

Noritake Lanka Porcelain private Limited(NLPL) Ethical Standards

The Standards for NLPL on the treatment of workers, facility safety, the impact on the environment, and ethical business practices as follows.

1. Compliance with Laws

NLPL must fully comply with all applicable national and/or local laws and regulations, including but not limited to those related to labor, immigration, health and safety, and the environment.

A Governing Laws

1 NLPL must fully comply with all applicable laws, including but not limited to those laws related to work hours, wages, labor relations, immigration and foreign labor, health, safety, and the environment

2.Voluntary Labor

All labor must be voluntary. Slave, child, underage, forced, bonded, or indentured labor will not be tolerated. NLPL shall not engage in or support trafficking in human beings. NLPL shall certify that they have implemented procedures to manage the materials, including all labor related processes, incorporated into their products to ensure they comply with laws on slavery and human trafficking. Workers must be allowed to maintain control over their identity documents.

A. Voluntary Labor

1. All labour must be voluntary.

2. Slave, child, underage, forced, bonded, and indentured labor is prohibited.

A NLPL shall not have any worker make any financial guarantees to secure employment-

b. NLPL shall not require workers to incur debt for recruitment fees.

c. NLPL must not require that any worker make a monetary deposit as a condition for employment.

d. NLPL shall not require workers to surrender any original identification document as a condition of employment -

3. Workers must be able to voluntarily end their employment without any restriction.-

4. NLPL shall not place restrictions on workers' voluntarily ending their employment, such as excessive notice periods or substantial fines for terminating their employment contract.

5. NLPL shall require that the factories they work with respect the right of a worker to remove himself/herself from a work situation based on a reasonable justification that the situation presents an imminent and serious danger to his/her life or health. NLPL shall not retaliate or discipline any worker for exercising this right.

B. Human Trafficking

1. NLPL shall not support or engage in human trafficking.

a. Workers must be able to travel as freely as allowed by law-

1. NLPL may not physically prevent or delay workers from leaving the facility or its grounds except for a reasonable safety reason. -

2. NLPL must allow workers to leave the factory under any reasonable circumstance without disciplinary penalty. Examples of reasonable circumstances include personal or family emergencies. -

3. NLPL shall certify that they have implemented procedures to manage the materials and processes incorporated into their products to ensure these materials and processes comply with all applicable laws on slavery and human trafficking. -
C. Underage Workers
1. NLPL must not employ any worker under the age of 18 years regardless of any local laws or regulations allowing younger employment.
2. NLPL shall not allow any person under the age of 18 years to be present in a factory compound area, unless that person is in an appropriate child care facility.
D. Juvenile Workers
Any worker under the age of 18 years is considered a juvenile worker.
No person under the age of 18 shall undertake hazardous work
3. Labor Hours
NLPL must provide workers with rest days and must ensure that working hours are consistent with the law and not excessive
2. Working hours shall not exceed 60 hours per week, consisting of a maximum of 48 regular hours and 12 hours of overtime. -
a. Maximum hours cannot be exceeded, even if allowed by local law.
b. Overtime work should be voluntary-
c. NLPL shall not use coercive behaviour to influence workers regarding overtime hours-
d. During each work shift, NLPL shall provide workers with reasonable meal and rest breaks. ,BOI
3. NLPL shall develop and implement work-hour policies and procedures to ensure compliance with applicable work-hour law.
4. NLPL shall not allow workers to engage in any form of “work from home” program unless prior consent is obtained from Walmart/sears/Costco/tiffany
B. Documentation of Labor Hours
1. NLPL must ensure that all time worked, including time worked by those workers on a per-piece payment scheme, is fully documented by an accurate and reliable recording system.
a. Workers must be allowed to record their own working hours, including clocking in and clocking out.
b. This recording system shall document regular hours and overtime worked by each worker.
c. NLPL must make an employee’s time record available for review by that worker.
C. Rest Days and Holidays
1. NLPL must provide workers with rest days in compliance with applicable laws. If there are no applicable laws or regulations, the following minimum standards are required by Walmart.
a. NLPL should limit the practice of workers voluntarily working on their rest days.

