

# Monsoon Accessorize

## ETHICAL SOURCING PACK

Dear Supplier

We forward you the Monsoon Accessorize Ltd Ethical Sourcing Pack which details our commitment to Ethical Sourcing.

As a responsible retailer, Monsoon Accessorize Limited supports the principles of Ethical Sourcing and our aim is to develop an effective working partnership with all our suppliers in order to secure decent working conditions for anybody involved in the production of our goods.

The following documents are enclosed for your attention and completion.

- 1. Background Information Code of Conduct.**
- 2. Application of the Monsoon Accessorize Code of Conduct**
- 3. Copy of the Monsoon Accessorize Ltd Code of Conduct**
- 4. Declaration and agreement to comply with the Monsoon Accessorize Code of Conduct**
- 5. Code of Conduct - Supplier Questionnaire.**

We ask that you note and familiarise yourself with the requirements of these documents as your commitment to comply with our Code of Conduct forms part of our terms of agreement to supply. All elements of our Code of Conduct must be implemented at all factories (including contractors / sub contractors units utilized). Subject to acceptance we would be grateful if you would sign the appropriate documents (i.e. Declaration and Agreement and Audit Charges documents (items 4 and 5). We also ask that you complete and sign our Code of Conduct Supplier Questionnaire (item 6). It is important to note that the Ethical Sourcing Questionnaire must be completed for each of your subcontractors who manufacture (part or full) identifiable Monsoon Accessorize product.

Please note that it is expected that the person who signs these documents must be an authorised representative of your company who holds sufficient authority to implement the necessary actions.

Please return completed and signed documents to Mofe Lepe, Monsoon Accessorize Sourcing Assistant ([mlepe@monsoon.co.uk](mailto:mlepe@monsoon.co.uk)).

Should you require any clarification of the points raised, please do not hesitate to contact us and we look forward to a long and beneficial trading relationship with you.

Yours faithfully

Derek Jackson  
Global Ethical Trading Manager

## CODE OF CONDUCT

### **Background Information**

Monsoon Accessorise Limited applies the principles of Ethical Sourcing to our range of products and those products made exclusively for Monsoon Accessorise Limited. These are incorporated within our wider approach to securing and maintaining the standards of products through effective partnerships with our suppliers and the development of management systems to deliver these aims. We recognise the essential contribution that our suppliers and agents can make in achieving our aims and aspirations for Ethical Sourcing.

Monsoon Accessorise Limited is a member of the Ethical Trading Initiative (ETI), and is working to ETI principles and standards alongside other member organisations and stakeholders. These principles reflect those of the ILO. Monsoon Accessorise Limited has, and will continue to develop, ethical sourcing initiatives both individually and in partnership with our suppliers, other interested groups and organisations. These initiatives aim to generate and secure improvements in working conditions and social accountability within those companies supplying products. Primarily these improvements focus upon meeting requirements of National or International laws or where basic human rights are infringed. However our aim is to also assist with ongoing improvements in standards wherever this is practical. The ultimate aim of the Monsoon Accessorise Limited is to ensure that all products are ethically sourced.

We will achieve these objectives by working in partnership with our suppliers. Where our review of the standards in place indicates areas where development is necessary, we will agree with the supplier a programme to deliver this and to sustain any improvements. Any such programme will consider the impact these improvements will have on the supplying company, its workforce and the wider business.

In achieving these goals, our aim is to demonstrate that all manufacturing sites which provide products operate ethically and have a genuine commitment to the ethical sourcing criteria detailed in our Code of Conduct. This includes all customers, employees and other relevant third parties. Where agents organise product supply, they have a responsibility to ensure that our Code of Conduct is understood, implemented and applied by those production units and subcontractors for whom they act.

Monsoon Accessorise Limited is making each of its suppliers, and those involved in the chain of custody of the product, aware of its ethical sourcing principles through distribution of this Code.

This Code is the basis against which the Monsoon Accessorise Limited personnel, or our agents, will assess the manufacturing operation during factory appraisals and inspections. This Code forms part of the Monsoon Accessorise Limited, Supply Agreement and its circulation should be managed and controlled at all times.

