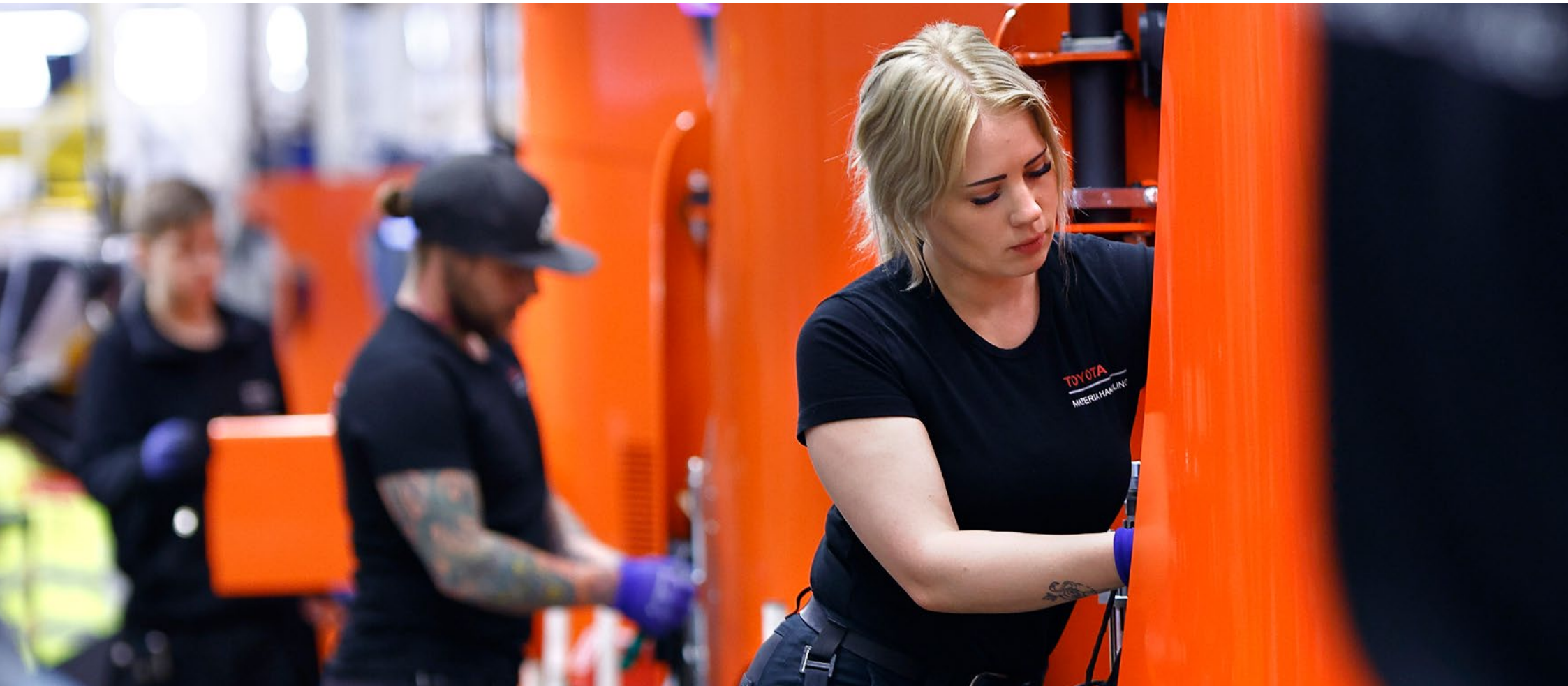


Code of Conduct for Suppliers

Toyota Material Handling Europe



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Code of Conduct for Suppliers

At Toyota Material Handling Europe (TMHE) we are committed to being the first choice partner for all customers looking for materials handling solutions. We will do this by providing high-quality, innovative products, services and added-value solutions while using resources in a sustainable, socially and environmentally responsible manner.

In order to build trust and confidence and to show our commitment to sustainable development throughout the entire value chain of our operations, including our Suppliers, we ask all our Suppliers to agree with our Code of Conduct for Suppliers.

The Code of Conduct for Suppliers specifies the minimum standards expected of all Suppliers to TMHE. Within their sphere of influence, TMHE also expects Suppliers to apply these minimum standards to their subcontractors and sub-Suppliers. Furthermore, it is expected that Suppliers always strive to live up to both international and industry best practices.