1. Workers should have a minimum of 1 scheduled rest day per 7 calendar days.
2. Workers may volunteer to work on their rest day, but should not be allowed to do so more than once every two weeks.
2. NLPL must provide workers with holidays in compliance with applicable laws. ,
3. NLPL shall provide workers with access to all applicable laws regarding worker leave. ,
4. Hiring and Employment Practices NLPL must implement hiring practices that accurately verify workers' age and legal right to work in the country prior to employment. All terms and conditions of employment including, but not limited to, hiring, pay, training, promotion, termination, and retirement must be based on an individual's ability and willingness to do the job.
A. Age Verification
1. NLPL must verify the age of every worker prior to that worker beginning employment.
a. All workers must be verified by the NLPL to meet the minimum age Standards from the beginning date of employment
2. Each worker's record must contain a copy of identification documents as proof of age, such as a copy of a birth certificate or a national identification card.
B. Employment of Foreign Workers
1. Every foreign worker must be in the host country lawfully and have a valid work permit for the entire period they are employed by the NLPL. ,
2. NLPL must have a system for verifying the legal right to work of foreign workers in the host country.
3. NLPL must verify the legal right to work of every foreign worker prior to that worker beginning employment.
4. The NLPL must maintain a copy of documents giving that foreign worker a right to work in the host country
C. Worker Treatment
1. Workers shall be treated with dignity and respect for the individual.
a. NLPL shall not tolerate the abuse of workers by any person
b. NLPL shall allow workers reasonable movement in the workplace, including unrestricted reasonable access to bathrooms and drinking water
2. Employment practices of NLPL should be based on equal opportunity for all workers ,
a. Employment practices must be based on an individual's ability and willingness to do their job
D. Employment Contracts
1. NLPL must issue terms and conditions of employment to each worker that complies with applicable law.
a. Workers must be provided with written and understandable details regarding their employment ,
b. The terms and conditions of employment should be provided in a language understood by the worker.
2. NLPL should not use consecutive short-term agreements or apprenticeship schemes absent an actual intent to impart skills or eventually provide regular employment.
E. Worker Discipline
1. NLPL should establish written disciplinary procedures that are clear, understandable, and accessible to all workers.
a. The procedures should be available in a language understood by the worker. ,
2. All disciplinary actions should be recorded, and a document providing the details of the disciplinary action should be kept in the worker's record. ,

F. Pregnancy and Maternity
1. NLPL shall not restrict or limit workers' reproductive rights
2. NLPL should not ask female applicants about their pregnancy status, unless required for reasons of health and safety, for example, chemical exposure. ,
3. Unless pregnancy tests are required by law, NLPL shall not require pregnancy testing of female employment applicants or workers ,
4. Women returning from maternity leave should be given an equivalent position and equal pay if required by law. , Maternity benefit act
5. NLPL must comply with any work environment requirements protecting the health and safety of pregnant, post-partum, and lactating women ,
5. Compensation NLPL must compensate all workers with wages, overtime premiums, and benefits that meet or exceed legal requirements or collective agreements, whichever are higher. NLPL are encouraged to provide wages that meet local industry standards. NLPL are encouraged to provide wages and benefits that are sufficient to meet workers' basic needs and provide some discretionary income for workers and their families.
A. Wages
1. NLPL shall pay all workers employed, on probation, undergoing training, or participating in an apprenticeship program.
2. NLPL must compensate all workers with wages, overtime premiums, and benefits which meet or exceed the applicable legal standards or labor agreements, whichever are higher. a. NLPL shall pay all workers the applicable overtime premium rate for all overtime hours worked.
b. NLPL must ensure that workers on a per-piece payment scheme receive at least the minimum legal wage
3. Workers should understand how their wages are calculated and be aware of their wage schedule
4 NLPL are encouraged to provide wages that meet local industry standards.
5. NLPL are encouraged to provide wages and benefits that are sufficient to meet workers' basic needs and provide some discretionary income for workers and their families.
B. Wage Periods
1. No wage period shall exceed 30 days
2. NLPL should pay earned wages no later than 30 days from beginning of the wage period.
C. Deductions
1. NLPL may only make legally-allowed deductions from workers' wages
a. Deductions should not be excessive.
b. NLPL shall not discipline any worker by deducting from that worker's wages.
D. Documentation of Compensation
1. NLPL must properly document all wage payments made to workers'

a. NLPL must provide workers with written and understandable details regarding their employment and compensation
b. NLPL must provide workers with proof of payment in a language the worker understands.
c. All proof of payment must clearly show regular and overtime hours worked, regular and overtime rates and wages, bonuses, and deductions.
d. Wages, leave, bonuses, and other compensation should be accurately and clearly calculated
2. Workers should confirm accuracy and receipt of payment for each payment in writing, or use a verifiable system of receipt.
E. Leave, Benefits, and Work Holidays
1. NLPL must provide all legally required leave, benefits, and bonuses to all eligible workers
2. NLPL must excuse workers from work on all legally required work holidays
3. NLPL will provide leave, benefits, bonuses, and work holidays to workers in a reasonable and timely manner
6. Freedom of Association and Collective Bargaining NLPL must respect the right of workers to choose whether to lawfully and peacefully form or join trade unions of their choosing and to bargain collectively.
A. Free Association and Collective Bargaining
1. Workers have the right to freely associate and to bargain collectively as protected by local law.
a. NLPL must respect and honor the right of workers to bargain collectively.
1. NLPL must not prevent workers from exercising their rights to associate and collectively bargain.
2. Any action by NLPL to suppress freedom of association of workers is prohibited, and NLPL should be aware that such action may be illegal under some countries' labor codes.
2. Workers are able to form, join, and maintain trade unions in accordance with local law
a. NLPL shall not punish workers for supporting free association or collective bargaining
3. NLPL shall not retaliate against workers because they have raised issues regarding compliance with any legal collective bargaining agreement
4. NLPL must not unlawfully discriminate against workers or their representatives due to their membership in, or affiliation with, a legal trade union.
5. NLPL and factory management must give worker representatives access to the workplace in order to carry out their representative functions in accordance with local law.
6. Where the right to freedom of association and collective bargaining are restricted by law, the NLPL should not hinder the development of legal alternatives
7. NLPL should train their managers and supervisors in freedom of association compliance laws when possible, and workers should receive instruction on their legal rights and company standards.
7. Health and Safety NLPL must provide workers with a safe and healthy work environment. NLPL must take proactive measures to prevent or manage workplace hazards. A. General Health and Safety

