

MC THREE NV



MANAGEMENT

3 juli 2018,



Stefaan Duchi

OUR COMMITMENT

We are committed to ensuring that our products are produced and sourced ethically and responsibly, working with suppliers to continuously improve social and environmental practices within the entire supply chain.

CODE OF CONDUCT

- ❖ Our Code of Conduct Company Policy describes a minimum set of standards, assessments, monitoring processes that are aligned with other globally accepted good practice standards.
- ❖ The policy outlines our expectations regarding employees' behavior towards their colleagues, supervisors and overall organization
- ❖ All suppliers must meet the minimum standards requirements of this code of conduct.

MINIMUM STANDARDS

1. EMPLOYMENT CONDITIONS

❖ CHILD LABOUR

There will be no child labour. This refers to a person at an age younger than 15 years. Child labour is defined as the recruitment, hiring, and employment of workers under the minimum working age. Children and young persons under 18 will not be employed at night or in hazardous conditions.

❖ FORCED/BONDED LABOUR

Employment is freely chosen, we do not accept any forms of forced, bonded, involuntary prison labour or illegal labour in the production of goods and services. Workers shall not be required to lodge deposits or their identity papers with their employer and should be



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free to leave their employer after reasonable notice in line with local statutory regulation. We are committed to ensure human rights are respected and slavery or human trafficking is not taking place in our supply chain.

❖ **NO HARASSMENT/ABUSE OR DISCRIMINATION**

Every worker shall be treated with respect and dignity. Under no circumstances do we accept the use by our suppliers, their subcontractors of other business partners of humiliating or corporal punishment, and no employee shall be subject to physical, sexual, psychological or verbal harassment or abuse.

There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on gender, race, colour, age, pregnancy, sexual orientation, religion, political opinion, nationality, ethnic origin, disease or disability.

❖ **WAGES AND BENEFITS**

Wages and benefits for a standard working week meet, as a minimum, any applicable local laws or industry practices, whichever is higher. Wages are paid regularly and on time. No unfair deductions to be allowed and record keeping shall be accurate and transparent.

❖ **WORKING HOURS AND LEAVE**

Working hours comply with applicable local laws. Workers work no more hours in one week than allowable under local laws. Overtime is voluntary, is not excessive, is not be demanded on a regular basis and is compensated as prescribed by local laws.

Workers are granted and correctly compensated for any types of paid leave to which they are legally entitled. Examples of such leave include annual leave, maternity, parental and sick leave.

❖ **MIGRANT WORKERS**

Migrant workers have the same entitlements as local workers as stipulated by local law. Any commissions and other fees in connection with employment of migrant workers are covered.

Workers employed through a third party agent or contractors are the responsibility of the supplier and vendors, and are thus covered by this code.

❖ **FREEDOM OF ASSOCIATION**

MC Three acknowledges that workers have the right to join or form trade unions of their own choosing and bargain collectively. We adopt an open attitude towards the activities of trade unions and their organizational activities. Workers representatives shall not be discriminated against and have to access to carry out their representative functions in the workplace.

2. WORKPLACE CONDITIONS

❖ HEALTH & SAFETY

A safe and hygienic working environment is provided, taking into account the prevailing knowledge of the industry and of any specific hazards. We provide plant and systems of work that are safe and without risks to health. Workers have the right to refuse work that is unsafe.

Adequate steps shall be taken to prevent accidents and injury by minimizing, so far as reasonable practicable, the causes of hazards inherent in the working environment.

We require ourselves and other business partners to make employees safety a priority at all times, no hazardous equipment or unsafe buildings are accepted.

This will include an adequate number of unlocked, freely accessible and clearly marked exits for emergency evacuations, properly maintained firefighting equipment and relevant first aid equipment which must be regularly available.

Workers receive adequate and regular recorded health and safety training to perform their jobs in a safe manner.

❖ TOILETS & FACILITIES

Access to clean toilet facilities and to clean drinkable water, if appropriate sanitary facilities for food storage shall be provided.

❖ EQUIPMENT

We ensure that personal protective safety equipment is available and workers are trained in its use. Safety guards on machinery must meet or exceed local laws.

3. MANAGEMENT CONTROLS

❖ SUB-CONTRACTORS

Suppliers and vendors are obliged to keep us informed at all times where each product is being produced or assembled, including subcontracting assembly centres.

Vendors must ensure that all subcontractors, and third party vendors providing materials or labour in the manufacture of goods ordered by us must comply with local laws and our Code of Conduct.

No un-authorized subcontracting is allowed, suppliers and vendors must ensure that any subcontracting with a third party is approved by us.

❖ ENVIRONMENT

As a minimum, we meet all relevant local and national environmental legislation, and strive to comply with international environment protection standards.

❖ ETHICAL STANDARDS

Suppliers/Vendors must demonstrate a higher degree of professionalism and have a close affinity with our business ethics. In particular, honesty, fair dealing and proper treatment of workers are required at all times. Bribes, favours, benefits or similar unlawful or improper payments, in cash or kind are strictly prohibited, whether given to obtain business or otherwise.

❖ COMPLIANCE WITH LOCAL LAWS

We require all vendors to comply fully with the legal requirements of the countries in which they operate. All requirements in this Code of Conduct are in addition to compliance with applicable local laws.

We are committed to working in a partnership with our suppliers and vendors to help achieve compliance with the policy. We will work collaboratively with suppliers or facilities that may not yet meet the minimum standards but are open to improvements and genuinely commitment to rectify issues within agreed timeframes.

CONTACT

For all queries please contact us by phone or email.

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