It is of course expected that Suppliers adhere to all laws, rules and regulations in the countries where they carry out their activities.

TMHE expects compliance with the Code of Conduct for Suppliers, but recognises that embracing these fundamental principles is a dynamic rather than static process and encourages Suppliers to support our mission through a never ending search to improve.

In order to demonstrate and communicate work and improvement toward the principles, the Supplier is expected to possess necessary internal instruments (e.g. measuring procedures, tools and indicators).

TMHE or a third party assigned by TMHE may review or conduct onsite/desk top audits to assess the Supplier's status and progress towards the principles.

All TMHE employees with Supplier relations are to make sure that the Code of Conduct for Suppliers is well known and understood by the Suppliers.

Labour and Human Rights

Suppliers must assure the human rights of employees and treat them with dignity and respect as understood by the international community.

Anti-discrimination

Suppliers shall not discriminate against any employee based on race, colour, age, gender, gender identity, sexual orientation, ethnicity, disability, religion, political affiliation, union membership, national origin, or marital status in hiring and employment practices such as applications for employment, promotions, rewards, access to training, job assignments, wages, benefits, discipline, and termination. In addition, Suppliers shall not require employees or potential employees to undergo medical tests that could be used in a discriminatory way (such as pregnancy, HIV tests etc.) except where required by applicable laws or regulations or necessary for workplace safety.

Fair Treatment

Suppliers shall commit to a workplace free of harassment and discrimination. Suppliers shall not threaten employees with, or subject them to harsh or inhumane treatment, including but not limited to sexual harassment, mental and physical coercion, and verbal abuse.

Prevention of Involuntary Labour and Human Trafficking

Suppliers shall not traffic in persons or use any form of slave, forced, bonded, indentured, or prison labour. This includes the transportation, harbouring, recruitment, transfer, or receipt of persons by means of threat, force, coercion, abduction, fraud, or payments to any person having control over another person for the purpose of exploitation. All work must be voluntary and employees shall be free to leave work or terminate their employment with

reasonable notice. Any potential or confirmed case of forced, bonded or prison labour shall immediately be reported to TMHE. Employees must not be required to surrender any government-issued identification, passports, or work permits as a condition of employment.

Prevention of Underage Labour

Child labour is strictly prohibited. Suppliers shall only employ workers who are at least 15 years of age or the applicable minimum legal age, whichever is higher. Suppliers shall obtain documentation to legally prove the date of birth for all their employees.

A register carrying all such records shall be maintained. This Code of Conduct for Suppliers does not prohibit participation in legitimate workplace apprenticeship programs that are consistent with Article 6 of ILO Minimum Age Convention No. 138 or light work consistent with Article 7 of ILO Minimum Age Convention No. 138.

Juvenile Employees

Work opportunities for young workers shall be identified and promoted. Consistent with ILO Minimum Age Convention No. 138, Suppliers may employ juveniles who are older than the applicable legal minimum age for employment but are younger than 18 years of age, provided they do not perform work likely to jeopardize their health, safety, or morals. Children, whether as young workers or vocational trainees, shall not perform hazardous work or night work.

Recruitment and Employment Practices

Fees and costs related to recruitment, employment or termination processes are not charged to workers. Workers are not requested to provide deposits. A written routine related to recruitment is implemented and includes rules regarding: age verification, the screening and selection of candidate and the use of all labour recruiters.

Workers sign a written employment contract or equivalent before they start work or introductory training, whichever comes first. Workers receive a copy of the contract and understand its terms prior to signature. Significant changes in employment terms are agreed upon by the worker in writing. Zero-hours contracts are not used.

Rules regarding discrimination, business ethics, disciplinary measure and the use of alcohol and drugs are written, implemented and communicated to workers. Disciplinary measures do not include the use of mental or physical coercion, including corporal punishment, threats of violence, public warnings or punishments, fines or the removal of contractual benefits. Workers are free to seek assistance and have the right to appeal disciplinary decisions.

Freedom of Association

Suppliers shall respect the right of employees to associate freely with, form, and join employees' organizations of their own choosing, seek representation, and bargain collectively, as permitted by and in accordance with applicable laws and regulations. These rights are exercised without fear of discrimination, violence or harassment,

whether physical or psychological. Suppliers shall protect against acts of interference with the establishment, functioning, or administration of employees' organisations in accordance with applicable laws and regulations.

