

# Carlson Supplier Code of Conduct

*As a supporting member of the United Nations Global Compact, Carlson believes in, and is committed to, advancing the Compact's core values in the areas of human rights, labor, environment, and anti-corruption. These principles are the foundation for the Carlson's Supplier Code of Conduct which outlines the minimum standards that Suppliers to Carlson are expected to achieve.*

*In addition to the following standards, Suppliers are expected to abide by all applicable laws, codes and regulations in the countries in which they operate.*

## Human Rights

*Human Rights:* Carlson expects that Suppliers do not violate basic human rights as defined in the United Nation Declaration of Human Rights (UNDHR).

*Harassment, Harsh or Inhumane Treatment:* Carlson expects its Suppliers to treat all employees with dignity and respect and that no threats of violence, physical punishment, confinement, or other form of physical, sexual, psychological, or verbal harassment or abuse as a method of discipline or control.

*Health and Safety:* Facilities where goods are produced for Carlson should provide a safe and healthy work environment for all employees including access to potable water and sanitary facilities, fire safety, emergency preparedness and response, industrial hygiene, adequate lighting and ventilation, and safeguarding against occupational injury and illness. When housing is provided, it must also adhere to these requirements.

## Labor

*Working Hours and Conditions:* Suppliers should ensure that their employees have safe and healthy working conditions and reasonable daily and weekly work schedules. Employees should not be required to work more than the number of hours legally allowed for regular and overtime work periods.

*Non-Discrimination:* Suppliers should implement a hiring and employment policy supporting all applicable local and federal laws prohibiting discrimination on the grounds of race, color, religion, gender, age, sexual orientation, physical ability, nationality, political affiliation or any other basis prohibited by law.

*Child Labor:* Suppliers should not use workers under the legal age for employment for the type of work being performed in any facility in which the Supplier is doing work for Carlson. Additionally, children should be protected from any type of labor that may be hazardous to their health or interferes with their education.

*Forced and Indentured Labor:* No Supplier should use labor under any form of indentured servitude. All work must be voluntary and in no case should employees be mandated to hand over government issued identification, passports or work permits.

*Freedom of Association:* Suppliers should provide their employees with the right to freely associate, organize and to bargain collectively in with accordance applicable law.

## Environment

*Environmental Policy:* Carlson has a commitment to the communities in which we operate and a responsibility for the environments we impact and seeks to work with Suppliers that share this commitment. Therefore, Carlson expects its Suppliers to have an effective environmental policy and to comply with existing legislation and regulations regarding the protection of the environment.

*Chemicals and Hazardous Materials:* Suppliers should identify and manage hazardous materials to ensure their safe handling, storage, recycling, reuse or disposal in such a way as not to harm the environment.

*Wastewater and Solid Waste:* Suppliers should monitor, control and treat as required prior to the discharge or disposal of wastewater and solid waste generated from operations, industrial processes and sanitation facilities.

*Waste Reduction:* Waste of all kinds should be reduced or eliminated at the source through production modifications, operational processes, materials substitution, conservation, recycling and re-use of materials.

*Air Emissions:* Suppliers should monitor and control the discharge of air emissions from volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting chemicals and combustion by-products generated from their operations.

## Anti-corruption

*Corruption:* Carlson expects Suppliers to adhere to the highest standard of moral and ethical conduct, to respect local laws, and not to engage in any form of corrupt practices such as extortion, fraud, or bribery.

*Limitations on Gifts and Gratuities:* Suppliers will avoid giving or receiving gifts, merchandise, services, travel, donations or anything of value to or from Carlson employees as a means of obtaining an improper business advantage.

## About the UN Global Compact

The UN Global Compact is a voluntary international corporate citizenship network initiated in July, 2000 to advance responsible corporate citizenship and universal social and environmental principles to meet the challenges of globalization. Suppliers can find additional information on the Global Compact and its ten principles at [www.unglobalcompact.org](http://www.unglobalcompact.org).