1. NLPL should designate a safety management representative at each facility. This representative shall be responsible for worker health and safety in the facility		
2. NLPL must implement procedures and safeguards to prevent accidents and injuries to workers		
a. Procedures and safeguards should include but not be limited to proper equipment maintenance, established inspection routines, adequate worker training and protection, facility structure maintenance, and proper fire prevention.		
b. NLPL must ensure there are no unreasonable or uncontrolled risks to worker health and safety		
c. The work environment must be safe, clean, and orderly		
3. Standardized health and safety training shall be provided for all new or reassigned workers and management		
a. NLPL shall create and maintain training records for all workers		
b. Required health and safety training must reasonably cover the hazards workers encounter in the scope of their work.		
6. Personal Protective Equipment (PPE) must be provided to workers.		
a. PPE must be adequate and appropriate to protect workers from the specific hazards they encounter in the scope of their work		
B. Permits and Building Design		
1. NLPL' facilities must maintain a valid fire license or permit as required by applicable law. If required by law, such license or permit must be displayed in a visible location		
2. NLPL must obtain valid construction approvals as required by applicable law. If the local law does not provide for such approvals, a certification by a third-party civil or structural engineer that the facility is structurally sound must be obtained.		
a. All facilities are required to comply with local law and any applicable building design and construction standards		
b. When there is a difference between applicable standards, laws, and regulations, NLPL adheres to the most stringent requirement		
3. NLPL must obtain and maintain valid zoning permits as required by applicable law.		
C. Emergency Exits and Evacuation		
1. Aisles, exits, and stairwells must be kept clear and unblocked at all times.		
2. Facilities must establish an adequate evacuation plan		
a. The evacuation plan must include an evacuation route map that is accurate as to the facility, posted in the local language, and includes a "you are here" mark		
b. Enough evacuation maps should be posted in work stations and main aisles inside the facility to allow workers to easily and quickly find emergency exits.		
3. Facilities must have marked and lighted emergency exit routes with visible and operable emergency lights for all occupied floors and areas of the building, including stairwells		
a. Emergency lights must be fire grade "industrial emergency lights" for use in smoke and fire environments, and facilities must have a secondary power source connected to these lights for use in the event of electricity power failure		
4. Facilities shall have at least the minimum number of emergency exits per occupied floor or any portion thereof as calculated based on the occupancy rate table below. Only facilities with areas smaller than 750 square feet (70 square meters) and occupancy of less than 10 persons are permitted to have one emergency exit		
10-499 persons	500-1000 persons	>1000 persons
2 or more exits	3 or more exits	4 or ore exits

5. If more than one emergency exit is required, all emergency exits must be properly marked with illuminated "Exit" signs in the local language
6. External fire escape routes are preferred. For this requirement, only the exceptions allowed under the National Fire Protection Association 101 Life Safety Code (NFPA 101) will be considered.
7. Multi-story facilities are required to have a sufficient number of appropriately protected escape routes
a. Escape routes must include one-hour fire-rated enclosed staircases if the fire escape services more than one floor, or external fire escape routes. ,
8. Emergency exits must be separated by a reasonable distance from other emergency exits. ,
a. Emergency exits located on opposite ends of buildings are preferred, and at a minimum should be located on more than one wall. ,
9. Multiple emergency exits cannot share the same emergency travel route. ,
10. All emergency exit doors must be maintained in an unlocked, accessible, and usable condition. ,
a. Emergency exit doors must open readily from the occupied side and swing in the direction of emergency travel. ,
c. Doors cannot require special keys or knowledge to open
11. Windows may be designated as emergency exits if permitted by law, but shall not be included as an emergency exit for the purposes of these Standards
a. If a window is designated as an emergency exit, it must be marked as an emergency exit and appear on evacuation plans as an emergency exit
b. If a window is designated as an emergency exit, that window must have an internal emergency release mechanism.
12. Travel distance to an exit from any point in the building shall comply with the following maximum distances, as measured along the path of travel. Where these limitations cannot be met, additional exits or rearrangement of egress configuration should be considered.
13. Facilities must have designated evacuation routes that are kept free of obstructions.
a. Evacuation routes must lead to safe assembly points located outside the facility. ,
b. Assembly points must be designated as assembly points, be located a safe distance from the facility, and be kept clear at all times. ,
14. Doors to emergency exit stairwells and fire escapes must have an automatic closure system that can be released manually from the inside ,
D. Emergency Responder Access to Facility
1. Facilities must allow fire response and emergency response vehicles access to the facility premises ,
2. Emergency vehicles must be able to reach the facility by road or a cleared path. ,
Emergency responders must have free and unobstructed access to water sources, the fire sprinkler system, and gas cut-offs. ,
E. Fire Safety Equipment
1. Facilities must have fire extinguishing equipment that is adequate for the hazard level of the facility operations
a. All fire extinguishing equipment must be functional, accessible, and properly maintained.
b. All fire extinguishing equipment must be inspected at least once per month and these inspections must be documented.

