January 1, 2018

To Whom It May Concern:

__________ is committed to conducting its business affairs in a socially responsible and ethical manner consistent with all applicable national and local legal requirements, customs, and published industry standards pertaining to employment and manufacturing.

Our policies and practices ensure __________ maintains fair and decent working conditions throughout our business operations. We require our suppliers to do so as well. We strive to adhere to a strict Code of Business Conduct and conform to the standards listed below:

- Forced Labor – We do not tolerate any type of forced labor, whether in the form of prison labor, indentured labor, bonded labor, or otherwise.

- Child Labor – __________ and our factories do not employ people under the age of 15, or the minimum age for the completion of compulsory education, or the minimum age of employment required by law in the country of manufacture, whichever is higher.

- Harassment or Abuse – Every employee is treated with dignity and respect. No employee shall be subject to any physical, sexual, psychological, or verbal harassment or abuse.

- Health and Safety – All employees shall be provided with a safe and healthy working environment to prevent accidents and injury to health arising out of, linked with, or occurring in the course of work.

- Wages and Benefits – We recognize that wages are essential to meeting employees’ basic needs. We, and our factories pay all employees at least minimum wage as required by all applicable local laws and provides all legally mandated benefits.

- Hours of Work – The work week shall not exceed 48 hours on a regular basis. Except for in extraordinary business circumstances employees do not work more than either (a) the limits on regular and overtime hours allowed by local law or (b) a maximum 60 hours a week inclusive of overtime. All overtime is consensual and shall be paid at a premium rate. Employees are entitled to one day off in every seven-day period.

- Overtime Compensation – In addition for compensation for regular hours of work, all employees are compensated for overtime hours at such premium rate as is legally required by law.

- Non-Discrimination – We treat our employees strictly according to his or her abilities and qualifications and shall not discriminate its employment practices on the basis of race, color, religion, sex, age, physical disability, origin or any other basis prohibited by law.

- Ethical Business Practices – __________ runs its business in accordance with the highest standards of ethical behavior.

Sincerely,