

DYNAMIA

Supplier

Code of Conduct

DYNAMIA

2020

INTRODUCTION

The Dynamia Code of Business Principle is aligned with the Supplier Code of Conduct and together, these documents will guide the way our supply chain partners play an active role in helping us achieve our goals. It is based on the UN Declaration of Human Rights and the International Labour Organization Core Conventions and Recommendations.

We are committed to building strong and lasting relationships with our suppliers, founded on trust and mutual benefit. We actively seek out and favour business partners who share our values and our ethical commitments.

Our intent is to only work with companies who understand and share our commitment to our ethics and the principles outlined below. Working together we will build a sustainable business relationship that will enable us all to be successful. Through Exclusion or Positive Screening practices we prefer supply chain partners who adhere to these principles and who reflect these same principles upon their suppliers. We seek suppliers committed to continuous improvement who are moving forward on their sustainability journey from basic to leadership practices.

We recognize that this effort requires listening to our suppliers and their employees' needs, and requires a collaborative approach using capacity building tools such as root-cause analysis, training, and management-system development to drive meaningful change.

Policy Requirements

- I. **LAW AND CODE COMPLIANCE:** Our suppliers are expected to comply with and may be monitored to: (1) all relevant and applicable laws and regulations of the country in which workers are employed, (2) our Supplier Code of Conduct, and (3) where applicable, Collective Bargaining Agreements. When differences or conflicts in standards arise, suppliers are expected to comply with the highest standard that is the most in favour of the employees.
- II. **CHILD LABOR:** No person shall be employed under the age of 15 or under the age for completion of compulsory education, whichever is higher. Juvenile workers (ages 15-17) shall not perform work which, by its nature or the circumstances in which it is carried out, is likely to compromise their health, safety or morals. (ILO Convention 138 and 182)
- III. **FORCED LABOR:** There shall be no use of forced labor, including prison, indentured, bonded, slave or other forms of forced labor. Acts of human trafficking are also prohibited. Suppliers are required to ensure that people seeking employment at their facility are not compelled to work through force, deception, intimidation, coercion or as a punishment for holding or expressing political views. (ILO Conventions 29, 105, 182)

- IV. HARASSMENT, ABUSE AND DISCIPLINARY PRACTICES:** Every employee shall be treated with respect and dignity. No employee shall be subject to any physical, sexual, psychological or verbal harassment or abuse or to monetary fines or embarrassing acts as a disciplinary measure.
- V. DISCRIMINATION:** No person shall be subject to any discrimination in any aspect of the employment, recruitment, compensation, benefits, work assignments, access to training, advancement, discipline, termination or retirement, on the basis of race, religious belief, gender, pregnancy, childbirth or related medical conditions, age, national origin, ancestry, sexual orientation, gender identification, physical or mental disability, medical condition, illness, genetic characteristics, family care, marital status, caste, socio-economic situation, political opinion, union affiliation, ethnic group, illness any other classification protected under applicable law. (ILO Conventions 100 and 111)
- VI. FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING:** Workers must be free to join organizations of their own choice. Suppliers shall recognize and respect the right of employees to freedom of association and collective bargaining. All suppliers must develop and fully implement effective grievance mechanisms which resolve internal industrial disputes, employee complaints, and ensure effective, respectful and transparent communication between employees, their representatives and management. (ILO Conventions 87, 98 and 135)
- VII. WAGES AND BENEFITS:** We seek and favour suppliers who progressively raise employee living standards through improved wage systems, benefits, welfare programs and other services, which enhance quality of life. Every worker has a right to compensation for a regular work week that is sufficient to meet the worker's and their family's basic needs and provide some discretionary income. (ILO Conventions 26 and 131)
- VIII. OVERTIME WAGES:** In addition to compensation for regular working hours, employees must be compensated for overtime hours at the rate legally required in the country of manufacture or, in those countries where such laws do not exist, at a rate exceeding the regular hourly compensation rate by at least 125%. (ILO Convention 1 and 30)
- IX. HOURS OF WORK:** Suppliers shall not require workers to work more than the regular and overtime hours allowed by the law of the country where the workers are employed. All overtime work shall be consensual. Employers shall not request overtime hours on a regular basis. (ILO Convention 1)
- X. HEALTH AND SAFETY:** Suppliers shall provide a safe and healthy workplace to prevent accidents and injury to health arising out of, linked with, or occurring in the course of work or as a result of the operation of employers' facilities. The employer shall take a proactive approach to health and safety by implementing policies, systems and training designed to prevent accidents, injuries and protect worker health. (ILO Convention 155)

- XI. ENVIRONMENT:** Suppliers shall comply with all applicable environmental laws, our Code and Benchmarks. We favour suppliers who never received complaints, contraventions and penalties related to environmental impacts. Suppliers will, on request, provide Dynamia with evidence that it has implemented or is working toward implementing an environmental program and/or environmental policy. In the absence of such evidence, Suppliers will provide a statement describing its current position regarding the environment.
- XII. COMMUNITY:** Dynamia encourages all suppliers and their employees to get involved in local social and environmental community charity efforts by volunteering time and/or providing other types of support. We seek long-term partnerships with suppliers that share these same philanthropic values.
- XIII. ANIMAL WELFARE:** Suppliers must respect animal welfare and work progressively towards adopting healthy and humane practices towards animals based on best available technology and standards.
- XIV. ANTI-BRIBERY AND ANTI-CORRUPTION:** Suppliers will not accept, offer, promise, pay, permit or authorize:
- a. bribes, facilitation payments, kickbacks, or illegal political contributions;
 - b. money, goods, services, entertainment, employment, contracts, or other things of value, in order to obtain or retain improper advantage;
 - c. or - any other unlawful or improper payments or benefits.
- Supplier will ensure its business records and all requests for payment fully and accurately reflect transactions, expenditures and/or services performed. All payments or requests for reimbursement shall be substantiated by authorized written receipts, invoices or other appropriate documentation detailing the expenses or costs incurred and/or work performed
- XV. CODE COMMUNICATION:** All suppliers are required to make our code of conduct available to any of their employees whenever this would be relevant and to inform them about the use of the Dynamia grievance phone number displayed at the end of this document and that is at their disposal whenever they want to inform us about irrelevant practices.
- XVI. 'Made in Moris':** we favour local distributors, especially those who produce locally and are labelled 'Made in Moris'.

CONTACT US: If suppliers are violating any of these Code elements, we would like to know about it. Please bring these issues to our attention by contacting us at the free phone number + 230 4320517 or you can email us at info@dynamia.mu. Please feel free to write in your

preferred language (Creole, French, English). All information we receive will be kept in strict confidence and your identity protected.