c. Fire extinguishing equipment must be kept clear and accessible at all times.
2. Facilities must have effective fire alarm systems that provide notification to initiate evacuation
a. Facilities must have at least a single alarm system throughout all areas and floors of the building.
b. Fire alarm systems must provide adequate notice to evacuate, including audible alarms and flashing lights. High noise areas (90 dB or higher) should also include an alarm that has a beacon/flashing light designed to draw attention in the high noise area.
c. Facilities must have a secondary power supply connected to the fire alarm system in case of electrical power failure.
3. Country Specific Requirements—Sprinklers and Fire Hydrants
4. Sprinkler and fire hydrant systems should be inspected quarterly by internal staff and annually by independent fire inspection companies. The date of inspection, inspector, and results of the inspection should be recorded by the NLPL.
5. NLPL must ensure that adequate water supply is available for sprinkler and fire hydrant systems in the event of a fire emergency ,
a. If a water storage tank or cistern is used as an emergency water supply for fire-fighting purposes, it should be verified that it is of sufficient capacity as required by law and is kept filled. ,
F. Fire Safety Committee
1. Facilities must have a fire safety committee, or assign this responsibility to an existing committee ,
a. Fire safety committees must be made up of workers, management, and representatives from high hazard areas to discuss and address fire safety concerns and improve fire safety practices. ,
b. All fire safety committee meetings must be documented. ,
G. Fire safety inspection
1. Facilities and buildings must be inspected not less than once a month by trained personnel to ensure that all fire safety standards are met. ,
2. If any fire safety standards are not met, facilities and buildings are to be inspected on a daily basis until the facility meets all fire safety standards ,
3. Inspection date, time, and results should be documented
H. Fire Safety Training ,
1. Country Specific Requirements—Evacuation Drills (Minimum 3 times per year) ,
2. All facilities should maintain documentation of evacuation drills, which should include the drill date, number of participants, and the amount of time taken to effectively evacuate the facility. ,
3. Facilities having multiple businesses within a single building must ensure all workers have proper joint evacuation training. The NLPL should hold joint emergency evacuation drills teaching all workers evacuation procedures so that the workers consider joint evacuation the normal practice ,
4. NLPL must provide training on the facility's emergency action plan to all workers. ,
a. Training must occur no less than once every 6 months, or more frequently if required by law. ,
b. NLPL should ensure the initial hiring and training process includes emergency action plan training. ,
c. All emergency action plan training must be documented ,
d. This training should include, but is not limited to, fire prevention, proper evacuation procedures, and proper response in the event of a fire.

5. Facilities must have designated emergency response personnel identified, trained, and present for each floor, building, and shift(10% of the dept; workforce at any given time) ,
a. Emergency response personnel will be in charge of evacuating the building in the event of a fire emergency ,
b. Designated emergency response personnel should be trained to notify workers of a fire or emergency, report fires and other emergencies to the fire department or designated emergency response organization, assist in the evacuation of workers, and verify that all workers have exited the building. ,
c. Designated emergency response personnel should be easily identifiable by all workers in the event of an emergency (e.g. specific arm band, flag, or uniform) and there should be two emergency response persons designated per shift. ,
I. Material and Chemical Safety
1. All hazardous, flammable, or combustible material must be stored in approved containers in designated storage areas, or appropriate flammable liquid storage cabinets. ,
a. No hazardous materials, flammable chemicals, or combustible materials may be stored on the roof of any facility, dormitory, or canteen.
b. Hazardous materials, flammable chemicals, and combustible materials must be kept away from ignition and heat sources.
2. Anti-static containers and fire extinguishers should be readily available in areas where hazardous and flammable materials are stored. ,
3. All hazardous or flammable materials maintained outside the designated storage area should be limited to the amount necessary for use during one shift or eight hours maximum. ,
4. Hazardous and flammable material may only be handled by properly trained personnel. ,
J. Electrical Safety
1. Facilities should have a documented electrical system maintenance program ,
2. The electrical maintenance program should include routine inspections of the electrical system of the building for damaged wiring, separated conduits, improper installations, and overloaded or damaged circuits. ,
3. Facilities should ensure that extension cords are not being utilized for permanent application and that multiple outlet adapters or “surge protector strips” are not being connected to one other. ,
4. It is recommended that facilities implement an annual infrared scan program for all of their electrical systems, including panel boards, wiring and other equipment, to detect potential ignition sources. ,
K. Smoking
1. Smoking is only permitted in specially designated smoking areas equipped with proper fire protection and ventilation. ,
8. Dormitories and Canteen NLPL who provide residential and dining facilities for their workers must provide safe, healthy, and sanitary facilities.
A. General Requirements ,
1. Dormitories and canteens must comply with all applicable occupancy, health, sanitation, and safety laws. ,
2. NLPL shall obtain and maintain valid construction approval for dormitory and canteen facilities ,
3. NLPL shall obtain and maintain valid fire licenses for dormitory and canteen facilities. ,