Working Hours

Except in emergency or unusual situations, a work week shall be restricted to 60 hours, including overtime, and employees shall have at least one day off every seven days. Workers have at least one break of 30 min after every 4,5 hours worked, unless otherwise agreed in writing through worker representation. All overtime shall be voluntary and workers refusing overtime hours should not be penalised.

Under no circumstances shall work weeks exceed the maximum permitted under applicable laws and regulations. However, under certain circumstances well defined by applicable legislation, overtime hours may be mandatory for a short period if agreed through worker representation, where applicable.

Wages and Benefits

Suppliers shall pay all employees at least the minimum wage required by applicable laws and regulations and provide all legally mandated benefits.

Wages are paid according to contractual terms, on time and at least monthly. Workers receive a payslip with complete pay, benefits and deduction information that reflects the pay received. Information provided in payslips is understandable for workers.

In addition to their compensation for regular hours of work, employees shall be compensated for overtime hours at the premium rate required by applicable laws and regulations. Suppliers shall not use deductions from wages as a disciplinary measure. Suppliers shall offer vacation time, leave periods, and holidays consistent with applicable laws and regulations. Suppliers shall maintain a transparent and reliable system for records on working hours and wages and pay employees in a timely manner and clearly convey the basis on which employees are being paid.

Workers shall be compensated for additional living costs resulting from working away from their base location.

Vocational trainees above 18 years of age shall receive compensation for work performed while training and the training shall be related to their education.

Suppliers shall provide accident insurance to all workers. Insurance shall cover medical treatment for work related injuries and illnesses resulting in permanent disability or death. Uniforms, when required, shall be provided in sufficient quantity and free of charge. No deductions shall be made for cleaning and/or maintaining uniforms.



Health, Safety and well-being

TMHE recognises that integrating sound health and safety management practices into all aspects of business is essential to maintain high morale and produce innovative products. Suppliers shall commit to creating safe working conditions and a healthy work environment for all of their employees.

Occupational Injury Prevention

Occupational health and safety risks, including those related to well-being and ergonomics, shall be assessed and actions be taken to mitigate them.

Workers shall not be exposed to severe occupational health and safety hazards. Safe working routines shall be implemented to minimise the risks associated with hazardous work.

Work-related fatalities shall immediately be reported to TMHE and to any other authority required by local law.

Physical hazards shall be eliminated where possible. Where physical hazards cannot be eliminated, Suppliers shall provide appropriate engineering controls such as physical guards, interlocks, and barriers. Where appropriate engineering controls are not possible, Suppliers shall establish appropriate administrative controls such as safe work procedures. Appropriate personal protective equipment shall, in all cases, be provided within Suppliers facilities. The equipment shall be safe and used under safe conditions. Personal protective equipment and protective clothing shall be clean, free of charge, in working order and appropriate for the risk identified. Warning signs and safety information shall be visible. Employees shall not be disciplined for raising safety concerns and shall have the right to refuse unsafe working conditions without fear of reprisal until management adequately addresses their concerns.

Chemical Management and Prevention of Chemical Exposure

Chemicals shall be purchased, stored, transported, handled and used in a way that protects the health and safety of workers and the environment.

Suppliers shall identify, evaluate, and control worker exposure to hazardous chemical, biological, and physical agents. Suppliers must eliminate chemical hazards where possible. Where chemical hazards cannot be eliminated, Suppliers shall provide appropriate engineering controls such as closed systems and ventilation.

Where appropriate engineering controls are not possible, Suppliers shall establish appropriate administrative controls such as safe work procedures. In all cases, Suppliers shall provide employees with appropriate personal protective equipment.

Emergency Prevention, Preparedness, and Response

Suppliers shall prevent, identify, and assess emergency situations and events and minimise their impact by implementing emergency plans and response procedures, including emergency reporting, employee notification and evacuation procedures, training and drills, appropriate first-aid supplies, appropriate fire detection and suppression equipment, adequate exit facilities, and recovery plans.

Evacuation drills shall be performed to test the evacuation process and identify any need of improvement. The frequency of the drills is defined

according to the occupational risks. As many workers as possible shall participate in the drills. Records of the evacuation drills are kept.

An independent evacuation alarm shall be audible and/or visible to all workers. It shall be possible to manually activate the alarm and alarm buttons shall be clearly visible and marked. Emergency evacuation routes and exits ensure quick and safe evacuation at all times.

