



Global Sourcing Standards

Principle 1

A total commitment to promoting human rights.
Particularly the fight against child labour, forced labour and slavery.

Child labour

- a) Factories must not use child labour. This applies to workers directly employed by the factory or any third party providing raw materials, components or services to the factory.
- b) Factories must comply with all applicable laws governing minimum working age and all legal requirements for young workers (under the age of 18).
- c) Hiring procedures must be in place to verify proof of age documentation prior to a worker's start date.
- d) Proof of age documentation must be maintained for all workers.
- e) If child labour is discovered, factories must implement appropriate remediation (e.g., supporting return to education), and corrective actions must be carried out to prevent future occurrences. All incidents of child labour must be reported to Addo Play Ltd.

Forced labour

- f) Factories must not use forced, bonded or indentured labour. This applies to workers directly employed by the factory or any third party providing raw materials, components or services to the factory.
- g) Workers must not be forced to work against their will or in a manner outside the provisions of their labour contract.
- h) Workers' freedom of movement must not be restricted, including being allowed to move freely within the workplace to use toilets, take designated breaks and leave the workplace at the end of their shift.
- i) Workers must not be intimidated by factory personnel, including supervisors and security personnel.
- j) Workers must maintain possession of their identification documents, including travel documents, work permits, passports and/or nation identity cards.
- k) Workers must be free to terminate their employment at any time with full payment.
- l) Workers must not be bound to employment as a condition of fulfilling terms of a debt.
- m) Workers must not be responsible for any recruitment of placement fees, taxes, deposits or bonds.
- n) Workers must not be forced to live in factory owned or controlled housing.

ADDO PLAY LTD.

Anglo Office Park, White Lion Road, Amersham, HP7 9FB, UK
Head Office +44 (0) 1494 917250 • Email: hello@addoplay.com • www.addoplay.com
Company Registration No. 09438682





Principle 2

A commitment to observing all regulations relating to pay, working hours and lawful association and collective bargaining practices; or where local legislation applies, an alternative means of worker representation.

Wages and Benefits

- a) Factories must ensure that wages paid for regular worked hours are at least the legal minimum wage.
- b) Probationary periods must be detailed in employment contracts and must comply with local laws.
- c) All workers must be compensated for overtime hours at the legally or contractually mandated rates.
- d) Factories must maintain accurate payroll records for all employees dating back at least 12 months, including wages and hours worked.
- e) Workers must be paid on time, in accordance with the law and with local currency.
- f) Workers must be notified in writing of wages, withholdings and other legal deductions prior to commencement of employment.
- g) Fines & deductions not permitted by law are prohibited, and wage deductions must not be used as a disciplinary measure.
- h) Legal deductions for food, housing and other factory provided goods & services must be communicated to workers in advance and should not exceed actual costs to the factory. Workers must not be forced to use goods & services provided by the factory, unless required by law.
- i) All legally required benefits, such as vacation, public holidays and social insurance must be provided.
- j) Worker severance pay must be paid in full and on time as required by law.
- k) Written pay statements must be provided and include workers' personal information (e.g., name, address) and a detailed explanation of payment, including days worked, wage or piece rate earned per day, hours of overtime, bonuses, allowances and a description of all deductions.

Working hours

- l) All legal requirements and limitations on regular and overtime working hours must be met.
- m) Legally required working hours and factory working hours must be communicated to all workers.
- n) All overtime must be voluntary.
- o) Working hours must not exceed 60 hours per week on a regularly scheduled basis (including overtime) or must be fewer if required by local laws and regulations.
- p) Workers must be given at least one day of rest in every seven-day period.
- q) Workers must be given all legally required rest, meal or break times during working hours.

Principle 3

Ensuring that workers are treated with respect and not subject to any form of sexual, physical, psychological or verbal abuse.

Harassment and Abuse

- a) Workers must be free from harassment or abuse. This includes, but is not limited to:
 - Physical contact intended to hurt or harm a worker.
 - Any form of sexual favour in exchange for beneficial treatment or to maintain employment.
 - Touching workers in any way that could be considered to have sexual implications.
 - Making inappropriate sexual comments to workers.
 - Threats of behaviour to harm a worker physically or psychologically.
 - Comments or behaviour which is reasonably understood by the worker to be threatening or demeaning.
- b) Illegal methods of discipline are prohibited, including withdrawal of basic physical comforts.
- c) Body searches, where allowed by law, must only be conducted when necessary and by the appropriate gender.



Principle 4

Promoting worker health and safety, preventing any infringement of, or damage to employee health and safety rights either in the workplace or employer-provided accommodation.

