

Office 2 go code of conduct for suppliers:

Since May 2007 Office2go Pty Ltd adopted the Ethical Trading Initiative base code as its code of conduct, this states: -

Employment is freely chosen

1. There is no forced, bonded or involuntary prison labour.
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. ers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively.
2. The employer adopts an open attitude towards the activities of tradeanisationl activities.
3. Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace.
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.

Working conditions are safe and hygienic

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.
2. Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers.
3. Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.
4. Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers.
5. The company observing the code shall assign responsibility for health and safety to a senior management representative.

Child labour shall not be used

1. There shall be no new recruitment of child labour.
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 of "Purposes, Principles, Programme: ETI membership information".

Office 2 go code of conduct for suppliers:

Child labour (continued)

3. Children and young persons under shall be supervised at all times in unsafe conditions.
4. These policies and procedures shall conform to the provisions of the relevant ILO standards.

Living wages are paid

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.
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.
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.

Working hours are not excessive

1. Working hours comply with national laws and benchmark industry standards, whichever affords greater protection.
2. In any event, workers shall not on a regular basis be required to work excessive overtime, with at least one day off for every 7-day period on average. Overtime shall be voluntary, shall not be demanded on a regular basis and shall always be compensated at a premium rate.

No discrimination is practised

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.

Regular employment is provided

2. To every extent possible work performed must be on the basis of a recognised employment relationship established through national law and practice.

Office 2 go code of conduct for suppliers:

Regular employment (continued)

3. Obligations to e labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, subcontracting, 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.

No harsh or inhumane treatment is allowed

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.