Any communication in respect of this Code of Conduct or any Monsoon Accessorise Limited Code will be treated in the strictest of confidence.

# Monsoon Accessorize

## Application of the Monsoon Accessorize Code of Conduct

Application of Code of Conduct: All elements of this Code of Conduct should be implemented in its true sense at all the factories (including contractors / sub contractors units utilized) that we would make merchandise for Monsoon Accessorize.

Display & Familiarization of Code of Conduct: This code of Conduct shall be displayed on your factories main notice board, canteens, rest rooms & dormitories, both in English & in a regional language (Approved version will be provided by our ETL office) as understood by majority of our workers on site.

Further, all necessary initiatives in form induction/training, utilizing literature & other audio-video media, would be taken to ensure that all associates (Top Management, Managers, staff & Workers – both direct & contracted) are made aware of and are familiar with the provisions of this code.

Monitoring: By signing up to this COC, we recognize monitoring as a need to bring about sustainable solutions to ethical sourcing issues and authorize Monsoon Accessorize, its employees & agents the prerogative to conduct announced and unannounced monitoring evaluations. We also agree to provide unhindered access to all areas of our production sites (including those of our contractors'/sub contractors'/suppliers' sites), to review & take copies of relevant documentation, to conduct workers' interview in isolation & to take pictures of good practices and non-conformance identified onsite.

Corrective Actions: All issues identified, by associates or agents of Monsoon Accessorize, which are in violation to our Code of Conduct, will be acted upon and necessary actions to have them resolved will be taken. Communication with regards to corrective actions taken will be provided to Monsoon Accessorize, with all necessary supporting documents & pictures.

Records and Compliance. For each of the ethical sourcing criteria and element of this Code, Monsoon Accessorise Limited expects its suppliers to maintain records in sufficient detail to demonstrate how the supplier is effectively complying with the Code. These records should be available for inspection by Monsoon Accessorise Limited or its agents on request.

Anti-corruption: It is understood that any activity/assertion made by us or our representatives, with an attempt to result in an undue influence on business decisions made by any associate, employee or agent on behalf of Monsoon Accessorize, will be viewed very seriously and Monsoon Accessories management will not hesitate to take appropriate penalizing actions including the decision to stop sourcing activities. By signing acceptance of our Code of Conduct, you agree to refrain from any such activity which would be deemed to be an act of bribery or corrupt practice.

## Code of Conduct

### 1. EMPLOYMENT IS FREELY CHOSEN

- 1.1 There is no forced, bonded or involuntary prison labour.
  - 1.2 Workers are not required to lodge "deposits" or their identity papers with their employer and are free to leave their employer after reasonable notice.
- 

### 2. FREEDOM OF ASSOCIATION AND THE RIGHT TO COLLECTIVE BARGAINING ARE RESPECTED

- 2.1 Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively.
  - 2.2 The employer adopts an open attitude towards the activities of trade unions and their organisational activities.
  - 2.3 Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace.
  - 2.4 Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.
- 

### 3. WORKING CONDITIONS ARE SAFE AND HYGIENIC

- 3.1 A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.
  - 3.2 Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers.
  - 3.3 Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.
  - 3.4 Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers.
  - 3.5 The company observing the code shall assign responsibility for health and safety to a senior management representative.
- 

### 4. CHILD LABOUR SHALL NOT BE USED

- 4.1 There shall be no new recruitment of child labour.
- 4.2 Companies shall develop or participate in and contribute to policies and programmes which provide for the transition of any child found to be performing child labour to enable her or him to attend and remain in quality education until no longer a child; "child" and "child labour" being defined in the appendices.
- 4.3 Children and young persons under 18 shall not be employed at night or in hazardous conditions.
- 4.4 These policies and procedures shall conform to the provisions of the relevant ILO standards.

## 5. LIVING WAGES ARE PAID

- 5.1 Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. In any event wages should always be enough to meet basic needs and to provide some discretionary income.
  - 5.2 All workers shall be provided with written and understandable Information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid.
  - 5.3 Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the expressed permission of the worker concerned. All disciplinary measures should be recorded.
- 

## 6. WORKING HOURS ARE NOT EXCESSIVE

- 6.1 Working hours comply with national laws and benchmark industry standards, whichever affords greater protection.
  - 6.2 In any event, workers shall not on a regular basis be required to work in excess of 48 hours per week and shall be provided with at least one day off for every 7 day period on average. Overtime shall be voluntary, shall not exceed 12 hours per week, shall not be demanded on a regular basis and shall always be compensated at a premium rate.
- 

## 7. NO DISCRIMINATION IS PRACTISED

- 7.1 There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.
- 

## 8. REGULAR EMPLOYMENT IS PROVIDED

- 8.1 To every extent possible work performed must be on the basis of recognised employment relationship established through national law and practice.
  - 8.2 Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub- contracting, or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.
- 

## 9. NO HARSH OR INHUMANE TREATMENT IS ALLOWED

- 9.1 Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

The provisions of this code constitute minimum and not maximum standards, and this code should not be used to prevent companies from exceeding these standards. Companies applying this code are expected to comply with national and other applicable law and, where the provisions of law and this Base Code address the same subject, to apply that provision which affords the greater protection.

**Declaration & agreement to comply with the  
Monsoon Accessorize Code of Conduct**

I hereby acknowledge receipt and undertake to implement the Monsoon Accessorize Code of Conduct, which is considered an obligation arising out of the organization's status of being a vendor / supplier to Monsoon Accessorize Ltd.

Supplier Company Name:.....

Managing Director Signature: .....

Managing Director Name (print): .....

Date: .....

Please sign above to confirm your agreement and return to:  
Mofe Lepe, Monsoon Sourcing Assistant ([mlepe@monsoon.co.uk](mailto:mlepe@monsoon.co.uk))

**CODE OF CONDUCT - SUPPLIER QUESTIONNAIRE**

Accessorize/Monsoon Buyer:

Accessorize/Monsoon Sourcing Manager:

Accessorize/Monsoon Technical contact:

Accessorize/Monsoon Ethical Trading Manager: Mr DEREK JACKSON

Products being manufactured:

Factory expertise i.e., mould injection, casting, plating etc:

FACTORY NAME:

Agent name:

As the Agent's /Factory's \*(delete as appropriate)

I confirm this questionnaire to be both complete and accurate.

Managing Director Signature: .....

Managing Director Name (print): .....

Date: .....

Please sign above and return to:  
Mofe Lepe, Monsoon Sourcing Assistant ([mlepe@monsoon.co.uk](mailto:mlepe@monsoon.co.uk))

# Monsoon Accessorize<sup>®</sup>

## GUIDELINES FOR COMPLETION

All sections of this questionnaire shall be filled in by the Supplier (not the Agent). The document shall be signed and dated by an authorised representative of the Company and returned to the Ethical Trading Manager, Monsoon Accessorize Ltd at the address on the front cover of the document.

## INDEX OF CONTENTS

### **SECTION NO.**

1	COMPANY AND SITE DETAILS
2	PROPOSED PRODUCTS
3	WORKFORCE DETAILS
4	EMPLOYEE RECORDS
5	YOUNG WORKERS
6	APPRENTICES
7	HOURS OF WORK / WAGES / SALARIES
8	OVERTIME WORKING
9	ENTITLEMENTS
10	FORCED OR BONDED LABOUR
11	EMPLOYEE DOCUMENTATION AND INFORMATION
12	HEALTH AND SAFETY
13	CHEMICAL USE
14	EMPLOYMENT, FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING
15	HOUSING AND AMENITIES
16	GENERAL COMMENTS AND OBSERVATIONS
17	MONSOON ACCESSORIZE CODE OF CONDUCT



