

## **M!MElements Code of Conduct for Supplying Partners**

This « Code of Conduct » emphasises the minimum requirements regarding the conditions that must be fulfilled by the supplying partners to M!Melements and M!Melements is free to update these requirements at their discretion.

### **Recruitment & Hiring Practices**

- At no point shall a supplying partner employ child labour. Any person below the age of 16 is defined as a child and irrespective of the local laws, the supplier shall not employ a child. In addition, supplying partners must enforce the rules and regulations in accordance of the local laws regarding working conditions and number of hours per day for minors.
- A supplying partner shall not use forced labor. Forced labour is defined as any person who is made to involve involuntarily in the work and the job is extracted from the person. This also includes all means of bonded & indentured labour as well as penalty for non-performance to which the person does not offer oneself voluntarily.
- Employees shall be hired solely based on their ability to do the job and shall not be discriminated based on gender, age, marital status, maternity, racial or religious beliefs.

### **Health & Safety Practices**

- Any form of physical, mental or psychological punishment or intimidation against workers is strictly forbidden.

- Supplying partners are expected to maintain a safe and healthy workplace, canteen and/or dormitory facilities in accordance with the rules and regulations of the local laws. Potable water, adequate sanitary facilities and fire-extinguishers shall be provided.

Effective effluent treatment shall be incorporated and adequate emergency exits, lighting and ventilation shall be provided.

- Supplying partners are bound to apply all rules and regulations concerning the environment protection according to the local laws. They shall notify local authorities in case of an accident because of the suppliers operations.

#### **Remuneration and work ethics**

- Supplying partners shall provide wages and benefits that comply with the local laws or match the prevailing industry rates, whichever is higher.

- Supplying partners shall not require workers to work more than 60 hours per week or more than any maximum number of hours per week established by the local laws, whichever is less. Supplying partners shall guarantee that workers receive at least one day off during each seven-day period.

- Supplying partners shall respect the right of workers to associate, organize and bargain collectively in a legal and peaceful manner.

#### **Enforcing the codes of conduct**

- Supplying partners shall display this Code of Conduct and

familiarise the workers of the same. Translations in the local language shall be made and displayed at each of their facilities in a place readily visible and accessible to workers.

- Supplying partners shall comply with all legal requirements

applicable to the conduct of

their businesses, including those set out above.

- Supplying partners shall ensure that their supplying partners adhere to this Code of Conduct.

### **Preventive & Corrective Measures**

- M!Melements and its authorities have the right to conduct scheduled and unscheduled inspections of the supplying partners' facilities to ensure the compliance of this code of conduct. M!Melements has the right to review all the employee-related books and records maintained by the supplying partners and to interview workers.

- In case any violations are found, M!Melements and the supplying partners will agree on a corrective plan that ensures the elimination of the problem at the earliest. In case the supplier does not take corrective measures and indulges repeatedly in violation of this code of conduct, M!Melements has the right to take corrective measures which includes cancellation of orders and/or termination of business with the supplying partner in question.

### **Agreement**

- M!Melements is dedicated to enforce the compliance with the rules and regulations in accordance with the local laws applicable to the

conduct of its business and expects its supplying partners utmost cooperation and commitment in enforcing the same

- It is therefore requested that the signing authority of the supplying partner of their signature alongwith the company seal confirming the understanding of the contents and agreement to undertake the obligations that it sets..

- The supplying partner shall return a signed copy within 15 days of this letter. If M!Melements does not receive the signed copy on time, it will be seen as the supplying partner's uninterest and will be forced to review its relationship with the supplier.

- M!Melements regards the relationship with your company very highly and thanks for the cooperation and looks forward to fruitful and fulfilling relationship.

NAME :

---

TITLE :

---

DATE & SIGNATURE :

---