

# Maisons du Monde's Code of Conduct

The Maisons du Monde Code of Conduct has been written so that all suppliers providing goods or services for us understand and share with us the minimum standards of social and environmental practices expected from them.

Suppliers shall convey this Code to their relevant employees and to their upstream supply chain.

By having a business partnership with Maisons du Monde you recognize that you will maintain full compliance with applicable laws in your country. This prerequisite is essential to maintain our long-term interests.

**THIS CODE OF CONDUCT IS THE MINIMUM TARGET TO BE REACHED BY WITH A STEPWISE APPROACH TO IMPROVE SOCIAL STANDARDS IN FACTORY.**

## What we expect of each other:

<b>TRANSPARENCY</b>	<b>COMMITMENT</b>
<p>Our communication will be truthful and sincere.</p> <p><b>All sites of production used for Maisons du Monde's products must be clearly communicated, whether they are internal or subcontracted.</b></p>	<p>Maisons du Monde expects total commitment from its suppliers to:</p> <ul style="list-style-type: none"><li>- <b>enforce</b> the principles set out in this Code and</li><li>- <b>ensure</b> that their employees and subcontractors fully <b>understand</b> and <b>meet</b> these requirements.</li></ul> <p>In return, Maisons du Monde will <b>accompany</b> you by providing tools and dedicated support.</p>

## Our Relationship

We encourage you to work towards continuous improvement in factory and worksite standards. Suppliers are required to give Maisons du Monde full visibility of joint supply chains and to ensure that factories and worksites satisfy our standards with regards to labor, welfare and environmental conditions.

## Health and Safety

We advise you to create an environment which is safe, healthy and secure for all your employees, customers, contractors and visitors and those in the surrounding community who may be affected by our activities.

## Social Audit

- Under any circumstances, Maisons du Monde should reserve the right to carry out social and/or environmental audits (announce/semi-announced/unannounced) in your premises at any time. During initial phase this will be done in consultation with the factories in order to get the time to prepare properly.
- Once the social and/or environmental audit has been carried out, the supplier is expected to report on its corrective action plan in accordance with the deadlines and to send supporting documents.
- A follow-up audit will be carried out at the charge of the supplier whenever there are any critical non-compliances detected. Those critical non-compliances are listed at the end of this document, and shall be closed by the follow-up audit to maintain the business relationship with Maisons du Monde.

**PLEASE SIGN AND RETURN THE CODE OF CONDUCT FOR APPROBATION**

*If you have any inquiry about our code of conduct, please send an email at [csr-supplychain@maisonsdumonde.com](mailto:csr-supplychain@maisonsdumonde.com)*

## Maisons du Monde Code of Conduct



Maisons du Monde has joined the United Nations Global Compact initiative in January 2012 and is committed to helping its suppliers improve their working conditions.

First of all, we expect every supplier to comply with all national and local laws and regulations, including as regards labour, immigration, health and safety and environment.

And we also make sure that are respected:

- the principles of the Universal Declaration of Human Rights and the International Convention on the Rights of the Child,
- the United Nations Convention Against Corruption
- as well as the ILO Conventions regarding child labour or forced labour, occupational health and safety, discrimination and disciplinary practices, working hours and compensation.

This code of conduct sets forth our fundamental expectations towards our suppliers. These principles constitute the minimum social and environmental compliances we expect from the suppliers manufacturing our products, as we want to guarantee our customers that the people who made them are treated decently regardless of the country where they work. Suppliers must comply with this Code of Conduct, which is non-negotiable.

### 1. Child Labour

The employment of children under 15 is prohibited, in accordance with the principles of the ILO, the United Nations Convention and national laws. The rights of young workers must be respected. Children under 18 years must not be required to perform dangerous or unpleasant tasks and must not work at night or overtime.

### 2. Forced Labour

We shall not tolerate any form of forced labour or slavery, which violates fundamental human rights. The employer shall not withhold any part of any worker's salary, benefits, property, or documents in order to force such personnel to continue working for the company.

### 3. Discrimination

There shall be no discrimination with regard to sex, age, religion, race, caste, birth, social affiliation, sexual orientation, family responsibilities, family status, disability, ethnic and national origin, nationality, membership in workers' organizations including trade unions, political affiliation or opinion, or any other condition that may lead to discrimination.

### 4. Working Hours and Overtime

The employer shall comply with national laws and industry standards on working hours and public holidays. In all cases, the normal work week shall not exceed 48 hours and a maximum of 12 hours of overtime. All overtime work shall be done on a voluntary basis. Workers are entitled to have at least one day off per week and all other leaves provided by national law.

### 5. Remuneration

The employer must pay employees a wage that meets or exceeds the minimum required by local law. The employer must ensure that wages and other compensations, as well as social and tax deductions, are clearly explained in detail to employees, and that they are paid in accordance with all applicable laws and in a convenient manner to employees. All overtime shall be reimbursed at a premium rate as defined by national law and paid in a timely manner. Deductions from wages such as fines for disciplinary purposes are prohibited.

### 6. Freedom of Association

Employees must be free to join organizations of their choice. Employers must recognize and respect the right of employees to freedom of association and collective bargaining.

