriate, sanitary facilities for food storage shall be provided. Where provided, accommodation shall be clean, safe, and meet the basic needs of employees.

### Child labour will not be used

The recruitment of child labour is not acceptable. Employers must develop or participate in programmes that enable children to remain in quality education until no longer a child\*. All policies and procedures relating to child labour shall confirm to the provisions of the relevant ILO standards. Breach of these codes will result in termination and blacklisting of this suppliers.

### Living wages are paid

Wages and benefits will meet the minimum national legal standards or industry benchmark standards, whichever is higher. Wages should always be enough to meet basic needs and to provide some discretionary income.

All employees will be provided with written information about their employment conditions and wages before they enter employment. Deductions from wages as a disciplinary measure is not permitted.

### Working hours are not excessive

Working hours will comply with national laws and benchmark industry standards, whichever affords greater protection.

In any event, workers shall not be required to work in excess of 48 hours per week and will be provided with at least one day off for every 7 day period. Overtime is voluntary, shall not exceed 12 hours per week or be demanded on a regular basis and shall be compensated at a premium rate.

### No discrimination is practiced

There will be no discriminations based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

Regular employment is provided

Work performed must be on the basis of a recognised working relationship established through national law and practise.

Obligations to employees shall not be avoided through the use of labour-only contracting, sub-contracting, or home-working arrangements, or through apprenticeship schemes where there is no real intent to provide regular employment.

No harsh or inhumane treatment is allowed

Physical, sexual, mental or verbal abuse is prohibited. As is the threat of any kind of abuse or other forms of intimidation.

\*Definitions

**Child:** Any person less than 15 years of age unless local minimum age law stipulates a higher age of mandatory schooling, in which case the higher age shall apply. If however, local minimum age law is set at 14 years of age in accordance with developing country exceptions under ILO Convention No.138, the lower will apply.

**Young Person:** Any employee over the age of a child but under the age of 18.

**Child Labour:** Any work by a child or young person younger than the age specified in the above definitions. This also includes any work that is likely to be hazardous or interfere with their education, or cause harm to their physical, mental, spiritual, moral or social health or development.