# Monsoon Accessorize

## ETHICAL SOURCING - SUPPLIER QUESTIONNAIRE

### 1. COMPANY AND SITE DETAILS

Company Name		
Head Office Address		
Tel		
Fax		
Contact Name		
Title		Indicate if English Speaking
Site Address		If different to above
Tel		
Fax		
Site Manager		Indicate if English Speaking
Contact Name (1)		Indicate if English Speaking
Title		
Contact Name (2)		Indicate if English Speaking
Title		
UK Agent		

### 2. PROPOSED PRODUCTS

Current or proposed products		
Other products produced		
Is any production subcontracted		Provide separate list if necessary

### 3. WORK FORCE DETAILS (in some cases average figures may be provided)

What is the total number of employees?	
How many are permanent?	
Number on fixed term contracts?	
How many are seasonal workers?	
How many are shift workers?	
How many are casual workers?	
What proportion are women?	
How many are minority ethnic groups?	
Do any of your workers work permanently from home? If so, how many (this work may involve product assembly at home)	

# Monsoon Accessorize

## 4. EMPLOYEE RECORDS

Detail	
Are full employee records kept for all employees?	
For how long are they kept?	
Do they detail name and occupations?	
Do they detail hours worked?	
Do they detail wage rates and wages paid?	
Do they detail date of birth (if under 18 years)?	
Do they detail all wage deductions?	
Are subcontractors employees detailed?	

## 5. YOUNG WORKERS (in some cases average figures may be provided)

Age Group	under 18 years	under 16 years
How many workers are in this group?		
What type of work do they do?		
Range of hours worked per week?		
What wage rates do they receive?		
How are their ages established?		
What is their employment status?		
How many are in full or part time education?		

## 6. APPRENTICES

Do you operate an apprenticeship scheme?	
How long are typical apprenticeships?	
What proportion of apprentices go on to full time employment?	

# Monsoon Accessorize

7. HOURS OF WORK/WAGES/SALARIES. (If necessary additional detail may be provided on separate sheets)

What are the normal working hours/week?	
What are the maximum hours per day?	
What is the maximum continuous number of working days?	
How is pay calculated for basic grade workers?	
How often do basic grade workers receive their pay?	
How is pay calculated for casual workers?	
How often do casual workers receive their pay?	
How are they paid e.g. cash, credit, in kind?	
Do any legal wage/sector standard rates apply?	
Are local/national wage agreements observed?	
Do men and women receive equal pay for equivalent work?	
What non-statutory deductions are made from wages?	
What monetary incentives are used to ensure that work targets are met?	
What working arrangements are made for pregnant women?	
What maternity leave arrangements are made?	
How many public holidays per year?	

8. OVERTIME WORKING (If necessary additional detail may be provided on separate sheets)

Do the workforce work overtime?	
Is overtime ever compulsory or always by agreement?	
What is the maximum amount of overtime worked in any month?	
What is the maximum amount of overtime worked on any day?	
When is overtime required?	
Which groups of workers receive overtime payments?	
Are workers obliged to work at night?	
Do any groups of workers not receive overtime payments?	
How is overtime remunerated? Flat rate % Sunday (public holiday) rate % Time off in lieu	
Are any workers under 18 required to work overtime?	

# Monsoon Accessorize

## 9. ENTITLEMENTS (additional details may be given on appended sheets)

Employee Type	Permanent	Fixed Contract	Seasonal	Casual
Annual leave (days)				
Sick leave paid				
Unemployment benefit				
Maternity benefit				
Other benefits				
Severance pay				
Death in service?				
Comments				

## 10. FORCED OR BONDED LABOUR

Do you use any convict labour?	
Is there other labour required to work on a non-voluntary basis?	
How do you check if migrant workers are free to work legally?	
Who keeps the travel documents (passports) of any migrant workers	

## 11. EMPLOYEE DOCUMENTATION AND INFORMATION (If necessary additional detail may be provided on separate sheets)

To which grades of employee are contracts of employment provided?	All/full time/part time/casual/seasonal
Are the above provided prior to employment?	
Are working conditions e.g. wages, hours of work and benefits (see section 11) explained prior to employment? How?	
Do all employees, including seasonal and casual workers receive wage slips or statements?	
Do the above provide full details of additional payments and deductions?	
Are employees made aware of procedures for reporting injury, grievances, safety hazards etc.?	
Are trades union contact names provided?	
Are health and safety contacts provided?	
If you have any employee handbooks or guides, please send a copy	

