

## WHY A CODE OF CONDUCT?

The Maisons du Monde Code of Conduct has been written so that all suppliers providing goods or services for us understand and share with us the minimum standards of behaviors expected from them.

Suppliers should convey this Code to their relevant employees and through their supply chain.

By having a business partnership with Maisons du Monde you recognize that you will maintain full compliance with applicable laws in your country. This prerequisite is essential to maintain our long-term interests.

**THIS CODE OF CONDUCT IS THE MINIMUM TARGET TO BE REACHED BY WITH A STEPWISE APPROACH  
TO IMPROVE SOCIAL STANDARDS IN FACTORY.**

### What we expect of each other:

TRANSPARENCY	PRODUCTS	PEOPLE
Our communication will be truthful and sincere. All sites of production used for Maisons du Monde must be clearly communicated.	Our products are safe and comply with the law. Raw materials are legally sourced.	All Suppliers need to respect the principles set out in this Code and ensure that their employees and subcontractors will comply with it whenever they deal with Maisons du Monde

### Our Relationship

We encourage you to work towards continuous improvement in factory and worksite standards.

Products and raw materials must be legally sourced and suppliers are required to give Maisons du Monde full visibility of joint supply chains and to ensure that factories and worksites satisfy our standards with regards to labor and welfare conditions.

### Health and Safety

We advise you to create an environment which is safe, healthy and secure for all your Employees, customers, contractors and visitors and those in the surrounding community who may be affected by our activities.

- ❖ You will find attached to this document a “social guidebook” leaflet to help you with the implementation of the relevant actions to comply with the code.
- ❖ Should Maisons du Monde carry a social audit in your premises we are committed to always give you prior notice.
- ❖ Social audit will be planned only after a self-evaluation of your social standards in order to give you the necessary advices to understand our expectations.
- ❖ Please sign and return the code of conduct for approbation.

*If you have any inquiry about our code of conduct we have an email address at your disposition, please do not hesitate to contact our sustainable development team at [developpementdurable@maisonsdumonde.com](mailto:developpementdurable@maisonsdumonde.com)*

# Maisons du Monde 行为准则



Maisons du Monde 自 2012 年 1 月加入《全球契约》并承诺协同其供应商改善其工作条件。

首先我们期待我们的供应商能够遵守各项国家和/或地方法律法规，以及关于劳动、移民、安全卫生和环境方面的法律法规。

我们会敦促如下规定得以遵守：

- 《世界人权宣言》的诸项原则
- 《儿童权利公约》的相关规定
- 以及国际劳工组织关于童工或强迫劳动、劳工安全卫生、歧视、劳动纪律措施、工作时间以及薪酬方面的主要原则

行为准则大体构成了我们对供应商的最基本的期望。这些准则是我们期望生产我们产品的企业应当遵守的社会和环境方面的最基本的原则，因为我们希望向客户保证生产这些产品的劳动者，无论其所在何国，均受到了正当合理的对待。供应商应遵循此不容忽视的行为准则。

## 1. 童工

依照国际劳工组织、联合国契约和国家法律的规定，15 岁以下的儿童禁止就业。年轻劳动者的权益应受到尊重。如雇佣一名 18 岁以下的青年，不应分派其从事某些危险或繁重的工作，而且也不应上夜班或加班。

## 2. 歧视

不容许有任何关于性别、年龄、信仰、种族、社会等级、出身、社会归属、性取向、家庭职责、家庭状况、身体残疾、民族、国籍、劳工组织归属包括工会归属、党派或政见方面的歧视，或任何其他可能导致产生歧视的状况。

## 3. 强迫劳动

任何形式的如奴隶制一般侵犯基本人权的强迫劳动都是不容许的。雇佣方不应扣留工资、奖金、财产或证件中的任何部分，如扣留个人身份证以强迫其继续在企业工作等。

## 4. 工作时间

雇佣方在工作时间和节假日方面应遵守国家法律和相应的行业标准。无论如何，常规基础上的每周工作时间都不应超过 48 小时，加班时间不应超过 12 小时。而且加班应以自愿为原则。劳动者应至少每周有一天休息时间并享有所有其他的国家法定节假日。

## 5. 薪酬

雇佣方向其员工支付的薪酬应达到甚至超过当地法律规定的最低工资标准，尤为支持按行业标准支付工资。当法定最低工资标准无法满足全部生活必需时，建议雇佣方支付额外的补偿以满足需要。雇佣方应确保向受雇方详细列明工资和各种补偿以及扣除的社保或税费。加班工资应按国家法律规定比例予以增涨并及时支付。禁止实施罚款或扣工资等惩戒性措施。

## 6. 入会自由

员工有自由加入其所选择的组织的权利。雇佣方应认可并尊重员工自由加入协会或参加集体谈判的权利。

## 7. 劳工安全卫生

雇佣方应提供安全卫生的劳动环境并采取必要措施以预防一切可能影响员工健康的事故及伤害。在安全卫生方面应设立明确的规范并随时跟进管理，尤其是在个人劳保用品的配备和使用以及饮用水方面。另外，所有员工应至少每年接受一次关于其工作场所的安全卫生方面的培训。

