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# STANDARD OF MANUFACTURING

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**It is our responsibility to ensure that everyone who works on a ONE PLANET product, wherever they operate, does so in a fair, safe, sustainable and non-discriminatory working environment.**

ONE PLANET will not tolerate human rights abuse in our business or supply chain.

Our *Standard of Manufacturing* defines the requirements that both our Melbourne and international partner factories must meet. It is based on the International Labour Organisation's principles and internationally accepted fair labour practices.

**Documents and inspection** | The employer/supplier must provide our representatives with unrestricted access to all factory premises and employees without notice, as well as providing all relevant documents for determining compliance with these standards, applicable laws and regulations.

**The rights of freedom of association and collective bargaining** | Employers must recognise and respect the legal right for employees to have free association and collective bargaining.

**Freedom from harassment and/or abuse** | The employer/supplier must treat all employees with respect and provide work environments that are free of physical, sexual, psychological and verbal harassment and abuse, with no allowance for corporal punishment or retribution for grievances.

**No discrimination** | The employer/supplier must not subject any person to discrimination in employment including hiring, salary, benefits, advancement, discipline, termination or retirement based on race, religion, gender, marital status, capacity to bear children, age, disability, sexual orientation, nationality, political opinion, social or ethnic origin or any other status of the individual unrelated to their ability to perform the job.

**No bonded labour** | The employer/supplier must not engage in any form of forced servitude, trafficked or non-voluntary labour.

**Special protection for young workers** | The employer/supplier shall only employ workers who meet the minimum legal age requirement. They must also comply with all labour laws relating to young workers.

**Decent working hours** | Working hours will not exceed 60 hours per week on a regularly scheduled basis (except under exceptional unforeseen circumstances) and will comply with applicable laws and regulations. When overtime is requiring, workers must be compensated appropriately according to the law. A minimum of one day off in seven must be given to every worker.

**Fair remuneration** | The employer/supplier will meet all legal requirements for wages and benefits in the country in which they are conducting business, or meet local industry standards, whichever is higher. This includes clear written accounting for each pay period.

**Occupational health and safety** | The employer/supplier will treat employees with respect and provide a safe and hygienic working environment. Occupational health and safety practices shall be promoted and clearly communicated.

**Environment** | The employer/supplier will comply with all applicable environmental laws and regulations and adopt credible practises to mitigate negative impacts on the environment.

Andrew King  
Director