

Code of Conduct

Our Commitment

Homebase is committed to ensuring that our products are sourced ethically and responsibly, working with suppliers to continuously improve working conditions and social and environmental practices within the entire supply chain. We will work closely with our suppliers and business partners to achieve long term, responsible and sustainable supply chains that deliver benefits to all stakeholders involved in the manufacture and supply of products to Homebase.

Our trading terms require every person in our supply chain to adhere to this Code of Conduct. This includes all vendors, their factories and their suppliers, and any other business partners that are involved in supplying finished goods for resale and goods not for resale. We aim for all of our business partners to have their own policies on social responsibility and sustainability and to exercise diligence throughout their whole supply chain.

Ethical Sourcing Program

Our Ethical Sourcing Program requires a minimum set of standards, assessment and monitoring processes that are aligned with globally accepted good practice standards.

This program provides a framework for us to assess factory working conditions to ensure that factories meet or exceed minimum local standards. It may be also used by our suppliers in undertaking the establishment of their own Ethical Sourcing Program, to assist compliance with our trading terms requirements.

Our expectation is that all suppliers and vendors (including subcontractors) who manufacture and or supply finished goods for resale, must adhere to the below outlined Ethical Sourcing Program where relevant to their supply chain.

All vendors must meet at least the standard requirements of this code of conduct and our Ethical Sourcing Program.

Minimum Standards

1. Employment Conditions:

A. Child Labour:

Under no circumstances will Suppliers and Vendors use child labour. Within this policy “child labour” refers to the minimum working age within the country of manufacture OR 15 years of age, whichever is larger.

Child Labour is defined as the recruitment, hiring and employment of workers under the minimum working age or the age stated above.

B. Forced / Bonded Labour:

It is paramount to this policy that Employment is freely chosen, we do not accept any forms of forced, bonded, involuntary prison labour or illegal labour in the production of goods and services. Workers must not be required to lodge deposits or their identity papers with their employer and should be free to leave their employer after reasonable notice in line with local statutory regulation.

Homebase is committed to ensuring that human rights are respected, and slavery or human trafficking is not taking place in our supply chain, the below statement is applicable to all suppliers and vendors providing goods and services: <https://www.homebase.co.uk/about-us/policies.list>

C. No Harassment / Abuse or Discrimination:

Every worker shall be treated with respect and dignity. Under no circumstances do we accept the use by our suppliers, their subcontractors or other business partners of humiliating or corporal punishment, and no employee shall be subject to physical, sexual, psychological, verbal harassment or abuse.

Workers shall not be discriminated against in employment or occupation on the grounds of sex, race, colour, age, pregnancy, sexual orientation, religion, political opinion, nationality, ethnic origin, disease or disability.

D. Wages and Benefits:

Wages and benefits for a standard working week must meet, as a minimum, any applicable local laws or industry practices, whichever is higher. Wages must be paid regularly and on time. No unfair deductions to be allowed and record keeping shall be accurate and transparent.

E. Working Hours and Leave:

Working hours shall comply with applicable local laws. Workers shall not work more hours in one week than allowable under local laws. Overtime shall be voluntary, shall not be excessive, shall not be demanded on a regular basis and shall be compensated as prescribed by local laws.

Workers shall be granted and correctly compensated for any types of paid leave to which they are legally entitled. Examples of such leave include annual leave, maternity, parental and sick leave. Employers will also cover the insurance requirements of workers consistent with local laws.

F. Migrant Workers:

Migrant workers shall have the same entitlements as local workers as stipulated by local law. Any commissions and other fees in connection with employment of migrant workers must be covered by the employer. The employer must not require the worker to surrender identification documents.

Workers employed through a third-party agent or contractors are the responsibility of the supplier and vendors, and are thus covered by this code.

G. Freedom of Association:

Vendors/Suppliers must acknowledge that workers have the right to join or form trade unions of their own choosing and to bargain collectively.

Employers must adopt an open attitude towards the activities of trade unions and their organisational activities. Workers representatives shall not be discriminated against and have access to carry out their representative functions in the workplace.

2. Workplace Conditions:**A. Health & Safety:**

We expect Vendors and other business partners to make employees safety a priority at all times. Workers must be provided with a safe and hygienic working environment, hazardous machinery shall be appropriately guarded, and buildings must be well maintained and structurally sound. This will include an adequate number of unlocked, freely accessible, and clearly marked exits for emergency evacuations, properly maintained firefighting equipment and relevant first aid equipment which must be regularly available.

Workers have the right to refuse work that is unsafe and Personal Protective Equipment must be provided and used where required.

Workers shall receive adequate and regular training to perform their jobs in a safe manner.

B. Accommodation:

If accommodation facilities are provided for employees, the requirements regarding fire safety, cleanliness and basic needs should also cover the dormitory. The dormitory must be separated from the workplace including material storage areas and have a separate entrance. Workers should have free access to the dormitory.

C. Toilets & Facilities:

Vendors will ensure access to clean toilet facilities and to clean drinkable water. If cooking facilities are provided these must be regularly cleaned and provided with suitable food storage.

3. Management Controls:

A. Subcontractors:

Vendors and their factories must ensure that their suppliers and subcontractors fully comply with Homebase ethical sourcing policy and have processes which ensure that goods and services provided to them fulfil these requirements.

Where subcontractors are used Homebase compliance team must be informed of this **prior** to production. Approval for home working **must** be requested from compliance@homebase.co.uk for every production run.

B. Environment:

Vendors, as a minimum, must meet all relevant local and national environmental legislation, and strive to comply with international environment protection standards.

C. Ethical Standards:

Vendors must demonstrate a high degree of professionalism and have a close affinity with our business ethics. In particular, honesty, fair dealing and proper treatment of workers are required at all times. Bribes, favours, benefits or similar unlawful or improper payments, in cash or kind are strictly prohibited, whether given to obtain business or otherwise.

D. Compliance with Local Laws:

We require all vendors to comply fully with the legal requirements of the countries in which they operate. All requirements in this Ethical Sourcing Code are in addition to compliance with applicable local laws.

Homebase will always work with our business partners to help them to achieve a higher level of social responsibility within their supply chains. However, if any supplier is found to be contravening our policies, then this will be considered a breach of our terms and conditions.