



## **ETHICAL TRADING POLICY**

Farm Fresh Berhad - Group of Companies are aware of our responsibilities as an international brand to uphold and improve upon ethical practices to ensure all products are manufactured in conditions that are not detrimental to the goods, or harmful to those people working with the products.

This Ethical Trading Policy sets out the standards that we expect to be in place throughout our supply chain. All suppliers are required to comply with our Ethical Trading Policy, and it will be automatically accepted unless advised otherwise.

Farm Fresh Berhad's Ethical Trading Policy is based on the base code of the ETP to ensure fair working conditions and practices for all those involved in the supply of our products. Our policy is detailed below:

### **1. Freedom of employment**

- 1.1. Workers are free to choose where they work.
- 1.2. Forced/bonded labour or involuntary prison labour is not acceptable.
- 1.3. Workers must be free to leave their employer after reasonable notice.
- 1.4. It is not acceptable for employees to have to lodge identity papers or "deposits" with their employer.

### **2. The right to collective bargaining and freedom of association are respected**

- 2.1. All workers allowed to join or form Trade Unions, and to bargain collectively, subject to the existing laws and regulations in the country.
- 2.2. All workers, regardless of Union status (if any) are treated fairly and are not discriminated against.
- 2.3. All employers must adopt a fair and open attitude to the activities of Trade Unions.
- 2.4. Should local law restrict access to collective bargaining and freedom of association, employers must allow independent and free association and bargaining.



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### **3. Safe and hygienic working conditions**

- 3.1. A safe and hygienic working environment must be provided.
- 3.2. Where specific hazards are inherent to the industry, the employer must guarantee the safety of the employee is ensured.
- 3.3. Employers must take adequate and appropriate steps to prevent accidents by minimising wherever possible the cause of such hazards.
- 3.4. All workers shall receive regular and recorded health and safety training.
- 3.5. All new workers will receive recorded health and safety training.
- 3.6. All workers shall have access to clean toilet facilities.
- 3.7. All workers shall have access to potable water, and where appropriate storage facilities for food shall be provided.
- 3.8. Where provided, accommodation shall meet the basic needs of the workers and shall be clean and safe.
- 3.9. A senior member of management shall be responsible for Health and Safety.

### **4. Child labour is not acceptable**

- 4.1. No new child labour shall be employed.
- 4.3. Children and young people under 18 shall not be employed at night.
- 4.4. Children and young people shall not work in hazardous conditions.
- 4.5. The relevant age laws of the employing country shall be respected.



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### **5. All workers shall be paid a living wage**

5.1. Wages shall always be enough to meet basic needs and provide some discretionary income.

5.2. Wages and benefits paid shall meet, at a minimum, national legal standards or the industry benchmark- whichever is applicable.

5.3. Before commencing employment, all workers shall be provided with written and understandable information about their employment conditions with respect to their wages.

5.4. All workers shall be given information about the particulars of their wages for the pay period concerned each time that they are paid.

5.5. Disciplinary deductions from wages are not acceptable.

5.6. Deductions from wages for amounts not provided for by national law are not acceptable without the express permission of the worker concerned.

5.7. All disciplinary measures shall be recorded.

### **6. Working hours are not excessive**

6.1. Working laws shall comply with national laws and industry benchmark standards, whichever gives the worker greater protection.

6.2. Workers shall not, on a regular basis, work more than 48 hours per week.

6.3. All workers shall be provided with at least one day off for every seven-day period.

6.4. Overtime shall be voluntary and not exceed 24 hours per week.

6.5. Overtime shall not be demanded on a regular basis.



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### **7. Discrimination shall not be practiced**

7.1. No discrimination shall be practiced in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital basis, sexual orientation, union membership or political affiliation.

### **8. Regular employment is provided**

8.1. Employers must, unless unavoidable, provide regular employment based on a recognised employment relationship established through national law and practice.

8.2. Employers shall not avoid providing regular employment by means of labour- only when contracting, sub-contracting or home working arrangements.

8.3. Where an apprenticeship is provided there must be intent to impart skills.

8.4. Employers shall avoid regular/excessive use of fixed term contracts of employment.

### **9. No harsh or inhumane treatment is allowed**

9.1. The employer shall not use physical abuse or discipline.

9.2. The threat of physical abuse, sexual or other harassment, verbal abuse or other forms of intimidation shall be prohibited.