



Code of Conduct for SHW Suppliers (version dated: March 2015)

This Code of Conduct defines the principles and requirements that SHW imposes on its suppliers of goods and services regarding their responsibility for people and the environment. SHW reserves the right to amend the requirements of this Code of Conduct in the event that reasonable amendments are made to the SHW Compliance Programme. In such cases, SHW expects its suppliers to accept such reasonable amendments.

The supplier hereby declares:

- **Legal compliance**
 - that it shall comply with the laws of the applicable legal system(s).
- **Ban on corruption and bribery**
 - that it shall not tolerate any form of corruption or bribery or become involved in such corruption or bribery in any way whatsoever, including any illegal payment offers made, or similar perquisites provided, to government officials in order to influence a decision-making process.
- **Respect for basic employee rights**
 - that it shall promote equal opportunities and equal treatment in respect of its employees, irrespective of their skin colour, race, nationality, social background, any disability, sexual orientation, political or religious convictions, gender or age;
 - that it shall respect the personal dignity, privacy and personal rights of each individual;
 - that it shall not employ anyone or force anyone to work against their will;
 - that it shall not tolerate any unacceptable treatment of employees, including psychological, sexual or personal harassment or discrimination;
 - that it shall not tolerate any conduct (including gestures, language or physical contact) of a sexual, coercive, threatening, abusive or exploitative nature;
 - that it shall ensure appropriate pay and adhere to the national minimum wage defined by law;
 - that it shall adhere to the maximum working hours defined by law in the country in question;
 - that it shall recognise employees' freedom of association, to the extent that is legally permissible, and
 - that it shall neither give preferential treatment to, nor discriminate against, employees who are members of employee organisations or trade unions.



- **Ban on child labour**
 - that it shall not employ anyone who cannot prove that they are at least 15 years of age. In countries covered by the exemption for developing countries set out in ILO Convention 138, the minimum age can be reduced to 14.
- **Employee health and safety**
 - that it shall assume responsibility for the health and safety of its employees;
 - that it shall mitigate risks and take the best precautions possible to prevent accidents and occupational illnesses;
 - that it shall offer training and ensure that all employees are familiar with occupational health and safety issues;
 - that it shall set up and apply an appropriate occupational health and safety management system.
- **Environmental protection**
 - that it shall adhere to the statutory norms and international standards regarding environmental protection;
 - that it shall keep environmental damage to a minimum and improve environmental protection on an ongoing basis;
 - that it shall set up and apply an appropriate environmental management system.
- **Supply chain**
 - that it shall take appropriate measures to promote adherence to the provisions of the Code of Conduct among its suppliers;
 - that it shall adhere to the principles of non-discrimination when selecting and dealing with suppliers.