

KTC Limited

SA8000 Policy



Preamble

Our company is committed to upholding good social standards, be a fair employer and a safe and healthy place to work. Our goal is to do business with long term orientation to provide stable work to our employees and create reasonable career opportunities for workers on all levels. We expect to have a mutually respectful and responsible relation between all stakeholders.

Our company is committed to the SA8000 Standard and to strengthening our performance in accordance with the provisions of the Standard. KTC Limited's Code of Conduct is therefore aligned with the requirements of the Social Accountability standard. We will operationalize the SA8000 Standard by ensuring that policies and procedures are documented and maintained and that our employees are trained in this subject matter.

We will expose the policy throughout the organization for all internal stakeholders and disclose the policy to other interested parties. Implementation and improvements will be regularly evaluated through internal and external audits.

Employment Relationship

KTC upholds national and international labor and social security laws. Each employee at our company receives a legal written contract. We commit to contributing to all legal social security charges and request participation in the legal social security system from our employees. We expect the same commitment towards granting fair legal and enforceable employment relationships from all our suppliers, customers and partners.

Nondiscrimination

No person in our company shall be subject to any discrimination in employment, hiring, compensation, training possibilities, advancement, discipline, termination, retirement or other regard due to his or her gender, race, religion, age, disability, sexual orientation, nationality, political opinion, social group or ethnic origin. We expect the same commitment to prevent and to counteract all kinds of discrimination from all our suppliers, customers and partners.

Harassment and Abuse

Every employee in our company shall be treated with respect and dignity. No employee shall be subject to any physical, sexual, psychological or verbal harassment or abuse. We expect the same commitment to not allow and to counteract all kinds of harassment and abuse from all our suppliers, customers and partners.

Forced Labor

Our company does not make use of forced labor, including prison labor, indentured labor, bonded labor or other forms of forced labor. We expect the same commitment to not making use of forced labor from all our suppliers, customers and partners.

Child Labor

Our company does not make use of child labor. Workers must not be recruited until they reach the minimum school-leaving age and, in any case, not below 15 years. Young workers below 18 years of age must not perform work which is likely to harm their health or safety. Whenever a case of child labor should be identified regardless of all measures to prevent child labor, our company commits to undertake all reasonable steps to enabling this child to finish mandatory school education until a legal working age with the option to return to work at our company after completing education. We expect the same commitment to avoid and remediate child labor from all our suppliers, customers and partners.

Freedom of Association and Collective Bargaining

Employers at our company have the freedom of association and the right to collective bargaining. We expect the same commitment to enable workers to bargain collectively and granting workers freedom of association from all our suppliers, customers and partners.

Health, Safety and Environment

Our company commits to providing a safe and healthy workplace that is set up to prevent accidents and injury to health related to or resulting out of performing the work. Pregnant workers are more vulnerable to health risks for their health and the health of their unborn child and receive special protection in regard of potentially dangerous or hazardous workplaces. Pregnant workers that are employed in such an unfit workplace shall transfer to an adequate workplace within our company for the duration of their pregnancy without reduction in compensation or benefits. We commit to adopting reasonable measures to mitigate negative impacts that our work and workplace has on the environment. We expect the same commitment to a safe and healthy working place and to mitigating negative environmental impact from all our suppliers, customers and partners.

Hours of Work

Our company commits to avoiding excessive overtime hours. Regular working hours shall not exceed 48 hours per week and be in compliance with the local laws. Our employees have the right to 24 consecutive hours of rest in every seven day period. Overtime work is voluntary and the sum of regular and overtime hours shall not exceed sixty hours per week. Pregnant workers are more vulnerable and receive special protection to avoid overtime work during the progress of their pregnancy. All overtime work is compensated on a premium basis for all our employees. We expect the same commitment to reasonable hours of work from all our suppliers, customers and partners.

Compensation

Our company commits to meeting every worker's right to a fair compensation that is sufficient to meet the worker's basic needs and provides some discretionary income for the work performed during a regular work week. The payment should in no case be lower than the legal minimum wage or the appropriate prevailing wage, whichever is higher, and payment for all fringe benefits required by law or contract shall be covered and wages shall comply with all legal requirements. Where compensation does not meet workers' basic needs and provide some discretionary income, our company shall take appropriate actions that seek to progressively realize a level of compensation that does.

Whenever the compensation for any month does not meet these minimum standards, our company will compensate this difference. We expect the same commitment to a fair compensation from all our suppliers, customers and partners.

Complaints and Feedback

In any case of complaints or feedback the employees are encouraged to address the issue with their direct superior. If no solution can be found, our employees are welcome to send feedback and complaints to the factories' feedback and complaint channels.

Should there be a case where the local complaint channel is inefficient to address the issue employees can send their feedback directly to the company's head quarter at kms@ktc.group in English or their local language.