4. NLPL shall obtain and maintain proper and valid zoning permits for dormitory and canteen facilities. ,
5. NLPL shall ensure that all areas of dormitory and canteen facilities are safe and sanitary. ,
6. NLPL shall ensure all areas of all dormitory and canteen facilities are maintained in a functional and clean condition. ,
7. As a best practice, NLPL are encouraged to provide cleaning and sanitation services to dormitory and canteen facilities. ,
8. Hazardous or flammable chemicals, and combustible materials cannot be stored in or on the roof of the dormitory or canteen. ,
9. The premises of dormitory and canteen facilities must be clear enough to allow proper access by fire-fighting and emergency responders and their equipment ,
B. Security
1. NLPL shall ensure all areas of dormitory and canteen facilities are secure. ,
2. Dormitory facilities should have security measures to protect workers. ,
3. Dormitory facilities should have security measures to protect workers' property. ,
4. NLPL must provide a lockable storage space with at least 0.50 cubic meter storage to each worker ,
C. Facilities
1. The dormitory facilities must be separate from all factory production areas, workshops, and warehouses. ,
2. The dormitory facilities must be of a permanent construction and comply with all applicable laws regarding construction, occupancy, and environment. ,
a. NLPL must ensure that dormitories provide at minimum 40 square feet (3.6 square meters) of floor space per occupant. ,
b. Ceilings in dormitory rooms must be at minimum 7 feet (2.1 meters) high. ,
c. NLPL shall ensure that all dormitory rooms have adequate ventilation and temperature control based upon the environmental conditions where the dormitory is located. ,
3. NLPL shall provide dormitory residents with individual beds ,.
4. NLPL must ensure that all parts of dormitories have adequate lighting. ,
5. Dormitory and canteen rules must be provided to workers and should include guidance regarding sanitation, good housekeeping, personal hygiene, curfew hours (if applicable), visitation hours, security, and safety ,
6. Dormitories and canteens must have at least two unobstructed emergency exits per floor. ,
a. Emergency exits must be reasonably separated from other emergency exits. It is preferred that emergency exits be located at opposite ends of the dormitory and canteen facility buildings. ,
b. Multiple emergency exits cannot share the same emergency travel route. ,

c. Emergency exit doors must open readily from the occupied side and swing in the direction of emergency travel. The doors must utilize a push bar or single motion system requiring minimal effort or force to open. The doors cannot require special keys or knowledge to open. ,
d. Multi-story facilities are required to have a sufficient number of appropriately protected escape routes. ,
e. Doors to exit stairwells and fire evacuation routes should be kept closed to prevent entering. ,
f. It is recommended that dormitory and canteen facilities have at a minimum one-hour fire-rated enclosed staircases or external evacuation routes. ,
g. Where permitted by local law, dormitories with barred windows may have a number of windows with internal emergency release mechanisms to facilitate alternative and effective means of evacuation on each floor. ,
1. A window designated as an emergency exit by a factory shall not qualify as an emergency exit under this section. ,
2. If a window is designated as an emergency exit, it must be marked as an emergency exit and appear on evacuation plans as an emergency exit. ,
3. If a window is designated as an emergency exit, that window must have an internal emergency release mechanism ,
D. Material and Chemical Safety
1. All hazardous, flammable, or combustible material must be stored in approved containers in designated storage areas, or appropriate flammable liquid storage cabinets. ,
a. No hazardous materials, flammable chemicals, or combustible materials may be stored on the roof of any facility, dormitory, or canteen ,
b. Hazardous materials, flammable chemicals, and combustible materials must be kept away from ignition and heat sources ,
2. Anti-static containers and fire extinguishers should be readily available in areas where hazardous and flammable materials are stored ,
3. All hazardous or flammable materials maintained outside the designated storage area should be limited to the amount necessary for use during one shift or eight hours maximum ,
E. Electrical Safety
1. Facilities should have a documented electrical system maintenance program. ,