## 8. 环境

工厂应使用符合国际标准的产品并张贴相关的安全信息说明。关于废物和预防污染方面（废物处理、化学产品及其他危险物品的处理和销毁、辐射和排放物的处理）的规范和管理应达到甚至高于法律规定的最低标准。另外，工厂应逐步致力于将其对环境的影响最小化。

## 9. 分包和可追溯性

企业应确保在为 Maisons du Monde 开展的生产活动中，处于终端环节生产过程的分包商亦严格遵守行为准则。

另外，企业不得在未事先通告并获得许可的情况下将 Maisons du Monde 的订单分包出去。

## 10. 管理体系

企业应确立一项社会责任政策并加以实施，以确保行为准则得以切实遵循。该政策旨在对每条准则均以书面形式设立明确的规范并对企业的所有行为建立档案。

## 揭发违规行为

对于 Maisons du Monde 行为准则的违反情况可秘密地进行揭发。如果您知道一项对该准则中某项条款的违规行为，请告知我们，如果您希望的话，可进行匿名处理。

- 邮箱: [developpementdurable@maisonsdumonde.com](mailto:developpementdurable@maisonsdumonde.com)
- 网站: [www.developpementdurable.maisonsdumonde.com](http://www.developpementdurable.maisonsdumonde.com)
- 电话: +33 (0)2 5171 1717

# The Maisons du Monde Code of Conduct



Maisons du Monde has joined the United Nations Global Compact initiative in January 2012 and is committed to helping its suppliers improve their working conditions.

First of all, we expect every supplier to comply with all national and local laws and regulations, including as regards labour, immigration, health and safety and environment.

And we also make sure that are respected:

- the principles of the Universal Declaration of Human Rights,
- the International Convention on the Rights of the Child,
- as well as the ILO Conventions regarding child labor or forced labor, occupational health and safety, discrimination and disciplinary practices, working hours and compensation.

The ethics code sets forth our fundamental expectations towards our suppliers. These principles constitute the minimum social and environmental compliances we expect from the suppliers manufacturing our products, as we want to guarantee our customers that the people who made them are treated decently regardless of the country where they work. Suppliers must comply with this Code of Conduct, which is non-negotiable.

## 1. Child Labour

The employment of children under 15 is prohibited, in accordance with the principles of the ILO, the United Nations Convention and national laws. The rights of young workers must be respected. Children under 18 years must not be required to perform dangerous or unpleasant tasks, and must not work at night or overtime.

## 2. Discrimination

There shall be no discrimination with regard to sex, age, religion, race, caste, birth, social affiliation, sexual orientation, family responsibilities, family status, disability, ethnic and national origin, nationality, membership in workers' organizations including trade unions, political affiliation or opinion, or any other condition that may lead to discrimination.

## 3. Forced Labor

We shall not tolerate any form of forced labor or slavery, which violates fundamental human rights. The employer shall not withhold any part of any worker's salary, benefits, property, or documents in order to force such personnel to continue working for the company.

## 4. Working Hours

The employer shall comply with national laws and industry standards on working hours and public holidays. In all cases, the normal work week shall not exceed 48 hours and a maximum of 12 hours of overtime. All overtime work shall be done on a voluntary basis. Workers are entitled to have at least one day off per week and all other leaves provided by national law.

## 5. Wages

The employer must pay employees a wage that meets or exceeds the minimum required by local law and is strongly encouraged to pay the standard industry wage. When the minimum wage does not cover all living expenses, the employer is encouraged to provide additional compensation to meet these needs. The employer must ensure that wages and other compensations, as well as social and tax deductions, are clearly explained in detail to employees, and that they are paid in accordance with all applicable laws and in a convenient manner to employees. All overtime shall be reimbursed at a premium rate as defined by national law and paid in a timely manner. Deductions from wages such as fines for disciplinary purposes are prohibited.

## 6. Freedom of Association

Employees must be free to join organizations of their choice. Employers must recognize and respect the right of employees to freedom of association and collective bargaining

## 7. Occupational Health and Safety

The employer must provide a safe and healthy working environment and must take precautions to prevent accidents and injuries that might affect the health of workers. Explicit health and safety regulations and procedures should be established and followed, especially concerning the provision and use of personal protective equipment and access to drinking water. In addition, all employees must receive health and safety training in the workplace at least once a year.

## 8. Environment

Plants must use products tolerated by international standards and display the related material safety data sheets. Waste management and pollution prevention procedures (waste treatment, handling and disposal of chemicals and other hazardous substances, treatment of emissions and effluents) meet or exceed the minimum legal requirements. In addition, plants must gradually seek to minimize their environmental impacts.

## 9. Subcontractors and Traceability

The company must ensure that the requirements of this Code of Conduct are met by subcontractors involved in the production process of the final manufacturing stages carried out on behalf of Maisons du Monde.

Moreover, the company cannot subcontract an order from Maisons du Monde without obtaining our prior written consent.

## 10. Management System

The company must define and implement a corporate social responsibility policy that ensures every requirements of the Code of Conduct can be met. This policy requires clear procedures to be written for each of the points and every action should be documented.

## REPORT A VIOLATION

*Violations of the Maisons du Monde code of conduct can be reported confidentially. If you are aware of an infringement of any article of this code, we encourage you to let us know, anonymously if you wish.*

- Email: [developpementdurable@maisonsdumonde.com](mailto:developpementdurable@maisonsdumonde.com)
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