

Subcontractor's certificate, Social Responsibility

3.2 Requirements on the manufacturing of furniture and component parts

3.2.1 Laws

Furniture and its component parts shall be manufactured in accordance with national laws. If the laws and the requirements in this criteria document differ, the highest requirement shall apply.

3.2.2 Human rights

The furniture manufacturer shall support and respect internationally recognised human rights and the manufacturing of furniture and its component parts shall be conducted accordingly.

The human rights are part of international law, which legislates the action of states and international organisations as well as the relationship between them. These rights are related to the individual. The state is responsible for protecting and promoting the rights by having a functioning juridical system, legislation, education and social welfare. In Sweden, human rights are protected primarily through three of the fundamental laws: the Instrument of Government, the Freedom of the Press Act and the Fundamental Law on Freedom of Expression

3.2.3 Terms of employment

The following minimum requirements apply:

Terms of employment	<ul style="list-style-type: none"> All employees should have a written employment agreement, which includes information about the nature of work, working hours, salary and holidays. The employer shall ensure that all employees understand their employment conditions, e.g. by providing a handbook and training.
Pay	<ul style="list-style-type: none"> Salaries should be paid on a regular basis and on time, according to the employment agreement. Minimum pay should reach the minimum statutory level or local industry standard, if higher. Möbelfakta encourages the furniture manufacturers pay living wage so that the employees can satisfy their basic needs. Salaries for overtime should be disbursed according to national law. All employees with the same experience and qualifications should have comparable salaries for similar work.
Working hours	<ul style="list-style-type: none"> Working hours shall follow national law and/or industry standards and may not be unreasonable. Overtime shall be voluntary. Employees shall have at least one day off per week. The employer shall ensure that the employees have breaks during the working day.
Benefits	<ul style="list-style-type: none"> All employees have the right to paid holiday in accordance with national law. The employer shall approve absence for illness and parental leave and compensate it in accordance with national laws. All employees shall have insurance cover in accordance with national law.
Punishment	<ul style="list-style-type: none"> No employee may under any circumstances be exposed to bodily punishment or any other form of physical, sexual or psychological penalty, harassment or degradation.

Freedom of association	<ul style="list-style-type: none"> All employees should, as far as relevant laws allow, have the freedom of association, the right to become a member in a trade union or similar organisations. In countries where the freedom of association does not exist, there should be possibilities for the employees to organise at work meetings or to have similar representation at the workplace. Punishment for being a member of a trade union or similar organisation is not acceptable. The companies should make an acknowledgement to the right to collective bargaining.
Forced labour	<ul style="list-style-type: none"> Forced labour is prohibited in all its forms. Employees should be free to leave their job after a reasonable number of work hours. The company may not confiscate ID documents in their original.
Child labour	<ul style="list-style-type: none"> The furniture manufacturer should support ILO's convention of minimum age to enter work. No one should be employed under the age of 15 or under the age of having accomplished compulsory school. Employees aged between 15 and 18 must not be employed for risky work or work which is contrary to the development of the child (physically, psychologically, spiritually, morally or socially). There must be a policy for the type of tasks that people between the ages of 15 and 18 may perform.
Discrimination	<ul style="list-style-type: none"> All discrimination based on prejudice and partiality is prohibited, e.g. discrimination due to gender, race, language, colour of skin, sexual preference, pregnancy, parental or marital status, religion, political opinions, national origin, ethical values, social background, disability, age, health condition, membership in trade union or other traits of character that are protected by applicable legislation. There shall not be any discrimination in conjunction with recruitment, salary setting, skills development, promotion or dismissal. No employee may be given notice due to parental leave or trade union activities. <i>A company that is certified according to SA 8000 generally meets the above-specified requirements.</i>

3.2.4 Work environment

The following minimum requirements apply:

- The company should always strive to improve the work environment and workplace safety for its employees.
- The company should have a written policy, signed by the management, regarding health and safety at the work place.
- Workplace-related accidents and work-related illnesses should be minimised. A register of accidents and incidents should also be kept. Incidents refer to events which could have caused an accident.
- Employees should receive appropriate training and instructions for operating machinery and other equipment. This includes general safety information.
- Temperature, air quality and noise levels should be regulated according to local law. If the work environment cannot be changed it should be improved with the help of protective equipment.
- Employees should have access to all necessary protective equipment without having to pay for it.
- Documented routines for handling chemicals should be kept, including safety data sheets.
- Fire drills should be performed on a regular basis. There should also be updated evacuation plans available which are documented and communicated throughout the whole organisation.
- Fire protection equipment and evacuation plans should be available and clearly displayed in all areas.
- The workplace should be clean, tidy and safe. It should supply hygiene facilities. This also applies to accommodation for employees if provided.
- The company should have documented routines to ensure observance and to achieve continuous improvement within the work environment area, e.g. goals, inspections and plans of action

A company that is certified according to OHSAS 18000 or SA 8000 generally meets the above-specified requirements.

3.2.5 Environment

The following minimum requirements apply:

- The company shall identify the company's environmental impact and identify where its environmental impact is greatest.
- The company shall have a precautionary approach when it comes to choice of materials and manufacturing of furniture and its component parts.
- A documented and communicated environment policy, which has been approved by the management, shall be available.
- In order to ensure constant improvement, the company should have long-term and short-term environmental goals, along with an established action plan
- There should be a control system for the observance of laws, including a list of laws.
- All employees should be provided with environmental training.
- There should be documented routines for monitoring and follow up the company's environmental performance.

A company which is certified according to ISO 14001, satisfies the above-specified requirements in general respects

3.2.6 Anti-corruption

Möbelfakta recommends that the company implements the following requirements in its operation:

- No form of extortion or bribery or favouritism to or from employees or organisations will be tolerated. This includes agents and other intermediaries.
- The company shall have a systematic work for detecting, remediating and handling corruption, bribery and other wrongdoings.
- The company shall dissociate itself from all illegal restriction of competition that includes employees, customers, contractors or individuals working on a self-employed or self-contracted basis.

We hereby confirm that we have taken part of and fulfil the terms in accordance with Möbelfakta's requirements on social responsibility and that we, from our side, make corresponding demands on *our* subcontractors.

Supplier:

Place/date:

Address:

Signature:

Print name:

Title:

Email: