



CODE OF CONDUCT



## Code Of Conduct

Guston Molinel Workwear was founded in 1991 as an independent garment manufacturer and wholesaler, globally. We have specialized in production of functional clothing for work-forces, leisure-people and special work related occasions involving our design facilities, textile techniques and craftsmanship.

All our business relationships have been built on trust and mutual respect in order to service a global customer clientele according to the highest possible standards of modern manufacturing.

Guston Molinel's core values include external certification of Quality, Environmental and Social aspects. Together with honesty, integrity, teamwork and dedicated hands-on work for a better work environment across borders.

We believe that our partners, customers and suppliers maintain the highest professional and ethical standards, as well as meeting standard legal requirements.



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## **GUSTON MOLINEL & SUPPLIER / CUSTOMER REQUIREMENTS**

All business relationship between Guston Molinel and its suppliers / customers is based on mutual respect. All parties should maintain a constructive dialogue throughout the business process.

### **Guston Molinel Compliance Act**

Throughout the process of business we should aim together with our supplier / customers to respect common human practice and civil rights, follow set standards according to our achieved certificates;

- ✦ **ISO9001** – Guarantee control throughout the whole chain of production
- ✦ **ISO14001** – Ensure that we take responsibility for our environment
- ✦ **SA8000** – That we follow set international standards for Corporate & Social Responsibility

We should also work according to our tree main principles;

- ✦ **Intensive** - training of our staff so that they master new techniques quickly
- ✦ **Involvement** - of staff to foster creativity & provide the best service to our customers
- ✦ **Insistence** - on a quality assurance process that includes measurable standards to evaluate how well we respond to the evolving requirements of the market

### **Guston Molinel Require**

That all staff, associates & business partners choose suppliers and vendors that consider violation of social recognition, human rights, foster corruption, acceptance of bribery in any form or gain improper benefits through the business process should in no circumstances be seen as normal behavior and should be disqualified as business partner in any form to Guston Molinel.

That all staff, associates & business partners work extensively to reduce above mention criteria's as a ongoing process of doing business.

## **Suppliers / Customers Requirements**

The following set of standards applies to all customers, suppliers or sub-contractors utilized by its suppliers.

### ✦ **Compliance with National Laws & Regulations**

As a general rule all customers and suppliers must comply with national laws and regulations in the countries were they are operating. Should any of the following requirements be in violation of the national law in any country or territory, the law should always be followed.

### ✦ **Disciplinary Practice**

Suppliers and business associates shall treat each of their employees with respect and dignity. No employee shall be subject to any physical, sexual, psychological or verbal harassment or abuse.



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## ✦ **No Forced, Bonded or Compulsory Labour**

Guston Molinel will not tolerate that slave, bonded or illegal workers or prisoners are used in the production of goods for Guston Molinel.

Terms of contract shall be fully communicated to and understood by workers and workers are free to leave the employer after reasonable notice.

Workers should not be required to lodge deposits, original identity papers or work permits with the employer or any other body on behalf of the employer.

In the event that recruitment is used by a supplier, all commissions and other fees in connection with the employment should be covered by the supplier.

## ✦ **Wages and Benefits**

Wages must, at the least, conform to the minimum wage prescribed by national law or the prevailing industry wage, whichever is higher. Wages must always be enough to meet the basic needs of an employee, as determined by the countries social standards.

Conditions in respect to wages shall be agreed upon before entering employment. Wages should be paid directly to the worker, regularly and on time. Pay slips or other information regarding wages should be presented in a manner that is easily understandable by the worker.

Benefits must, at the least, conform to national law or the prevailing industry standard, whichever is higher.

Workers shall be granted their annual leave and sick leave without any form of repercussions. In case of pregnancy, female workers should be given maternity leave according to national legislation.

## ✦ **Freedom of association & the right to bargain collectively**

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

## ✦ **No Child Labour**

Guston Molinel will not tolerate employment of children under the age of 15. Young workers, 15-18 years of age, shall not be employed in work that puts their health or safety in danger or in any harmful way.



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## ✦ **Non-discrimination**

No workers should be discriminated against because of race, ethnic background, gender, religion, age, disability, marital or health status, sexual orientation, union membership or political affiliation. All workers with the same experience and qualifications should receive equal pay for equal work.

## ✦ **Work Environment**

The work environment must be clean and safe. This includes fire safety, sanitary facilities, and safety in operating machines, machinery and electricity.

## ✦ **Environmental Regulations**

Production and sourcing of raw material must not, in the short and long term, harm the natural environment in any way, nor directly threaten people's health, safety or working environment.

## ✦ **Non-Cadmium Declaration**

As supplier and customer you should be aware of The Cadmium Decree an issued pursuant to the Chemical Substances Act, WMS, and work towards for an environment free of hazardous heavy metals & chemical substances such as Cadmium. As supplier it is vital to know that your company can be held responsible if Cadmium is detected in supplies used or sold by Guston Molinel.

## ➡ **Note**

Above requirements are stipulated or mentioned in the **ILO Core Conventions** No. 29, 87, 98, 100, 105, 111, 138 & 182, **UN Convention of the rights of Children** and **EU, Foreign Corrupt Practice Act** and should be followed, implemented or recognized by suppliers & associates as guidelines of understanding.

## ✦ **Accomplishment, Follow-up and Achievements**

To ensure that this Code of Conduct is effective, all suppliers and business partners shall communicate to all its personnel and sub-contractors and implement the requirements as a day-to-day management process.

Guston Molinel expects all its employees, when applicable within their function and working area, and all its suppliers to take responsibility for implementation and achievement of this Code of Conduct.

The chain of responsibility and action must be traceable for all manufactured goods delivered to Guston Molinel, it is a pride to value honesty, integrity, authenticity and teamwork a long the business process.

By reading and understanding all above written in the Guston Molinel Code of Conduct we have together taken a step towards a better working environment and achieved the primary goal of understanding professional and ethical working standards.



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## ACKNOWLEDGEMENT OF RECEIPT

We hereby confirm that our company has read and will act in full compliance with Guston Molinel Code of Conduct at all times.

Date:

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Company Name:

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Company Representative:

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Sign with Company Chop, stamp:

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**Please return this page by fax or post to Guston Molinel**

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