



# Supply Chain Standards

## Responsible Procurement Standards Supply Chain Labour Rights

### General Conditions

1. Suppliers shall comply with the laws of their respective countries and regions as well as all other applicable laws, rules and regulations including but not restricted to those governing labour rights, health & safety and environmental protection.
2. Suppliers shall allow Amaryllis access during normal business hours on any business day, by appointment, to audit, copy and reproduce the books, records, correspondence, instructions, receipts and memoranda of every description relating to these standards.

### Child Labour

1. Suppliers shall only employ staff above the age of 15 or the local legal minimum age. All applicable laws and regulations governing the nature and amount of work performed by those above the minimum working age and under the age of 18 shall be followed.
2. Employees above the minimum working age and below the age of 18 shall not be engaged in hazardous work. This can be defined as any type of employment or work that by its nature or the circumstances in which it is carried out is likely to jeopardise the health, safety or morals of the employee. Locally applicable child labour laws shall be observed at all times.
3. Suppliers shall maintain official documentation of all employees including date of birth.

### Equal Opportunities and Diversity

1. Suppliers shall hire, employ, train and promote staff without regard for race, colour, gender, disability, sexual orientation, marital status, religion, political opinion, national extraction or social origin.
2. All terms and conditions of employment will be based on one's ability to perform his her or her job without regard for race, colour, gender, disability, sexual orientation, marital status, religion, political opinion, national extraction or social origin.

### Freedom of Association & Collective Bargaining

1. Suppliers shall not interfere by way of threat, intimidation or penalty with their employees' right to join any labour union, organisation or affiliation of their choosing.
2. Suppliers shall not interfere with an employee's right to lawfully and peacefully collectively bargain, assemble, associate or demonstrate.
3. Employment terms should not require non-union membership or withdrawal from union membership.

# Supply Chain Standards



## Forced Labour

Suppliers shall not use any form of forced labour including prison, indentured, indebted bondage labour. All employees will retain the right to voluntarily terminate their employment after reasonable notice.

## Wages, Benefits and Working Hours

1. Employees shall be paid wages that meet, at a minimum, national legal standards. Wages should always be enough to meet basic needs and to provide some discretionary income
2. Employers shall provide, at a minimum, all legally required employment benefits and leave entitlement.
3. All suppliers that are subject to European law shall abide by the European Working Time Directive with respect to working hours, overtime hours and rest days.
4. Outside the remit of the EU WTD, working hours and overtime shall not be excessive and shall comply with national laws. Employees will be allowed on average 1 rest day in 7.
5. Employees shall be paid no less than the legally required overtime premium for all overtime work performed.
6. Employees shall retain the right to decline overtime without any threat of penalty, discipline or dismissal.
7. Employees shall receive a wage statement at the end of each pay period that adequately explains the wage and benefit calculations.

## Harassment and Bullying/Dignity at Work

Every employee shall be treated with respect and dignity. No employee shall be subject to any physical, sexual, psychological or verbal harassment, abuse or discipline or other form of intimidation.