2. The electrical maintenance program should include routine inspections of the electrical system of the building for damaged wiring, separated conduits, improper installations, and overloaded or damaged circuits. ,
a. Inspection records should be kept, including the date of inspection, the inspector, and the results of the inspection ,
3. Facilities should ensure that extension cords are being used for appropriate application and that multiple outlet adapters or “surge protector strips” are not being connected to one other
4. It is recommended that facilities implement an annual infrared scan program for all of their electrical systems, including panel boards, wiring and other equipment, to detect potential ignition sources. ,
F. Smoking
1. Smoking shall be permitted only in specifically designated smoking areas with proper fire protection and ventilation. ,
G. First Aid and Emergency Response
1. First aid kits must be provided in a highly visible, accessible location. ,
2. First aid kits must be maintained and restocked when needed. ,
3. Trained first aid personnel should be readily available at all times. ,
4. NLPL shall ensure that designated emergency response personnel are available on each floor of the dormitory and in the canteen. ,
5. Designated emergency response personnel should be easily identifiable by all occupants in the event of an emergency. ,
6. Designated emergency response personnel should be trained to notify workers of fires and emergencies, report fires and emergencies to appropriate emergency responders, assist in the evacuation of workers, and verify that all workers have exited the building. ,
H. Evacuation and Evacuation Training
1. NLPL must create evacuation plans for all dormitory and canteen buildings. ,
a. Evacuation plans must be conspicuously posted in visible locations on each dormitory floor and in the canteen. ,
b. Evacuation plans must include an evacuation route map that is accurate as to the building, is written in the local language, and includes a “you are here” mark. ,
c. Enough evacuation maps should be posted in the dormitories and canteens to allow workers to easily and quickly find emergency exits. ,
2. Dormitories and canteens must have marked and lighted emergency exit routes with visible and operable emergency lights on all floors and areas of the building, including stairwells. ,
a. Emergency lights must be fire grade “industrial emergency lights” for use in smoke and fire environments and must have a secondary power source connected to these lights for use in the event of electricity power failure. ,

3. Exit doors, evacuation routes, evacuation aisles, and all stairwells must be kept clear and unblocked at all times. ,
4. Evacuation routes must lead to safe assembly points without any obstruction. ,
a. Assembly points must be designated and marked, and must be kept clear at all times. ,
5. Dormitory and canteen facilities serving multiple businesses or factories within one dormitory or canteen building must conduct joint evacuation drills, including all floors of the building, often enough that all workers know the joint evacuation procedures and consider joint evacuation the normal practice. ,
6. Country Specific Requirements—Evacuation Drills
Facilities must conduct evacuation drills a minimum of once every 3 months, and have these drills supervised by an independent third party such as a fire department. Evacuation drills can be completed in conjunction with annual emergency response training. ,
7. All facilities should maintain documentation of evacuation drills, which should include the drill date, number of participants, and the amount of time taken to effectively evacuate the facility. ,
8. NLPL must provide training in the facility's emergency action plan to all workers. ,
a. Training must occur no less than once every 6 months, or more frequently if required by law. ,
b. NLPL should ensure the initial hiring and training process includes emergency action plan training. ,
c. All emergency action plan training must be documented ,
d. This training should include, but is not limited to, fire prevention, proper evacuation procedures, and proper response in the event of a fire. ,
I. Fire Safety
1. Dormitory and Canteen Fixtures and Equipment
a. Audible, visible, and operable smoke alarms must be present where required by local laws. ,
b. Dormitory and canteens must follow local legal requirements regarding sprinkler and fire hydrant systems ,
c. Sprinkler and fire hydrant systems should be inspected quarterly by internal staff and annually by independent fire inspection companies. The date of inspection, inspector, and results of the inspection should be recorded by the NLPL. ,
1. NLPL must ensure that adequate water supply is available for sprinkler and fire hydrant systems in the event of a fire emergency. ,
2. If a water storage tank or cistern is used as an emergency water supply for fire-fighting purposes, it should be verified that it is of sufficient capacity as required by law and is kept filled. ,
d. Dormitory and canteens must have effective fire alarm systems that provide notification to initiate evacuation. ,
e. Dormitory and canteens must have a single alarm system throughout all areas and floors of the buildings. ,
f. Fire alarm systems must provide adequate notice to evacuate, including audible alarms and flashing lights. High noise areas (90 dB or higher) should also include an alarm that has a beacon/flashing light designed to draw attention in the high noise area. ,
g. Dormitory and canteens must have a secondary power supply connected to the fire alarm system in case of electrical power failure. ,