Workers shall have competence on how to handle emergency situations and know the risk associated with their position prior to performing their tasks. Workers shall receive training or other competence development activities that allow them to fulfil their tasks.

Workers trained in first aid and firefighting shall be available during all operating hours in sufficient number to fit the occupational risk. The type, quantity and location of first aid and firefighting equipment fit the occupational risks. The equipment is operational at all times.

Occupational Safety Procedures and Systems

Suppliers shall establish procedures and systems to manage, track, and report occupational injury and illness. Such procedures and systems shall encourage employee reporting, classify and record injury and illness cases, investigate cases and implement corrective actions to eliminate their causes, provide necessary medical treatment, and facilitate return of employees to work. Accidents and near misses related to occupational health and safety are reported, analysed, followed-up and

acted upon. Records of accidents and near misses shall be kept. Safety hazards are continuously reported, analysed, followed-up and acted upon.

Ergonomics

Suppliers shall identify, evaluate, control and reduce employee exposure to physically demanding tasks or environments, including manual material handling, heavy lifting, prolonged standing/sitting, highly repetitive or forceful assembly tasks, loud noise and poor light.

Working conditions

The working environment shall be clean, hygienic and well maintained and have adequate light, ventilation and, when necessary, heating. Places where workers can eat and rest shall be available, be free from hazards and shall be proportional to the number of workers. Toilets shall be free of charge, hygienic, accessible during working hours, equipped with basic supplies and proportional to the number of workers.

Housing and Dining

Employees shall be provided with clean toilet facilities free of charge, unlimited drinkable water free of charge (within a reasonable distance of the work area), sanitary food preparation, storage and eating facilities. Dormitories provided to employees by Suppliers shall be clean and safe and provide adequate emergency entrance, adequate heat and ventilation, reasonable personal space and reasonable entry and exit privileges.

Building and Electrical Safety

Buildings are designed, constructed, maintained and modified in a way that ensures structural integrity. Electrical wiring, lighting and gas fixtures are properly installed and maintained.

Health and Safety Communication

In order to foster a safe work environment, Suppliers shall provide employees with appropriate workplace health and safety information and training, including written health and safety information and warnings, in the primary language of the employees. Suppliers shall post, in the primary language of its employees, Material Safety Data Sheets for any hazardous or toxic substances used in the workplace, and properly train employees who will come into contact with such substances in the workplace. Records of the training shall be kept including names of participants, dates of the training and an overview of the training content.

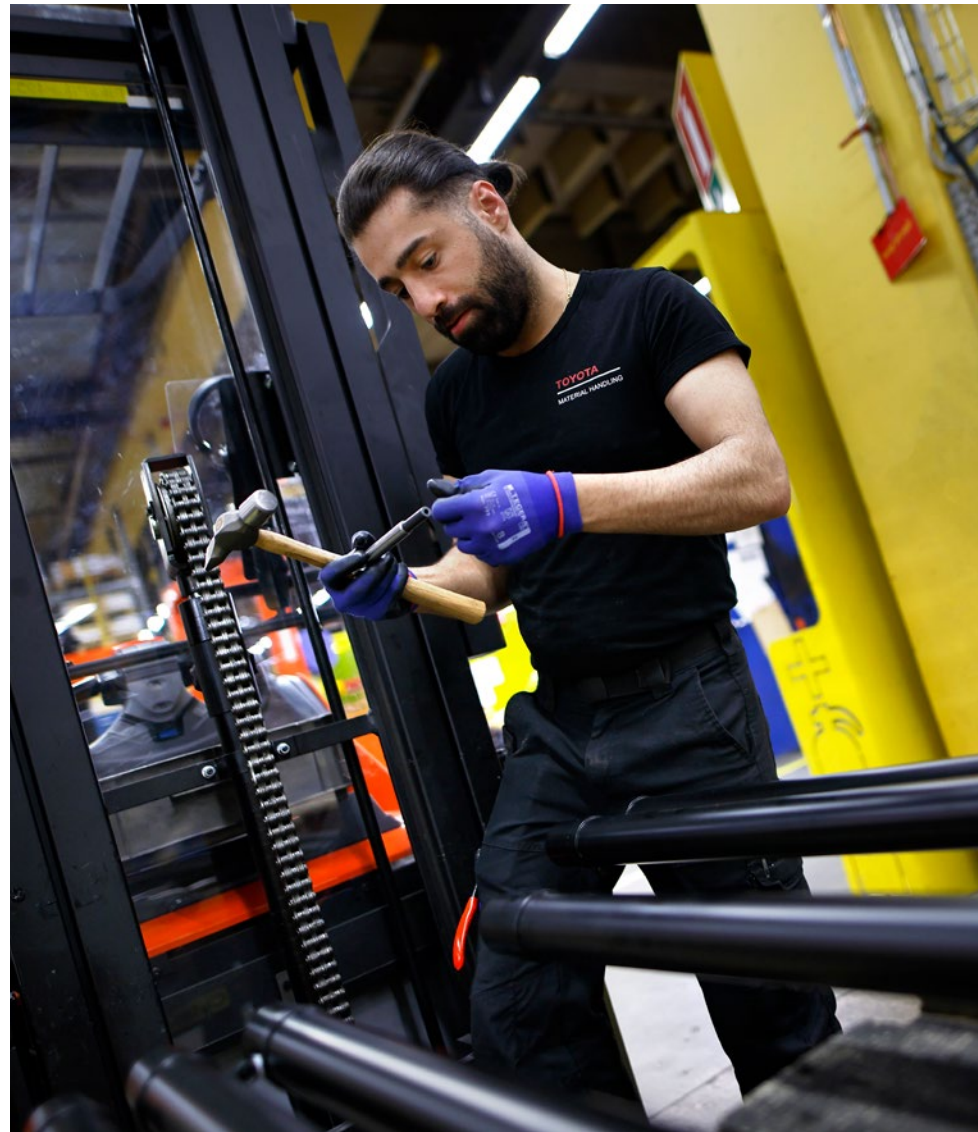
Employee Health and Safety Committees

Suppliers are encouraged to initiate and support employee health and safety committees to enhance ongoing health and safety education and to encourage employee input regarding health and safety issues in the workplace.



Environment

At TMHE, environmental considerations are an integral part of our business practices. Suppliers shall commit to reducing the environmental impact of their designs, manufacturing processes, and waste emissions.



Substance of Concern Management and Restrictions

Suppliers shall comply with any applicable laws and regulations such as REACH and RoHS prohibiting or restricting the use or handling of specific substances. To ensure safe handling, movement, storage, recycling, reuse, and disposal, Suppliers shall identify, manage and list Substances of Concern as required by each TMHE entity (any presence of such substances shall be reported via prescribed reply form) and comply with applicable labelling laws and regulations for design, manufacturing, recycling and disposal.

Waste Management

Suppliers manage and dispose of hazardous and non-hazardous waste generated from operations as required by applicable laws and regulations. Waste shall be stored, handled, transported and disposed of in a way that protects the health and safety of workers and the environment. No waste shall be landfilled on site. Hazardous and non-hazardous waste are kept separately. Waste shall not be incinerated on site, unless for the purpose of recovering energy. Records shall on request be made available on how, where, how much and by whom waste is treated. Opportunities to refuse, reduce, reuse and recycle waste shall be identified and implemented.

Water Management

Information shall be available on what type of incoming water is used and how, where and by whom wastewater is treated. Suppliers shall monitor, control, and treat wastewater generated from operations before discharge as required by applicable laws and regulations. Suppliers shall take appropriate precautions to prevent contamination of stormwater runoff from their facilities.

Air Emissions Management

Suppliers shall characterize, monitor, control, and treat air emissions of volatile organic compounds, corrosives, particulates, ozone-depleting chemicals, and combustion by-products generated from operations, as required by applicable laws and regulations, before discharge.

Ground Contamination

Suppliers shall ensure compliance with applicable laws and regulations regarding ground contamination. The risk of ground contamination due to current or previous activities shall be investigated, assessed and acted upon. Environmental risks and impacts are identified and assessed in order to find ways to improve environmental performance. Environmental improvement plans shall be implemented, reviewed and updated every 12 months. Suppliers shall investigate and assess the possible risks of ground contamination, due to previous or ongoing activities on the site.

Environmental Permits and Reporting

Suppliers must obtain, maintain, and keep current all required environmental permits (for example, discharge monitoring) and registrations and follow the operational and reporting requirements of such permits.

Pollution Prevention and Resource Reduction

There shall be no severe environmental pollution. Any case of severe environmental pollution shall immediately be reported to TMHE and to any other authority required by law. Environmental complaints must be recorded and acted upon.

