



## Bong UK Limited Ethical Trading Initiative (ETI) Base Code

Bong UK Limited recognises the importance and value our employees are to our business success. We therefore not only ensure compliance with associated employment legislation but also support compliance with the ETI base code.

This Bong UK Limited ETI Base code document has been produced in line with the contents and elements of ETI base code and has been introduced to promote awareness, understanding and compliance with the ETI base code. Copies of this Bong UK Limited ETI base code have been displayed on all company notice boards as a reminder and reference point.

### About the Bong ETI Base Code

The Base Code is founded on the conventions of the International Labour Organisation (ILO) and is an internationally recognised code of good labour practice. The Base provisions of the Base Code constitute minimum and not maximum standards.

Bong UK Limited and its suppliers applying this code are expected to comply with national and other applicable laws. Where the law and the Base Code address the same subject, companies are expected to apply the provision that affords the greater protection to workers.

The Bong ETI Base Code will assist in driving improvements within the current supply chains by demonstrating a clear commitment to ethical trade, to integrate ethical trade into core business practices, and to tackle any issues that arise in the supply chain.

As a minimum Bong UK Limited and current suppliers are required to commit to the Bong ETI Base Code and follow our business principles detailed within this code. To assist in confirming and demonstrating suppliers understanding and commitment to the ETI base code, all suppliers will be required to sign and return an ETI and Modern Slavery Act continued awareness and compliance questionnaire.

Bong UK Limited believes that deep-seated worker rights issues are best tackled through clear and effective communication and the involvement of all employees and suppliers alike.

### Bong UK Limited Base Code Principles

1. **Employment is freely chosen**
  - There is no forced, bonded or involuntary prison labour.
  - Employees are not required to lodge “deposits” or their identity papers with their employer and are free to leave their employer after reasonable notice.
  
2. **Freedom of association and the right to collective bargaining are respected**
  - Employees have the right to join or form trade unions of their own choosing and to bargain collectively.
  
  - Bong UK Limited adopts an open attitude towards the activities of trade unions and their organisational activities.

- Employee representatives are not discriminated against and have access to carry out their representative functions in the workplace.
- Where the right to freedom of association and collective bargaining is restricted under law, Bong UK Limited facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.



3. **Working conditions are safe and hygienic**

Bong UK Limited will:

- Provide and maintain a safe and hygienic working environment.
- So far as is reasonably practicable take steps to prevent accidents and injury to health arising from work activities.
- Identify and adequately manage workplace hazards, risk and ensure suitable control measures are in place which will be reflected within associated risk assessments.
- Ensure Employees will receive regular health and safety training in line with business needs and associated legislative requirements.
- Provide and maintain adequate welfare facilities (sufficient toilet and washing facilities, drinking water, clothing accommodation, changing facilities and facilities for rest and eating meals).
- will ensure compliance with this code and have assigned clear responsibility for health and safety. The Managing Director has overall responsibility for health and safety. The management supervisory teams are also responsible for ensuring compliance with the company safety policy and any associate legislative requirements.



4. **Child labour shall not be used**

Bong UK Limited will not and does not employ children under the minimum working age established by local law.



5. **Living wages are paid**

- Bong UK Limited Wages and benefits paid for a standard working week meet, at a minimum, national legal standards. In any event wages should always be enough to meet basic needs and to provide some discretionary income.
- All Employees will be provided with written contract of employment confirming any salary details prior to commencement of employment.
- Bong UK Limited will not instigate deductions from wages as a disciplinary measure.



6. **Working hours are not excessive**

Bong UK Limited will:

- Ensure that working hours comply with national laws. Working hours, excluding overtime are defined in a contract.
  
- Overtime will be managed to meet the needs of the business in accordance with employment contracts. In addition and in order to ensure overtime hours are not excessive, all employees have been given free choice to opt in or out of the Working Time Regulation.
  
- The total hours worked in any seven day period shall not exceed 60 hours. Only in exceptional circumstances hours may exceed 60 hours in any seven day where all of the following are met:
  - \* This is allowed by national law;
  - \* This is allowed by a collective agreement freely negotiated with a workers' organisation representing a significant portion of the workforce;
  - \* Appropriate safeguards are taken to protect the workers' health and safety; and
  - \* Bong UK Limited can demonstrate that exceptional circumstances apply such as unexpected production peaks, planned/unplanned maintenance activities, accidents or emergencies.
  
- Employees shall be provided with at least one day off in every seven day period or, where allowed by national law, two days off in every 14 day period.



7. **No discrimination is practiced**

Bong UK Limited will ensure that there is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.



8. **Regular employment is provided**

Regular employment is provided to every extent possible, work performed must be on the basis of recognised employment relationship established through national law and practice.

Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub- contracting, or homeworking arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.



9. **No harsh or inhumane treatment is allowed**

Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

The provisions of this code constitute minimum and not maximum standards, and this code should not be used to prevent companies from exceeding these standards.

Bong UK Limited and suppliers applying this code are expected to comply with national and other applicable law and, where the provisions of law and this Base Code address the same subject, to apply that provision which affords the greater protection.

Bong UK Limited has made every effort to ensure that the translations of the Bong ETI Base Code and Principles of Implementation are as complete and accurate as possible.

References used in the creations of the Bong Limited ETI Base Code include:

- <https://www.ethicaltrade.org/eti-base-code>
- <https://www.bong.com/en/about-bong/our-code-of-conduct>