



## Ardo Group Ethical Policy for Suppliers

Policy number	Title	Date of first issue	Date of revision	Version number
PO 14	External Ethical Policy	17/04/2013	9/05/2016	2

### Applicability:

This policy is applicable to Ardo's external suppliers and to Ardo employees involved in the external sourcing of goods or services.

### Principle: Responsible Sourcing

Ardo promotes social responsibility and the respect for human rights in its supply base.

**Supplier Visits:** During visits to our suppliers, we take the time to explain the importance that Ardo attributes to treating employees fairly and with respect, and of Ardo's requirement for its suppliers to follow our approach.

**Supplier's commitment:** As a pre-requisite to supplying Ardo, our suppliers must sign a Supplier Partnership Agreement, which includes a formal commitment to treating their employees in a professional and respectful way that encompasses the items listed below:

*The supplier agrees to treat its employees with respect and dignity, to conform to all national / local employment laws and to abide by the following employment practices:*

- a) *Freedom of choice of employment*
- b) *Freedom of association and the right to collective bargaining*
- c) *Working conditions (and where applicable employee housing) are safe and hygienic*
- d) *Child labour shall not be used*
- e) *Living wages are paid regularly and on time*
- f) *Working hours are not excessive*
- g) *No discrimination is practiced*
- h) *Regular employment is provided*
- i) *Employees are entitled to a contract of employment, written in a language they understand*
- j) *Employees are entitled to statutory leave and absence for sickness*
- k) *No harsh or inhumane treatment is tolerated*

Detailed explanations of international requirements (established by the International Labour Organisation) under the above headings are available on the ILO website under Conventions and International Labour Standards - see links below:


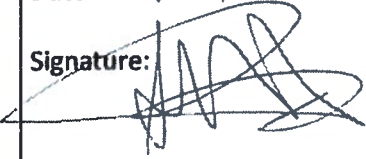

ILO home page

<http://www.ilo.org/global/lang-en/index.htm>

ILO brief introduction to International Labour Standards

[http://www.ilo.org/wcmsp5/groups/public/-ed\\_norm/-normes/documents/publication/wcms\\_318141.pdf](http://www.ilo.org/wcmsp5/groups/public/-ed_norm/-normes/documents/publication/wcms_318141.pdf)

If non-compliance to the above rules is observed, details of the non-compliance must be reported immediately to your Ardo contact – this is usually the Ardo buyer.

Proposed by	Verification	Approval
<p><b>Nigel Thorgrimsson</b></p> <p>Group Technical &amp; Quality Director Chair of Corporate Sustainability Committee</p> <p>Date: 18 May 2016</p> <p>Signature: </p>	<p><b>Ann Marie Palmer</b></p> <p>Group HR Director</p> <p>Date: 18/05/2016</p> <p>Signature: </p>	<p><b>Jan Haspeslagh</b></p> <p>Managing Director</p> <p></p> <p>Date: 18/5/2016</p> <p>Signature:</p>