### 7. Occupational Health and Safety

The employer must provide a safe and healthy working environment and must take precautions to prevent accidents and injuries that might affect the health of workers. Explicit health and safety regulations and procedures should be established and followed, especially concerning fire safety, individual and collective safety, hazardous handling and storage, first aid, hygiene and access to potable water. In addition, all employees must receive health and safety training in the workplace at regular interval.

### 8. Environment

Plants must use products tolerated by international standards and display the related material safety data sheets. Waste management and pollution prevention procedures (waste treatment, handling and disposal of chemicals and other hazardous substances, treatment of emissions and effluents) meet or exceed the minimum legal requirements. In addition, plants must gradually seek to minimize their environmental impacts.

### 9. Subcontractors and Traceability

The company shall provide the address of the manufacturing sites for each of our products. What's more, the company is requested to communicate this Code of Conduct to its subcontractors involved in the production process of the final manufacturing stages carried out on behalf of Maisons du Monde. In addition, the company shall provide visibility of its supply chain nodes to Maisons du Monde.

### 10. Management System and transparency

The company must define and implement a corporate social responsibility policy that ensures every requirement of the Code of Conduct can be met. This policy requires clear procedures to be written for each of the points and every action should be documented.

### 11. Corruption

The company shall commit to ban corruption in all its forms, including extortion and bribery, in the conduct of its business and proactively develop policies and concrete programs to address corruption internally and within its supply chains.

Name and title of signatory:

Supplier's name:

Date:

Signature and stamp:

#### REPORT A VIOLATION

Violations of the Maisons du Monde code of conduct can be reported confidentially. If you are aware of an infringement of any article of this code, we encourage you to let us know, anonymously if you wish.

Email: [csr-supplychain@maisonsdumonde.com](mailto:csr-supplychain@maisonsdumonde.com)

Website: <https://corporate.maisonsdumonde.com/en>

Telephone: + 33 (0)2 5171 1717

Chapter	MAISONS DU MONDE SOCIAL CRITICAL REQUIREMENTS
1	The facility must employ only workers above the age of 15 or the national minimum age for admission to employment
1	The facility must not employ or exploit children in any way
1	Children under 18 years must not be required to perform dangerous or unpleasant tasks, and must not work at night or over-time
2	The facility must not require workers to hold bonds or financial guarantees, and must not retain any documents (passports, work permit, ID card...), or carry out salary deductions in the absence of a contractual legal agreement
2	The facility must not use forced or compulsory labor in all its forms, including prison labor not in accordance with the ILO conventions C29 and C105 on Forced Labor
2	The employees must have the freedom to terminate employment at any time according to the agreed notice period, without penalty or salary deductions
2	The employees must have a freedom of movements during working hours and must have the freedom to leave the premises when their work shifts end
2	The employees must be free of any fees or commission related to the recruitment and/or employment process
2	The overtime must be voluntary
3	The facility must respect equal opportunities in terms of recruitment, compensation, access to training, promotion, termination and retirement
3	The facility must treat all employees with respect and dignity
3	The facility must not engage in any form of harassment, persecution or violence of any kind, or tolerate it.
4	The facility must set working hours in accordance with national/local law
4	The facility should not require their employees to work more than 48 hours a week on a regular basis. Overtime should be optional and should not be requested on a regular basis
4	The facility must not use overtime to replace regular employment
4	The overtime must be compensated at a legal premium rate
4	The facility must give at least 1 day off after six consecutive working days
5	The facility must guarantee a legal minimum wage in accordance with local law
5	The facility must ensure that the salaries and other remunerations for regular working hours must cover the basic needs of workers and their families and allow them a share of discretionary income
6	Employees must have the right to participate and organize trade unions and collectively bargains with trade unions
7	The facility must conduct a workplace risk assessment and must take adequate measures to prevent accidents and negative health impact and adopt preventive measures
7	The facility must assign the responsibility for Health and Safety to a management representative
7	The facility must provide employees with Personal Protection Equipment (PPE) and protective clothing according to the applicable regulations and should encourage employees to use PPE
7	The facility must provide access to medical assistance and adequate health services
7	The facility must provide all workers with access to clean toilets and potable water
7	If applicable, the facility must ensure clean and safe dormitory
7	The facility must organize, at least each year if not defined by the law, first aid trainings and Evacuation/Fire drills for all employees
7	The facility must provide adequate fire protection, and must ensure the strength, stability and safety of buildings and equipment, including the dormitory (if applicable)
7	The facility must ensure all the exit paths, emergency exits, emergency plan, fire extinguishers, fire alarms and exit signs comply with legal requirements
7	The facility must provide adequate training for employees in the areas of waste management, handling and disposal of chemicals and other hazardous materials
8	The facility must comply with local regulations and international conventions, and have administrative documents (non-expired)
8	The facility must undertake an environmental risk analysis and set up corrective actions to limit and prevent its environmental impact
8	The facility must promote the development of environmentally friendly technologies and practices
10	All documents are free from any manipulation and falsification
10	The facility must provide all employees a written document of employment terms in a language understood by each employee
10	The facility must inform its client of homeworker use
10	All migrant workers' labor contracts must be in accordance with local law
11	The internal or third party auditor shall be free from any form of corruption from the auditee during the audit