

# **ALL'S FAIR TOURS CODE OF ETHICS**

At **All's Fair Tours** (the Company) our mission is to offer simple sustainable solutions, powered by decentralised manufacturing.

In alignment with our mission and as part of our ongoing sustainability efforts we have developed the **All's Fair Tours** Code of Ethics ("the Code") to ensure that all of our employees meet our basic expectations of doing business related to legal requirements, ethical practices, human rights, and environmental management.

The All's Fair Tours Code of Ethics sits in conjunction and supports the Company's Code of Conduct.

All **All's Fair Tours** employees are expected to work according to the Code so that any violation of the Code can result in sanctions up to and including termination.

The standards of this Code are in addition to, and not in lieu of, the provisions of any legal agreement or contracts between the Company and its' employees. The following seven categories encompass the Code of Ethics.



### 1. BUSINESS INTEGRITY

The Company is committed to the highest standards of business integrity. We do not tolerate any practice that is inconsistent with the principles of honesty, integrity and fairness, anywhere we do business

### **REQUIREMENTS**

## a. Compliance with Law

Employees shall comply with all applicable laws and regulations in the countries and jurisdictions in which they operate.

### b. Bribery

There is a prohibition of any and all forms of bribery, corruption, extortion or embezzlement and there are adequate procedures in place to prevent bribery in all commercial dealings undertaken by the supplier.

#### c. Conflicts of Interest

Employees will disclose to the Company any situation that may appear to be a conflict of interest. For example an employee must disclose if a family member, or a friend may have an interest of any kind in Supplier's business or any kind of economic ties with a Supplier.

## d. Freedom of Association

The Company shall respect the rights of workers to associate or not to associate with any group, as permitted by and in accordance with all applicable laws and regulations.

### e. Records

The Company shall maintain transparent and up to date books and records to demonstrate compliance with this code and applicable governmental and industry regulations.

## **WORKING TOWARD**

# f. Intellectual Property

Employees shall take appropriate steps to safeguard and maintain confidential and proprietary information or trade secrets of the Company and uses such information only for the purposes authorized for use by the Company.



#### 2. HUMAN RIGHTS

The Company and its' employees are expected to conduct their activities in a manner that respects human rights.

### REQUIREMENTS

### a. Voluntary Labour

The Company employs all workers on a voluntary basis free from any threat of violence, threats of criminal penalty, and restrictions on freedom of movement. The Company shall not use any prison, slave, bonded, forced, indentured, or debt induced labour, or engage in any other forms of compulsory labour, or any other forms of slavery or human trafficking.

# b. Minimum Age

Under no circumstances will the Company employ workers under the age of 15 or under the minimum age for work or mandatory schooling as specified by the local law, whichever is higher. When young workers are employed they must not do work that is mentally, physically, socially or morally dangerous or harmful or interferes with their schooling by depriving them of the opportunity to attend school. In the case of hazardous work, the minimum age is 18.

### c. Employment Practices

The Company shall only employ workers who are legally authorized to work in their facilities and are responsible for validating workers' eligibility to work through appropriate documentation. All work shall be voluntary, and workers shall be free to leave work or terminate their employment upon reasonable notice.

#### **WORKING TOWARD**

#### d. Worker Documentation

The Company requires individuals to present original identification documents to confirm their ability to work legally for the Company upon commencing employment.

# e. Migrant Labour

The Company recognizes the unique legal, social, and cultural situations that migrant employees face and will ensure that such employees are treated with dignity, respect, and in accordance with the same standards as apply to other employees.

### f. Privacy

The Company shall respect the privacy rights of its workers whenever it gathers private information or implements worker monitoring practices.

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# g. Recruitment & Security

The Company shall ensure that if third-party recruitment agencies are used they are compliant with the provisions of this Code and the law.

### 3. FAIR AND EQUAL TREATMENT

The Company believes all employeess deserve an equal chance to succeed based on their hard work, talent, and commitment, and should always be treated with fairness and respect.