Suppliers must endeavour to reduce or eliminate wastewater, solid waste, and air emissions, including energy related indirect air emissions and substances of concern in articles, by implementing appropriate conservation measures in their production, maintenance, and facilities processes, and by recycling, reusing, or substituting materials. Current energy sources are known and possibilities to convert to renewable energy sources are identified.

TMHE recognises that integrating sound health and safety management practices into all aspects of business is essential to maintain high morale and produce innovative products. Suppliers shall commit to creating safe working conditions and a healthy work environment for all of their employees.

Energy Efficiency

Suppliers must endeavour to use energy more efficiently and avoid energy waste. TMHE encourages Suppliers to set energy efficiency targets and to monitor power and energy consumption, to adopt management practices, to switch off equipment not needed, and to reduce energy consumption, where possible. ISO 50001 certifications will add to the positive evaluation of Suppliers but are not mandatory.

Suppliers shall proactively support TMHE in developing energy efficient products and solutions and reducing carbon emissions of TMHE products.

Indirect material Suppliers shall proactively offer to TMHE more energy efficient products and solutions to enable TMHE to lower its energy consumption and carbon emissions. Energy efficiency will increasingly become a selection criteria alongside quality, price and time of delivery.

Conservation and Biodiversity

Business activities are not conducted in High Conservation Value Areas, unless the area is certified according to a system recognised by TMHE.

Land rights of communities

The rights and title to land and property of the individual, indigenous people and local communities shall be respected. All negotiations regarding land or property, including the use of and transfers of it, shall adhere to the principles of free, prior and informed consent, contract transparency and disclosure. Upon TMHE's request, Suppliers are required to demonstrate a legal right to use the land.

Ethics

Suppliers must commit to the highest standards of ethical conduct when dealing with employees, Suppliers, and customers.



Business Integrity

Suppliers shall not violate any international anti-corruption conventions, and applicable anti-corruption laws and regulations of the countries in which they operate, and they shall not engage in corruption, extortion, or embezzlement in any form. Suppliers must uphold fair business standards in advertising, sales and competition. Suppliers are to maintain a good business practice and high ethical standard, above all in accordance with this Code of Conduct for Suppliers. Trust and transparency towards the TMHE group business shall be ensured. Attempts to break the law, falsify documents, deceive, or commit corruption are not accepted. Suppliers are expected to avoid conflicts of interest that may compromise the Supplier's credibility in the TMHE Group or other exterior parties' confidence in the TMHE Group. An example of such conflicts of interest may be a membership in an association whose core values are contrary to those of the TMHE Group.

Sourcing of Minerals

TMHE avoids sourcing of high risk minerals such as Tin, Tantalum, Tungsten, Gold (the 3TGs) and Cobalt, from Conflict Affected and High-Risk Areas (as defined and listed by the OECD). Suppliers shall exercise due diligence on the source of these minerals contained in its products on its entire supply chain and make their measures available upon request.

Gifts and Hospitality

Suppliers are expected not to give or receive improper benefits or benefits that may be regarded as improper remuneration in order to obtain, retain or direct business or in order to secure any other improper advantage in the Supplier's business with TMHE. Such improper benefits (bribes, etc.) comprise cash, items, pleasure trips, extravagant meals or services of another nature.

A benefit must comply with the following requirements:

- The benefit must be permitted by local laws, regulations and policies.
- The benefit must have a clear and legitimate business purpose.
- It must not be provided in exchange for an improper advantage.
- The nature, value and frequency of the benefit must be appropriate to the occasion on which it is given.
- The benefit must be provided in a transparent manner.

Disclosure of Information

Suppliers must accurately record and disclose information regarding their business activities, structure, financial situation, and performance in accordance with applicable laws and regulations and prevailing industry practices.

Whistle-blower Protection and Anonymous Complaints

Suppliers shall provide a complaint mechanism for employees to report workplace complaints and compliance violations in accordance with local laws and regulations. The protection and confidentiality of whistle-blowers shall be ensured and retaliation shall be prohibited.

Community Engagement

Suppliers are encouraged to engage the community to help foster social and economic development and to contribute to the sustainability of the communities in which they operate.

