

Ethical Standards to be met by suppliers

NCA requires any supplier to adhere to the below Minimum Standards regarding to the conditions in their work place and conditions out of their work place.

INTERNAL FACTORS

a) Employment is freely chosen (ILO Core Conventions no. [29](#) & [105](#))

- There shall be no form of forced labour.
- Workers are not required to lodge ‘deposits’ or their identity papers with their employer and are free to leave their employer after reasonable notice.

b) The Right to Organize and to Bargain Collectively (ILO Core Conventions no. [87](#) & [97](#))

- Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively.
- If these rights are limited by law, the employer shall facilitate and under no circumstances hinder parallel means for independent and free association and bargaining.
- Workers representatives must not be discriminated against and shall have access to carry out their representative functions.

c) Child Labour (ILO Core Conventions no. [138](#) & [182](#))

- According to the UN Convention of The Rights of Children, children under the age of 18 shall not be employed in work that may put their health or safety in danger, including night work.
- Children under 15 years (14 in developing countries) shall not be employed in work that may harm their health and/or education.
- New recruitment of child labour that does not conform to the above conventions will not be accepted. If such child labour is already taking place, work for immediate phasing-out should be initiated. Work will also be put down in order to ensure arrangements for providing subsistence and education for children until no longer of compulsory school age.

d) No Discrimination (ILO Core Conventions no. [100](#) & [111](#))

- There shall no be discrimination based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.
- Systems for protection against sexually intrusive, threatening, insulting or exploitive behaviour and against discrimination or unjust dismissal, e.g. marriage, pregnancy, parenthood, HIV-positive status should be established.

e) No Harsh or Inhumane Treatment

- Physical abuse or discipline and the threat of physical abuse shall be prohibited. The same applies to sexual or other harassment as well as other forms of intimidations.

f) Safe and Hygienic Working Conditions (ILO Core Convention no. [155](#))

- A safe and hygienic working environment shall be provided for the workers. Consideration shall be given to the existing knowledge about possible health damages. Necessary steps shall be taken to avoid and minimise accidents and health damages as a result of, or related to the conditions in the work place.
- Workers shall receive regular health and safety training. New staff shall go through health and safety training.
- Workers shall have access to clean sanitary facilities and clean drinking water. If relevant, the employer shall also ensure access to facilities for safe and hygienic storage of food.
- If the employer provides accommodation, this should be clean, safe and adequately ventilated. Workers shall have access to clean sanitary facilities and clean drinking water.

g) Living Wage

- Wages and benefits paid must meet, at a minimum, national legal standards or industrial benchmark standards, and always be enough to meet basic needs.
- Conditions in respect to wages should be agreed upon before entering employment.
- Deductions from wages as a disciplinary measure shall not be permitted.

h) Working Hours

- Working hours shall comply with national laws and benchmark industry standards, and not exceed working hours and spare time in accordance with current international conventions. It is recommended that working hours do not exceed 48 hours per week (8 hours per day).
- Workers shall have a minimum of 1 day off per week.
- Imposed overtime shall be limited and it is recommended that this is maximum 12 hours per week.
- Workers shall always have paid overtime, minimum in line with current rules and regulations.

i) Regular Employment

- To every extent possible, work performed shall be on the basis of recognised employment relationships that protect the employees' rights and social security as

established through national law and practice. Obligations to employees shall not be avoided through the use of labour-only contracting, sub-contracting, or other labour relations.

- All workers have the right to have a work contract in a language they understand.
- Vocational training programmes shall be clearly defined in respect of duration and content.

CONDITIONS OUTSIDE THE WORKPLACE

j) Property Rights and Traditional Use of Resources

- In cases of conflicts with local societies about the use of land or other natural resources, the parties must through negotiations secure respect for individual and collective rights to areas and resources based on custom/practice. This also applies to cases where the rights are not formalised.

k) Marginalized Groups

- The production and sourcing of raw materials for production must not contribute to harm the livelihood of marginalized groups, e.g. by occupying large land areas or other natural resources the groups in question are dependent on.

l) Environment

- Local environment shall be protected
- The local environment at the production site shall not be exploited or damaged by pollution.
- Damaging chemicals and other substances shall not be dumped in the environment.

m) National and International Environmental Laws and Regulations should be followed.

- The production shall not be in conflict with national or international laws and regulations aimed at protecting the environment.
- Relevant waste disposal permits are in place where it is necessary.
- Environmental considerations shall be taken in the complete production process and distribution chain, from the raw materials production to the point of sale, and is not limited to own activities and supplier. Local, regional and global environmental concerns shall be considered.

The NCA Ethical Standards provide a generic standard for supplier performance. The standards incorporated in the NCA Ethical Standard constitute *minimum requirements* for any supplier's code of labour practice.