

Corporate and Social Responsibilities - Code of Practice

Ampspac recognises the principles of the International Labour Organisation (ILO), Social Accountability 8000 (SA 8000) and the Ethical Trading Initiative (ETI) relating to labour standards. Ampspac is committed to adherence to such standards in all of its business operations and promotion of such standards throughout its supply chain.

Ampspac will comply with such standards in relation to its own workforce including those who are employed or contracted to provide services. Ampspac will also seek to secure agreement from its suppliers to the relevant standards. So that these are clearly understood and committed to, Ampspac has developed this code of practice. All suppliers are required to adhere to this code as a condition of the terms and conditions of supply. Breach of any provision of the code is a material breach entitling Ampspac to terminate on notice effective immediately. Ampspac will encourage and monitor compliance with international standards through application of the principles set out in SA 8000 and the ETI. Where a supplier is not compliant, Ampspac will seek to agree corrective actions with them that will achieve compliance.

The following principles are covered by the ILO labour standards:

Employment is freely chosen

There shall be no use of forced bonded or prison labour (ILO Conventions 29 and 105). No worker shall be required to lodge deposits or identity papers with their employer.

Discrimination in employment

Equality of opportunity and treatment regardless of race colour sex religion political opinion nationality social origin or other distinguishing characteristic shall be provided. (ILO Conventions 100 and 111 and Recommendations 90 and 111).

Child Labour is not used

There shall be no use of child labour Only workers above the age of 15 years or above the compulsory school leaving age set by local law shall be engaged (ILO Convention 138). If local law is set at 14 years of age in accordance with developing country exceptions then this will apply. Adequate transitional economic assistance and appropriate educational opportunities shall be provided to any replaced child workers.

Freedom of Association and the right to collective bargaining are respected.

The right of all workers to form and join trade unions and to bargain collectively shall be recognised. (ILO Conventions 87 and 98). Worker's representatives shall not be the subject of discrimination and shall have access to all workplaces necessary to enable them to carry out their representation functions. (ILO Conventions 135 and Recommendation 143). Employers shall adopt a positive approach towards the activities of trade unions and an open attitude towards their organisational activities.

Living wages are paid

Wages and benefits for a standard working week shall meet at least legal or industry minimum standards in the country of manufacture and shall always be sufficient to meet basic needs of workers and their families and to provide some discretionary income.

Deductions from wages for disciplinary measures shall not be permitted nor shall any deduction from wages not provided for by national law without the express permission of the worker concerned. All workers shall be provided with written and understandable information about the conditions in respect of wages before they enter employment and of the particulars of their wages for the pay period concerned each time that they are paid. (ILO Convention 131)

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Hours of work are not excessive

Hours of work shall comply with applicable laws and industry standards in the country of manufacture. In any event, workers shall not on a regular basis be required to work in excess of 48 hours per week and shall be provided with at least one day off for each 7 day period. Overtime shall be voluntary, shall not exceed 12 hours per week shall not be demanded on a regular basis and shall always be compensated at a premium rate.

Working conditions are decent

A safe and hygienic working environment shall be provided and best occupational health and safety practice shall be promoted, bearing in mind prevailing knowledge of the industry and of any specific hazards. Physical abuse, threats of physical abuse, unusual punishments or discipline, sexual and other harassment and intimidation by the employer is strictly prohibited. (ILO Convention 155)

The employment relationship is established

Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be through the use of labour only contracting arrangements, or through apprenticeships schemes where there is no real intent to impart skills or provide regular employment. Younger workers should be given the opportunity to participate in education and training programmes.

Compliance

Contractors, subcontractors, suppliers and licensees shall be required to undertake and support and co-operate in the implementation of this code by providing Ampac with relevant information concerning their operations when required to do so. This will include but shall not be limited to the following:

1. permitting inspection at any time on reasonable notice of their workplaces and operations by approved auditors; maintaining records of name agree hours worked and wages paid for each worker and making these available to approved inspectors on request;
2. informing, verbally and in writing, the workers concerned of the provisions of this code;
3. refraining from disciplinary action dismissal or otherwise discriminating against any worker for providing information concerning observance of this code.

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