h. Dormitories and canteens must have fire extinguishing equipment that is adequate for the hazard level of the facility. ,
i. All fire extinguishing equipment must be functional, accessible, and properly maintained. ,
j. All fire extinguishing equipment must be inspected at least once per month and these inspections must be documented. ,
k. Fire extinguishing equipment must be kept clear and accessible at all times. ,
b. Dormitory and canteen facilities with automatic sprinkler systems should ensure travel distance to an exit on that floor does not exceed 76 meters (249 feet). ,
3. Fire Safety Inspections
a. Facilities and buildings must be inspected not less than once a month by trained personnel to ensure that all fire safety standards are met. ,
b. If any fire safety standards are not met, facilities and buildings are to be inspected on a daily basis until the facility meets all fire safety standards.
c. Inspection date, time, and results should be documented.
J. Dormitory Sanitation
1. Effective insect, pest, and rodent control is required in all areas.
2. Potable water must be available for occupants without restriction.
3. NLPL shall provide appropriate washroom facilities, including adequate toilets and showers segregated by gender.
4. At minimum, one functioning sink with both hot and cold water must be provided for every six dormitory occupants.
5. At minimum, one functioning toilet must be provided for every fourteen occupants, separated and marked by gender. ,
6. Toilets must be clean, functioning, well-lit, well-ventilated, and stocked with toilet paper and soap. ,
7. At minimum, one functioning shower with both hot and cold water must be provided for every fifteen occupants. ,
8. Showers should be separated and marked by gender. ,
K. Canteen Sanitation
1. Canteen should be equipped with cooking facilities, mechanical refrigeration, sinks with hot and cold running water, and proper lighting and ventilation. ,
2. All food preparation, cooking, and service area floors, surfaces, and equipment are to be kept clean and sanitary. ,
3. Food must be handled and stored in a sanitary fashion. ,
4. Food service workers must have current health certificates. ,
5. Dormitories should provide a separate food preparation and serving area for meals. ,

9. Environment NLPL should ensure that every manufacturing facility complies with environmental laws, including all laws related to waste disposal, air emissions, discharges, toxic substances and hazardous waste disposal. NLPL must validate that all input materials and components were obtained from permissible harvests consistent with international treaties and protocols in addition to local laws and regulations.
A. General Waste Management
1. All containers must be maintained in good condition and have legible and informative labels.
2. NLPL must handle, store, and transport materials in a safe and appropriate manner to control risks of accident.
B. Waste Storage
1. NLPL must obtain and maintain appropriate permits for onsite waste storage, if required.
2. NLPL must segregate hazardous and non-hazardous waste.
3. NLPL must maintain waste inventory and records, including a current inventory of stored waste, and a log of the disposal and treatment of on-site and off-site waste.
4. Workers should be provided appropriate waste management training.
a. Worker training must include safe and environmentally-responsible handling procedures, proper disposal methods, proper storage methods, and the hazards of mixing waste products at the facility. ,
C. Waste Transport and Disposal
1. NLPL must obtain and maintain appropriate permits for onsite waste disposal.
2. NLPL shall not conduct open burns of waste onsite.
3. NLPL shall not dispose of waste by burial onsite.
4. NLPL must deliver hazardous waste for offsite treatment and disposal only to contractors licensed or otherwise permitted by the appropriate authority. NLPL should regularly verify the disposal contractor's license or permit.
D. Wastewater and Effluents Management
1. All NLPL must identify possible contaminants discharged onsite at each facility, including the flow direction of the discharge and the potential environmental impact of its contents.
2. All facilities must have a drainage system in place to convey wastewater and effluents to a legally-permitted treatment plant or final discharge point.
a. A detailed scale drawing of the drainage system should be available for review.
3. NLPL must obtain and maintain the appropriate legal permits for wastewater and any effluents discharge.
4. NLPL must conduct regular wastewater monitoring, including sampling and testing, as required by law.
5. NLPL must strictly comply with all legal limits on volume and discharge rate for wastewater and effluents.
a. NLPL must take immediate corrective action if volume or discharge limits are exceeded.
E. Air Emissions Management
1. NLPL shall obtain and maintain appropriate permits for air emissions as required by law.
2. NLPL shall conduct regular air emissions monitoring, including sampling and testing, as required by law.

a. Maintenance on air emission control equipment should be conducted on a regular basis.
b. NLPL must consider the potential for fugitive emissions, and monitor equipment and storage for possible leaks and unintended releases.
3. NLPL must strictly comply with any applicable legal limits on air emissions.
a. NLPL must take immediate corrective action in the event emission limits are exceeded.
4. NLPL must establish an inventory of point sources of air emission.
5. NLPL must maintain an inventory of onsite ozone-depleting substances (ODS).
6. NLPL should regularly inspect and properly maintain ODS containment equipment to prevent accidental release.
7. NLPL must seek to expand the number, quality, and types of ODS containment equipment used in their facilities.
F. Water Management
1. NLPL must obtain and maintain the appropriate legal permits for water use.
2. If water is extracted onsite, NLPL must obtain and maintain the required extraction permits. ,
3. NLPL must maintain water consumption records, including water bills and meter readings from water NLPL. ,
G. Energy Consumption and Greenhouse Gas Management
1. All NLPL facilities must meet the applicable legal requirements for energy use and greenhouse gas emissions.
2. NLPL must obtain and maintain the appropriate legal energy use and greenhouse gas discharge permits. ,
3. NLPL must conduct regular monitoring of their energy use and greenhouse gas emissions. ,
4. NLPL shall maintain energy use records, including energy and electricity bills, and meter readings. ,
5. NLPL shall maintain records of direct and indirect greenhouse gas emissions as required by law.
H. Land Use and Biodiversity
1. NLPL must obtain and maintain the appropriate permits for land use and facility construction as required by law.
2. NLPL must meet any applicable legal standards regarding protected areas.
a. A protected area is defined as clearly defined geographical space, recognized, dedicated and managed, through legal or other effective means, to achieve the long-term conservation of nature with associated ecosystem services and cultural values.
3. All facilities must be subject to an environmental impact assessment. The results should be submitted for review and approval as required by law.
I. Environmental Management System
1. NLPL should encourage factories to:
a. Adopt an environmental policy.
b. Create and maintain an environmental legal register that documents compliance with applicable environmental laws and regulations.
c. Monitor environmental law and regulation changes to maintain continuous improvement. ,