# **REQUIREMENTS**

#### a. Discrimination & Harassment

All employees are treated with respect and dignity. No employee is subject to any physical, sexual, psychological, verbal harassment, abuse or other form of intimidation. There is no discrimination in employment, including hiring, compensation, advancement, discipline, termination or retirement. Discrimination based on caste, national origin, ethnicity, religion, age, disability, gender, marital status, sexual orientation, union membership, political affiliation, health, disability or pregnancy is prevented. In particular, attention is paid to the rights of employees most vulnerable to discrimination.

### b. Grievance Mechanism

The Company shall provide all employees with transparent, fair, accessible and confidential procedures that result in swift, unbiased and fair resolution of difficulties which may arise as part of their working relationship. Workers will be protected from retaliation for submitting such complaints.

## **WORKING TOWARD**

# c. Diversity

The Company shall commit to demonstrating a diverse workforce composition actively embracing age, gender, race, national or ethnic origin, religion, language, political beliefs, sexual orientation and physical ability.

### d. Discrimination & Harassment

The Company shall not conduct medical tests on employees that can be used to discriminate (e.g. pregnancy testing). The results of any tests that are required by local legislation shall not be used in a discriminatory way.

## e. Community

The Company will ensure due diligence is undertaken to uphold individual, community or indigenous



people's established rights to property and land.

## 4. BENEFITS, COMPENSATION, AND HOURS

The Company is expected to provide its' employees with fair and equal compensation for hours worked, and that all work is conducted on a voluntary basis.

### **REQUIREMENTS**

### a. Wages Benefits

The Company pays its employees on time, in accordance with legal requirements, and in all circumstances, wages must be paid on at least a monthly basis and in the name of the individual performing the work. Employees are provided with a total compensation package that includes wages, overtime pay, benefits and paid leave which meets or exceeds the legal minimum standards or appropriate prevailing industry standards, whichever is higher. In addition to their compensation for regular hours of work, employees shall be compensated for overtime hours at such premium rate as is legally required in the country of manufacture or, in those countries where such laws do not exist, at a rate at least equal to their regular hourly compensation rate. Compensation terms established by legally binding collective bargaining agreements are implemented and adhered to without bias.

## b. Working Time & Rest Days

The Company will ensure that its employees work in compliance with all applicable laws and mandatory industry standards pertaining to regular working hours, and overtime hours, including breaks, rest periods, holidays, and maternity and paternity leaves. In absence of law, the Company shall not require a regular work week over 60 hours, employees shall be allowed at least one day off after six consecutive days of work, and any overtime worked shall be voluntary and compensated at premium rate.

## **WORKING TOWARD**

# c. Employment Contract

The Company, where reasonably possible, must provide all employees (permanent, temporary, seasonal, domestic and migrant) with a written contract in the appropriate language that includes a description of job duties, benefits, disciplinary procedures, and notice periods. Where the provision of a written contract is not reasonably possible or practical, the Company shall provide employees with a verbal description of the terms of their employment.

# d. Wage Statement

The Company will provide employees access to an itemized wage statement for each pay period



clearly indicating the components of their compensation (hours, pieces, or units produced), including exact amounts for wages, benefits, incentives bonuses, and deductions. Deductions of pay other than those legally mandated, may not be made without the express and written consent of the employee, and under no circumstances may be made as a form of discrimination or punishment.

### e. Living Wage

The Company shall ensure employees are provided a living wage, sufficient to meet basic needs for workers, and their entitled official dependents, and to provide some discretionary income.

#### 5. HEALTH AND SAFETY

The Company will ensure that its' operations, facilities, and procedures protect and promote employee health and safety.

#### **REQUIREMENTS**

# a. Workplace Environment

The Company shall provide its employees with a safe and healthy working environment where appropriate. At a minimum, potable drinking water, adequate lighting, temperature, ventilation, sanitation facilities, and personal protective equipment must be provided together with equipped work stations at no cost. In addition, facilities must be constructed and maintained in accordance with the standards set by applicable laws and regulations.