General health & safety

- a) Factories must comply with all local legal regulations on health and safety.
- b) Regular monitoring must be conducted to check that health and safety procedures are being followed.
- c) Workers must be appropriately supervised and trained to perform their jobs safely and receive formal training on safety procedures.
- d) Health checks must be provided to employees in accordance with applicable laws.
- e) Factories must be kept clean and hygienic in accordance with the law.
- f) Periodic testing must be conducted on all drinking water to ensure it is safe and compliant with local regulatory standards.
- g) Work areas must have an adequate number of operating toilets and showers that are clean and separated by gender, in accordance with ILO recommendations.
- h) Risk areas, such as toxic substances and dangerous machinery, must be identified and effectively managed.
- i) Chemicals must be stored in a separate area that is equipped with appropriate fire extinguishers, safety signs and ventilation.
- j) Emergency eyewash stations or showers must be provided where corrosive chemicals or high volumes of solvents are used.
- k) Adequate ventilation must be provided where paints, chemicals and sprays are used.
- l) Workers must be provided with appropriate PPE and trained to use it.
- m) All accidents must be recorded, investigated and corrective actions performed to minimise re-occurrence.
- n) Machinery, equipment and fixtures must be checked regularly to ensure they are in safe working condition. Documentation, including valid certification, must be maintained to demonstrate compliance.
- o) Stairs, platforms, and elevated floors must have railings guards.
- p) Dormitories must not be attached to any production or warehouse building.
- q) Where accommodation is provided, it should be separated between males and females, and residents must have their own bed, an area for personal items and the ability to secure belongings.
- r) Worker accommodation must have an adequate number of operating toilets and showers that are clean and separated by gender, in accordance with ILO recommendations.

Fire safety

- s) Illustrated emergency evacuation plans must be posted in clear view on each factory floor.
- t) Factories must conduct fire and emergency evacuation drills for all areas and shifts as required by law and at least on an annual basis.
- u) Exit routes must not be blocked, be free from any obstruction and regularly checked.
- v) The number and design of emergency exits must be in accordance with the local law.
- w) Factories must have a fire alarm system that is audible throughout the entire factory, inspected regularly and tested in coordination with fire drills.
- x) Fire prevention and firefighting equipment, including fire extinguishers, must be easily accessible, clearly marked, and routinely inspected to ensure they remain operational.
- y) Emergency lighting must be installed in all stairways and on exit routes and must be regularly inspected.
- z) Sufficient first aid supplies must be maintained on work floors with adequate personnel trained in First Aid to assist in an emergency.

ADDOPAY LTD.

Anglo Office Park, White Lion Road, Amersham, HP7 9FB, UK
Head Office +44 (0) 1494 917250 • Email: hello@addoplay.com • www.addoplay.com
Company Registration No. 09438682





Principle 5

Ensuring compliance with all applicable local and international environmental protection regulations.

- a) Factories must have a written environmental policy and an environmental management system that complies with national environmental protection laws.
- b) All legally required environmental permits, licenses, approvals and registrations must be held.
- c) Hazardous materials and chemicals must be separated from general waste and disposed in accordance with local law and must not pollute the environment.
- d) Air emissions and wastewater must be monitored, controlled and treated prior to discharge, and must meet legal required discharge limits.

Principle 6

Consumer safety, ensuring product and packaging compliance with all applicable technical and legal requirements established by current standards and regulations.

- a) Factories must ensure that the goods they produce meet all legal and agreed standards for consumer health and safety, including product safety & information labels.

Principle 7

Fighting corruption and ensuring compliance with all applicable legislation regarding corruption or unethical practices of any kind. All business decisions are impartial, free from any conflict of interest, based on sound business reasoning and without personal gain.

- a) Factories must have a written policy on ethical standards that prohibits bribery and corruption. The policy must be communicated to all workers.
- b) It is strictly prohibited for a factory, or factory workers or agents, to give, offer, accept or request bribes, facilitation payments or other improper payments or cause them to be given, offered, accepted or requested.
- c) It is strictly prohibited to offer gifts, money or favours to Addo Play employees or representatives.
- d) Should an Addo Play employee or representative make a request for money or a gift, this must be refused and immediately reported to an Addo Play senior manager. If there are concerns about reporting incidents of this nature, factories are encouraged to use our independent whistleblowing service.
- e) Factories must always act with integrity and honesty and must not provide misleading or false information to Addo Play employees or representatives, including 3rd party auditors or inspectors.
- f) Factories must fully cooperate with Addo Play audits or inspections, and provide full access to employees, records, factory work areas, dormitories and other factory buildings.
- g) Workers must not be coached on how to respond during audit interviews or be asked to provide false, misleading or incomplete information.

ADDO PLAY LTD.

Anglo Office Park, White Lion Road, Amersham, HP7 9FB, UK
Head Office +44 (0) 1494 917250 • Email: hello@addoplay.com • www.addoplay.com
Company Registration No. 09438682

