

HOBBS Foreign migrant labour policy

INTRODUCTION

This Policy is intended to help all organisations that are involved in the manufacture or supply of goods to HOBBS, collectively known as suppliers, understand the steps they need to take to ensure that foreign migrant labourers are treated equally and ethically.

Forced, bonded (including debt bondage) or indentured labour, involuntary prison labour, slavery or trafficking of persons shall not be used. This includes transporting, harbouring, recruiting, transferring or receiving persons by means of threat, force, coercion, abduction or fraud for labour or services.

There shall be no unreasonable restrictions on workers' freedom of movement in the facility in addition to unreasonable restrictions on entering or exiting company-provided facilities.

As part of the hiring process, workers must be provided with a written employment agreement in their native language that contains a description of terms and conditions of employment prior to the worker departing from his or her country of origin.

All work must be voluntary and workers shall be free to leave work at any time or terminate their employment.

Employers and agents may not hold or otherwise destroy, conceal, confiscate or deny access by employees to their identity or immigration documents, such as government-issued identification, passports or work permits, unless such holdings are required by law.

Workers shall not be required to pay employers' or agents' recruitment fees or other related fees for their employment. If any such fees are found to have been paid by workers, such fees shall be repaid to the worker.

All HOBBS suppliers are required to accept, implement and make known the Commitment to Ethical and Fair Employment of Migrant Workers 'CODE OF CONDUCT' provided as appendix to this policy.

Please return a signed copy of this letter to confirm your commitment to Ethical and Fair Employment of Migrant Workers to Lynette Bradford at the HOBBS Head Office or email to Lynette.Bradford@hobbs.co.uk.

We greatly value your partnership in this endeavour and look forward to working with you on this issue and others in the future. Thank you for your cooperation with our efforts. If you have any questions regarding this policy, please contact your relevant technical manager or Lynette Bradford who is HOBBS Head of Technical and Creative Development.

Lynette Bradford
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Sample Code of Conduct for Supplier's Use

Company XYZ Commitment to Ethical and Fair Employment of Migrant Workers CODE OF CONDUCT

Forced or Involuntary Labour

Workers shall not be subject to any form of forced, compulsory, bonded, or indentured labour. Prison labour shall not be used. All work must be voluntary and workers must be free to terminate their employment at any time, without penalty. Migrant workers (or their family members) shall not be threatened with reprimand to authorities to coerce them into taking up employment or preventing them from voluntarily terminating their employment, at any time, without penalty.

Recruitment Fees and Expenses

Workers shall not be charged any fees or expenses directly or indirectly, in order to secure or retain employment.

Third party labour brokers, in both sending and receiving countries, involved in the recruitment, selection, hiring, and management of migrant workers will be contractually bound to comply with this policy.

The fees and expenses provision shall be clearly communicated to foreign workers in a language they understand at the beginning of the recruitment process prior to departure from their country.

Third Party Labour Brokers

Where it is practical, migrant workers will be directly recruited and hired. If third party labour brokers are utilised, they must operate ethically at all stages of the recruitment and selection process. This must be in accordance with both sending and receiving country laws, HOBBS Code of Conduct and Foreign Migrant Labour policy. Third party labour brokers must not engage in deceptive, fraudulent, corrupt, or collusive conduct.

Contracts of Employment

Migrant workers shall have valid visas and work permits.

Prior to travelling from their sending country, migrant workers shall be provided with and voluntarily sign a written contract of employment in a language they understand. Contract terms and conditions will be explained to illiterate workers in their native language before signing.

The contract of employment shall clearly indicate the worker's rights and responsibilities, the identity of the employer of record, work location, start and end date of the contract of employment, wages, working hours, and other relevant terms and conditions of employment.

The use of additional agreements or the practice of substituting the original contract of employment or any of its provisions with those that are less favourable to migrant workers are strictly prohibited.

Identity Document Retention

The confiscation or withholding of worker's original personal identity documents including passports, visas, work permits, or police clearances is strictly prohibited.

Deposits

Except where expressly required by receiving country law, workers shall not be required to lodge deposits or security payments.

Discrimination and Workplace Equality

Migrant workers shall not be subject to any discrimination in any aspect of the employment relationship including recruitment, hiring, compensation, benefits, work assignments, access to training, advancement, discipline or termination.

All workers irrespective of their nationality or employment status shall be treated fairly and equally in the workplace.

Migrant workers shall be provided terms and conditions of employment that are no less favourable than those available to receiving country nationals.

Wages and Benefits

All workers shall be paid no less than the minimum wage required by applicable laws or industry or local wage standards where there is no legal minimum wage, and shall be provided all legally mandated benefits. Wage payments shall be made at regular intervals and directly to workers, in accordance with receiving country law, and shall not be delayed, deferred, or withheld.

Only deductions authorised by receiving country law are permitted and, if made or provided, shall only occur with the fully informed written consent of workers.

Clear and transparent information in writing shall be provided to workers about hours worked, rates of pay, and the calculation of legal deductions in a language they understand for every pay cycle. All workers must retain complete and independent control over their earnings.

Wage deductions must not be used as a disciplinary measure, or to keep workers tied to the employer or to their jobs. Mandatory savings schemes are expressly prohibited. Workers shall not be held in debt bondage or forced to work in order to pay off a debt.

Deception in wage commitments and payment arrangements is prohibited.

Working Hours

Workers shall not be forced to work in excess of the number of hours permitted by receiving country law. Where the law non-existent, normal working hours shall not exceed eight per day and forty-eight per week, and total working hours, including overtime, shall not exceed sixty.

All overtime shall be voluntary, unless otherwise required in a legally recognised collective bargaining agreement.

No worker shall be made to work overtime under the threat of penalty (including denying the opportunity for future overtime work), dismissal, or denunciation to authorities. No worker shall be made to work overtime as a disciplinary measure, or for failure to meet production quotas.

Freedom of Movement

Workers' freedom of movement shall not be restricted except for legitimate concerns for worker safety. Workers shall not be physically confined to the workplace or related premises, such as employer- or broker-operated residences; nor shall any other coercive means be used to restrict workers' freedom of movement or personal freedom.

Harassment, Abuse, and Discipline

The workplace shall be free of any form of harsh, abusive, or inhumane treatment.

The use or threat of physical or sexual violence, harassment and intimidation against a worker, his or her family, or co-workers is strictly prohibited.

Disciplinary policies and procedures shall be clearly defined and communicated to all workers in a language they understand.

Grievance Procedures

An effective confidential grievance procedure shall be established to ensure that any migrant worker, acting individually or with other workers, can submit a grievance or complaint, including anonymously, without fear of retaliation of any kind. All grievances must be fully investigated.