Data Privacy, Intellectual Property and Confidentiality

Data privacy and intellectual property rights shall be respected. Suppliers must only make appropriate use of confidential information. Suppliers must deploy and maintain adequate measures to protect the confidentiality, integrity, and availability of confidential information and personal data. The transfer of technology and know-how must be done in a manner that protects intellectual property rights.



Management commitment

Suppliers must adopt or establish a management system designed to ensure compliance with this Code of Conduct for Suppliers and applicable laws and regulations; identify and mitigate related operational risks; and facilitate continuous improvement. ISO 14001, ISO 9001, ISO 45001, and Audit Scheme (EMAS) may be useful resources. The management commitment should contain the following elements:

Company Statement

A corporate social and environmental responsibility statement affirming the Supplier's commitment to compliance and continuous improvement, to be posted in the primary local language at all of the Supplier's worksites.

Toyota has joined the UN Race to Zero with a view to cut scope 1 and 2 emissions to zero and scope 3 emissions by at least 55% in line with the EUs Fit for 55. The company switched to 100% renewable electricity and is rolling out ISO 50001 to all entities. Since ten years, the company is a partner of EU OSHA to promote workplace health and safety and strives towards a Vision Zero approach to work-related deaths.

Management Accountability and Responsibility

Clearly identified company representatives responsible for ensuring implementation and periodic review of the status of the Supplier's management systems.

- **Risk Assessment and Management**
 - A process to identify environmental, health and safety, business ethics, labour, human rights, and legal compliance risks associated to their operations; determine the relative to significance of each risk; and implement appropriate procedures and controls to mitigate the identified risks.

- **Performance Objectives with Implementation Plans and Measures**
 - Written standards, performance objectives, targets, and implementation plans, including a periodic assessment of the Supplier's performance against those objectives.
- **Audits and Assessments**
 - Periodic evaluations in place to ensure that the Supplier, its subcontractors, and its next-tier Suppliers are complying with applicable laws and regulations.

Documentation and Records

Suppliers shall have processes to identify, monitor, and understand applicable laws and regulations and the additional requirements imposed by this Code of Conduct for Suppliers. Suppliers shall obtain, maintain, and keep records to ensure regulatory compliance and conformity to this Code of Conduct for Suppliers, with appropriate confidentiality measures to protect privacy.

Training and Communication

Suppliers shall have programs in place for training employees to implement their policies and procedures and to fulfil improvement objectives.

Suppliers shall have a process for communicating clear and accurate information about their performance, practices, and expectations to its employees, Suppliers and customers.

Employee Feedback

Suppliers shall have an ongoing process to obtain feedback on processes and practices to foster continuous improvement.

Corrective Action Process

Suppliers shall have a process for timely correction of any deviations identified by an internal or external audit, assessment, inspection, investigation or review.

Transparency

Suppliers shall have a process for timely reporting of sustainability data in line with legal requirements in place locally. TMHE will take a risk-based approach to invite suppliers to share an EcoVadis assessment of their sustainability performance once a year.

Glossary

Accident

An event or occurrence that happens unexpectedly and unintentionally, resulting in injury, illness or death.

Base location

Location defined in the employment contract. This is either the regular workplace or the office to which the contract is linked.

Business ethics

Rules, principles, and standards for deciding what is morally right or wrong when doing business.

Children

Persons under the age of 18 years, unless, under the law applicable to the child, majority is attained earlier.

Child labour

Work performed by children under the minimum legal working age that deprives them of their childhood, potential and dignity and that is harmful to their physical and mental development. Furthermore, work done by any person under 18 years of age can also be considered "child labour", depending on the type and hours of work performed and the conditions under which it is performed.

Collective bargaining

Negotiations between the employer and worker representatives, freely and independently chosen by workers.

Discrimination

Discrimination occurs when a person is treated less favourably than another in a comparable situation on grounds that are not related to their capability to do the job. Grounds for discrimination include: age, gender identity, sexual orientation, mental or physical disability, ethnicity, nationality, religion, marital or family status or any other dimension of a person's identity that bears no relation to their capability to perform the job.

Forced, bonded or prison labour

Forced labour is any work or service that is performed by any person under the menace or threat of a penalty, and which the person has not entered into of his or her own free will. This includes the confiscation of personal belongings, the inability to terminate employment at any time and the inability to leave work premises. Bonded labour is a form of forced labour in which workers are bound to their job through debt bondage, as a result of being charged, directly or indirectly, recruitment fees or costs, paying deposits, receiving loans or wage advances or having payments delayed. Prison labour is work conducted by prisoners.