d. Appoint a member of the facility management team to be tasked with the coordination of environmental management activities. This person should be properly trained in environmental management.
e. Develop an Emergency Response Plan to deal with possible environmental incidents. The Emergency Response Plan should include trained emergency response teams and regular drills.
1. The Emergency Response Plan should be communicated to the local authorities, emergency services, and local communities as required by law.
f. Provide regular environmental safety training to workers.
J. Hazardous Substances Management and Pollution Prevention
1. NLPL must obtain and maintain the appropriate permits for all hazardous substances.
2. Banned substances must not be used.
3. NLPL must report all pollution and incidents involving a hazardous substance to the authorities as required by law. ,
4. Appropriate measures must be taken to prevent and control the risk of environmental pollution from the release of a hazardous substance, including the contamination of soil or groundwater.
5. NLPL must identify environmentally sensitive receptors (rivers, underground water, etc.) close to facilities and implement special measures to achieve prevention of contamination.
6. An inventory of all hazardous substances used and stored in the facility must be kept, including an up-to-date Material Safety Data Sheet (MSDS)/Safety Data Sheet (SDS) for each substance.
7. Workers must be appropriately trained in pollution prevention and response measures.
8. Workers must be appropriately trained to handle hazardous substances in their workplace in accordance with the substance MSDS/SDS.
K. Noise Pollution
1. NLPL must obtain and maintain the appropriate permit for noise pollution as required by law. ,
2. Facilities must comply with legal noise pollution limits.
3. Noise pollution assessments must be completed as required by law.
4. NLPL must conduct regular noise pollution monitoring as required by law.
5. NLPL must take immediate corrective action if noise pollution limits are exceeded.
L. Nuisance
1. NLPL should have an understanding and awareness of nuisance issues and their associated local impacts. Nuisances can include but are not limited to odor, noise, visual issues, and the general cleanliness of the facility. ,
10. Gifts and Entertainment NLPL must not offer gifts or entertainment to any one violating social norms and appropriate commercial practices.
A. Prohibition on Gifts

1. NLPL must ensure no gifts are offered to any vendor's associates, or those acting on behalf of vendors.
2. NLPL must ensure that no gifts are offered to the auditors auditing their facilities. ,
3. Prohibited gifts include but are not limited to meals, travel expenses, monies and equivalents, free goods, tickets or access to events, and personal favours. ,
11. Conflicts of Interest NLPL must not enter into transactions with any one that create a conflict of interest. NLPL must not enter into transactions with any one that could create the appearance of a conflict of interest. A conflict of interest exists when personal interests interfere or appear to interfere with business interests.
12. Anti-Corruption NLPL must not tolerate, permit, or engage in bribery, corruption, or unethical practices whether in dealings with public officials or individuals in the private sector. A. Limits on NLPL' Actions
1. NLPL may not offer money or anything of value to any government official or political party to obtain business, retain business, or secure an improper advantage.
2. NLPL may not offer money or anything of value to any business or individual in the private sector to obtain business, retain business, or secure an improper advantage
B. Legal Compliance
1. NLPL must comply with all anti-corruption laws and statutes in countries in which they operate. ,
C. Unauthorized Sub-Contracting
1. All NLPL subcontracting must be disclosed to relevant business parties (government and non-government). Subcontracted facilities may not be used without prior authorization business parties.
a. NLPL have an affirmative duty to discover and disclose all facilities within their supply chain. ,
b. Disclosure requires business parties be provided with the subcontracted facility name, location, contact information, and a brief description of the actions taken by that facility, and for this information to be kept accurate. ,
2. No NLPL shall engage in unauthorized subcontracting.
3. Responsible Sourcing audits will be conducted at subcontracted facilities if they are determined to be in scope. ,
D. Origination of Materials
1. NLPL and factories should maintain inventory and production records to document the origin and place of production of incoming materials. ,
2. Factories must maintain chain of custody documents showing that raw materials were obtained from legal harvests consistent with local law, national law, international treaties, and protocols. ,
13. Financial Integrity NLPL must keep accurate records of all matters related to their business with vendors in accordance with standard accounting practices such as Generally Accepted Accounting Principles (GAAP) or International Financial Reporting Standards (IFRS). NLPL must keep accurate financial records. All financial transactions should be recorded and maintained using standard accounting practices. Financial records must be readily available for inspection during announced and unannounced audits by Walmart or authorized third-party representatives

(Established in 20166 by Compliance department)