

	<h1 style="color: red; margin: 0;">ETHICAL CODE OF CONDUCT</h1>	Référence Li QUAL 013	Rédacteur	RQ
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Nactis declares to comply with all applicable national and European laws and regulations, ILO and UN conventions and thus commits to the following basic ethical trading and social accountability principles based on standards such as the *ETI Base Code*<sup>1</sup>, the *BSCI Code of Conduct*<sup>2</sup> and the *SA8000 International Standard*<sup>3</sup>.

1. All forms of forced labour and trafficking in human beings are forbidden.  
Workers are free to leave the workplace premises after completing the standard workday. They are free to terminate their employment after a reasonable notice. No measures shall be taken in order to force personnel to continue working with the company.
2. Freedom of association and the right to collective bargaining are respected.  
Nactis accepts the right of workers to organise or join trade unions (or parallel means for free association) and adopts an open attitude towards their activities without any discrimination against union representatives or workers engaged in these organisations.
3. Workers shall not be exposed to any hazardous, unsafe, unhealthy or unhygienic situations.  
Systems to detect, avoid or respond to potential threats to health and safety of all personnel shall be established. Adequate steps are taken to prevent injuries or accidents by minimising, as far as reasonably practicable, the causes of hazards inherent to the workplace environment. This includes first aid assistance, the providing of protective equipment, regular safety trainings which shall be repeated for new and reassigned personnel, a machinery maintenance schedule, safe storage and use of chemicals, development of emergency and safety procedures, ... All personnel shall have the right to remove themselves from imminent serious danger without having to seek company permission.
4. No child labour shall be used.  
All forms of exploitation of children (under age 15) are forbidden. Age must be checked at the moment of recruitment. The employment of young persons (under age 18) subject to compulsory education laws is only allowed outside of school hours and shall not exceed 8 hours per day. Young persons shall not be employed at night or in conditions hazardous or unsafe to their physical and mental health and development.
5. Living wages shall meet or exceed legal minimums and/or industry standards and should cover basic living expenses.  
Workers are given an employment contract and are clearly informed about the working conditions and wages before they enter employment. Wage deductions are only allowed if provided for by national law, collective bargaining agreement or with the expressed permission from the worker concerned and they shall never be imposed as a disciplinary measure. Wage information shall be readily available to the workers in a clear and detailed manner.
6. Working hours are not excessive.  
Working hours and public holidays shall comply with national laws, benchmark industry standards and collective bargaining agreements. Workers shall not on a regular basis be required to work in excess of 48 hours per week and shall have at least one day off for every 7 day period

<sup>1</sup> <http://www.ethicaltrade.org>

<sup>2</sup> <http://www.bsci-intl.org>

<sup>3</sup> <http://www.sa-intl.org>

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on average. All overtime is voluntary, within legal limits and is compensated at premium rate as defined by national law or prevailing industry standards.

7. There is no discrimination.

For hiring, compensation, access to training, promotion, termination or retirement no discrimination whatsoever shall be practised based on race, caste, ethnic origin, nationality, religion, age, disability, gender, pregnancy, sexual orientation, union membership, political affiliation or any other condition that could give rise to discrimination.

8. Regular employment is provided.

Work must be performed on the basis of a recognised employment relationship established through national law and practice. This shall not be avoided by the excessive use of other forms of employment such as labour-only contracting agreements, consecutive short-term contracts or false apprenticeship schemes.

9. No harsh or inhumane treatment is allowed.

All personnel must be treated with dignity and respect. Physical, sexual or verbal abuse , the threat thereof or any other forms of intimidation shall be prohibited.

10. Environmental measures must meet or exceed legal requirements

Procedures and standards for waste management, handling and disposal of chemicals and other dangerous materials, emissions and effluent treatment must meet or exceed legal requirement.

11. We are committed to acting professionally, fairly and with integrity in all our business dealings and relationships.

All of our business shall be conducted in an honest and ethical manner of fair trade and free competition but with a zero tolerance approach to bribery and corruption. Financial and accounting data must be recorded correctly and be conformed by the appropriate documents. Confidential company information must never be disclosed to others or be used for personal gain. Employees must refrain from any conflict of interest or bribery (either directly or through any third party) and they may not offer to or accept any gift from our business partners if there is any suggestion that a return favour will be expected or implied. All employees are required to avoid any activity that might lead to, or even suggest, a breach of this principle.

Nactis management shall ensure that the requirements of this ethical code of conduct are met. Any suspected infraction or offer made must be reported to the management without any form of repercussion for the person reporting the infraction. Where appropriate, systems amendments and improvements shall be implemented.

Nactis has clearly communicated its ethical code of conduct to its personnel at all company levels and shall make a reasonable effort to ensure that its requirements are being met by suppliers involved in the production process.