Hazard

A situation that poses a level of threat to life, health or the environment. This can include physical, chemical, biological, ergonomic or occupational hazards.

Hazardous work

Work in which workers are susceptible to hazards.

High Conservation Value Areas

Defined by the High Conservation Value Resource Network as areas containing biological, ecological, social or cultural values that are outstandingly significant or critically important at the national, regional or global level.

Living costs

Costs associated with the basic necessities of life, such as food, drink, shelter and clothing.

Minimum legal working age

The minimum legal working age is defined by the national legislation and is the age at which a person can be employed.

Near miss

A near miss is an unplanned event that did not result in injury or illness but had the potential to do so. Only a fortunate break in the chain of events prevented an injury or illness.

Payslip

A physical or electronic note given to a worker at the end of each pay period, clearly indicating the components of the compensation. This includes exact amounts for wages, benefits, incentives/ bonuses and any deductions. Information provided in payslips is understandable for workers.

Renewable energy

All energy sources from renewable non-fossil energy sources that are naturally replenished during a human time-scale. Renewable energy includes the following energy sources: wind, solar, hydropower, biofuels, hydrothermal and ocean (wave and tidal) and geothermal energy. It does not include nuclear energy or fossil fuels.

Routines

A set of actions designed to accomplish a task. Unless specified, routines may be unwritten.

Severe environmental pollution

Environmental pollution that causes irreversible, long term or widespread ecosystem disruption or is likely to spread widely from the site.

Severe occupational health and safety

Health and safety hazards that are likely to pose an immediate risk of causing death, permanent injury or illness.

Sub-contractor

Any entity or individual that provides a product, service, material or component as part of the TMHE value chain.

Supplier

A company or organisation with which an TMHE company has an agreement and also any sub-contractors to that agreement that supply products, services, materials or components. For the purpose of this document, the term Supplier applies to Suppliers, service providers and other contracting parties.

Sustainable Development

Taking into consideration environmental, social, and wider economic success factors alongside financial indicators in the long-term strategy of business to strive towards sustainability.

Value chain

The full range of activities required to bring a product or service from its conception to the final consumer and re-integration back into the value chain. This includes activities such as design, production, distribution and support to the consumer. At different stages of the value chain, stakeholders add value to the product or service to increase its end value.

Vocational training

Includes all forms of apprenticeships, internships and work experience that have a learning objective. Vocational training is conducted in cooperation with a local school or training institution, or has been approved as a training programme by a competent authority, or serves as a guidance or orientation programme designed to support the choice of the trainee of an occupation or a line of training.

Worker

A person performing work full-time or part-time. This includes piece rate workers, vocational trainees and workers undergoing a probationary period, as well as sub-contractor workers working eighteen (18) hours or more per week on-site.

Working hours

The period in which a worker is working. They exclude time not worked, even if paid, such as paid annual leave, paid public holidays, paid sick leave, meal breaks, time spent on travel from home to work and vice versa.

Work related fatalities

Means fatalities that occurs to an employee (working for pay, compensation, or profit) or volunteer (exposed to the same work hazards and performing the same duties or functions as paid employees) while engaged in a work activity, or present at the site of the incident, as a requirement of his or her job.

Young worker

Persons under 18 years of age, but above the minimum legal working age, who are engaged in work.

Zero-hour contract

An employment contract which does not oblige the employer to provide regular work for the worker, but requires the worker to be on call in the event that work becomes available.

References



TMHE consulted the following references in preparing this Code of Conduct for Suppliers:

IKEA IWAY 6.0

<https://www.ikea.com/es/en/files/pdf/9b/e8/9be88d53/iwayssection.pdf>

ILO Code of Practice in Safety and Health

www.ilo.org/public/english/protection/safework/cops/english/download/e000013.pdf

ILO International Labour Standards

www.ilo.org/public/english/standards/norm/whatare/fundam/index.html

ISO Standards

www.iso.org

OECD Guidelines for Multinational Enterprises

www.oecd.org

United Nations Convention against Corruption

www.unodc.org/unodc/en/corruption/index.html?ref=menuaside8

United Nations Global Compact

www.unglobalcompact.org

United Nations Universal Declaration of Human Rights

www.un.org/Overview/rights.html

Code of Conduct for Suppliers

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