### b. Hazardous Materials & Product Safety

The Company shall identify hazardous materials, chemicals and substances, and ensure their safe handling, movement, storage, recycling, reuse and disposal. The Company shall comply with material restrictions and product safety requirements set by applicable laws and regulations. The Company shall ensure that key employees are aware of and trained in product safety practices.

## c. First Aid

The Company shall establish and maintain appropriate first aid equipment at the facility and make it available to workers at all times. The location of the equipment shall be prominently marked and communicated to workers. The Company maintains records of health and safety training and accidents and injuries at the workplace.

## **WORKING TOWARD**

## d. Emergency Preparedness

The Company shall be prepared for emergency situations. This includes worker notification and

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evacuation procedures, emergency training and drills, appropriate first-aid supplies, appropriate fire detection and suppression equipment, and adequate exit facilities. The Supplier shall regularly train workers on emergency planning, responsiveness as well as medical care.

#### 6. ENVIRONMENTAL MANAGEMENT

The Company shall comply with all applicable legal environmental requirements and demonstrate continual improvement of its environmental performance.

### **REQUIREMENTS**

### a. Environmental Permits & Reporting

The Company shall make sure that it obtains, keeps current, and follows the reporting guidelines of all the required environmental permits and registrations to be at any time legally compliant.

## b. Resource Consumption, Pollution Prevention & Waste Minimization

The Company shall optimize its consumption of natural resources, including energy and water. The Company shall implement and demonstrate sound measures to prevent pollution and minimize generation of solid waste, wastewater and air emissions. Prior to discharge or disposal, the Company shall characterize and treat wastewater and solid waste appropriately and according to applicable laws and regulations.

## **WORKING TOWARD**

### c. Measurement & Monitoring

The Company shall continuously monitor its' energy and natural resource usage, emissions, discharges, carbon footprint and disposal of wastes and take a progressive approach to minimize negative impacts on the environment.

### d. Training

Training is provided to all personnel on environmental policies and procedures to ensure effective implementation and compliance.

## 7. COMMUNICATION AND REPORTING

The Company shall take appropriate steps to ensure the principles of this Code are communicated to its employees.



## **REQUIREMENTS**

### a. Books & Records

The Company shall maintain accurate and transparent books, records and accounts to demonstrate compliance with applicable laws and regulations and this Code.

### b. Audits & Assessments

The Company shall conduct audits to check compliance with this Code. Audits are facility inspections that include employee interviews and a review of records and business practices. Such audits are conducted either by the Company or its appointed partner. If an audit identifies a violation of this Code, the Company shall act promptly to correct the situation with a corrective action plan.

# c. Reporting

Employees are responsible for prompt reporting of actual or suspected violations of law, this Code, and any contractual relationship with All's Fair Tours. You may report a violation via email using the following address: <u>alex@All's Fair Toursboxes.com</u> or phone : 07500 082 672.

#### **WORKING TOWARD**

## d. Origin

The Company shall be capable to disclose all the potential sources of primary origins (country of origin) associated with goods and services and be able to create, at a point of time, full supply chain mapping back to origin to facilitate assessment of upstream supply chain compliance.

## e. Communicating & Training

The Company must inform workers about the expectations contained in this Code. This includes prominently posting the Code in the workplace in an area accessible to workers, conducting group or individual meetings to review and explain the Code, distributing explanatory pamphlets to workers, or communicating through on-line channels.



We, the undersigned hereby confirm that:

We have received and taken due note of the contents of the All's Fair Tours Code of Ethics;

We will report to Alex Bonnor-Moris (alex@All's Fair Toursboxes.com) any case of violations of the Code.

We will comply with the **All's Fair Tours** Code of Ethics requirements based on a development oriented approach and without amendment or abrogation.

We will inform all of our workers of the content of the All's Fair Tours Code of Ethics

NAME:		 
TITLE:		
Registered Office		

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SIGNATURE: _			
DATE & PLACE	:	 	

This document must be signed by all Company employees and returned to Alex Bonnor-Moris (alex@All's Fair Toursboxes.com)