# Monsoon Accessorize

12. HEALTH AND SAFETY (If necessary additional detail may be provided on separate sheets)

Do you have an effective H&S Policy?	Y/N	If so please send a copy
Is there a H&S committee?		
Is there worker representation on this committee?		
Who is the manager in charge of H&S, and what is their position?		
How often does the H&S committee meet?		
Is there a documented H&S audit system?		
Is H&S training provided for workers? How?		
Is any Government H&S inspection carried out?		
Are there any on site medical facilities? What?		
Is there first aid support on site? How many first aiders?		
Are accidents and illnesses documented? How?		
Is there Government inspection of fire precautions? When was the last inspection? What was the outcome?		
Are fire exits signed and unlocked? Are exit routes clear?		
What fire fighting equipment is provided?		
How often is fire fighting equipment serviced?		
Is fire fighting training provided?		
Where are flammable and hazardous materials stored, e.g. in a secure location, on the factory floor?		
Are hazard signs in a language or style understandable by all workers?		
Is the workplace adequately lit?		
Are safety notices readily visible?		
Is plant/equipment properly guarded?		
Is protective clothing provided? Who pays for these? Ear protection (where necessary) Eye protection (where necessary) Headgear (where necessary) Footwear (where necessary)		
Are workers protected from broken glass?		
Are toilets and washing facilities provided? How many?		

# Monsoon Accessorize

Are cleaning schedules in place?	
Are workplaces adequately ventilated?	
Is there a clean drinking water supply?	
Are buildings safe and in good repair?	
Does congestion create hazards?	
Is drainage adequate after water cleaning?	
Is waste cleared regularly?	

## 13. CHEMICAL USE

Which chemicals are used in production areas?	
Do hazard data sheets exist for each?	
How are the chemicals applied?	
How are workers trained in their application?	
What safety measures are observed?	
How are chemicals properly stored?	
Is residue testing carried out to identify pollution, e.g. in watercourses?	

## 14. EMPLOYMENT, FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING

Are workers free to associate and join organisations of their own choice?	
What independent unions operate on site?	
Is there a collective bargaining agreement and genuine opportunities for negotiation?	
Is there a joint worker/management committee?	
What type of issues are discussed?	
Do workers have equal access to jobs, promotion, training, on equal terms?	
What is your recruitment policy? please send a copy How do you treat different groups of people of different age, race, caste, national origin, religion, gender, marital status, sexual orientation, union membership or political affiliation?	
Do you have a disciplinary policy and system? Please send a copy	
How do workers appeal against such measures? Is there a formal grievance procedure? Please send a copy	
Are appeals documented?	

# Monsoon Accessorize

What disciplinary measures are available to managers in response to misconduct?	
Do any measures amount to physical, verbal or psychological abuse or harassment? Is there a policy preventing this? Please send a copy	
Do workers lodge deposits or identity papers with the company on beginning work?	
Are all workers free to leave their employment within the terms of their contracts?	
Under what circumstances would workers not be able to regain their papers?	

## 15. HOUSING AND AMENITIES

Do you provide any living accommodation for workers? If so what?	
Is its use voluntary or required?	
What payments are made by the occupants?	
Is there a documented agreement?	
What are the termination conditions?	
Are accommodation standards governed by legal requirements?	
What maintenance provisions or inspections of conditions are made?	
Are properties sound, weatherproof and supplied with services and adequate toilets and sanitation?	
Is living accommodation separate from production/warehousing? Where is the accommodation located? How far from the workplace? What, if any, transport is provided?	
If not, are there separate access and fire escape arrangements?	
Are fuel, potable water and other basic provisions provided?	

## 16. GENERAL COMMENTS AND OBSERVATIONS.