

# **Code of Conduct for the Members of the Council for Leather Exports**

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## **1. Compliance with all national laws and regulations**

Members are required to abide by all applicable laws, regulations and standards applicable to its particular industry under the national laws of the countries where the organisation is doing business. Should the legal requirements and the standards of the industry conflict, members must comply with the laws of the country in which the products are being manufactured. Members should, however, strive to meet industry standards whenever possible. If state or local legal requirements apply to the organisation's manufacturing activities, they must comply with the state and local requirements.

## **2. *Employment practices***

Members should respect its employees and to strive to improve conditions whenever possible but in all instances to be in compliance with the specific requirements relating to employment conditions. The Employees should be permitted to communicate their day to day issues with the management and the Employees should be allowed to get grievances for their issues from the management / Factories.

## **3. *Wages & Benefits***

Members shall provide wages, overtime compensation and benefits at the rate not less than the minimum levels required by applicable laws and regulations or which are consistent with the prevailing local industry levels, whichever is higher.

## **4. *Working Hours***

Members shall maintain employee's work hours in compliance with local standards and applicable laws of the jurisdictions in which they are doing business. Unless the national law is different, the maximum standard working time is 48 hours per week or 60 hours per week including 12 hours of overtime work. Employees should be given at least one day rest for the every 7 days.

## **5. Child Labour**

It will be the responsibility of the Members to ensure that the Minimum Age of Employment in all their production units is as permissible under Indian Law, and that no child labor is employed as prohibited by the Child Labor (Prohibition and Regulation) Act 1986 and the Factories Act, 1948. It shall also be the responsibility of each Member to ensure that such prohibitions on child labor are respected by any entity that performs production work on behalf of the Member outside of the Member's premises.

## **6. Forced Labor**

The use of forced or involuntary labor is unacceptable. Members shall maintain employment on a voluntary basis. Management should not directly or indirectly use in any manner, forced labor or prison labor. Management of the factories should not take in their custody the passport, identity cards, educational certificates, etc., to compel or force the employees to work in their factories. The movement of the employees should not be restricted and no fine, or penalty shall be charged from the employee for leaving the factory.

## **7. Non-discrimination / Human Rights**

Cultural differences exist and different practices apply in various jurisdictions. However, all terms and conditions of employment should be based on an individual's ability to do the job and not on the basis of physical characteristics or beliefs. Employees must not be exposed to physical punishment, threats of violence or physical, sexual, psychological or verbal harassment or maltreatment.

## **8. Freedom of Association**

Members must recognize their employees' rights to choose whether or not to associate with or establish any organization including labor organizations.

## **9. Working Conditions**

Members must provide adequate working conditions for employees and comply with all applicable worker safety laws and regulations.

*The adequate, minimum, working conditions include, Access to sanitation, drinking water, First Aid and emergency exits, Safety*

*procedures for hazardous activities and accident prevention, Proper maintenance of all machinery, Provision of meal breaks, Adequate ventilation, Temperature controls and lighting, etc. The Residential or resting facilities, if provided, shall also meet these minimum conditions.*

## **10. Environmental**

Members shall comply with all applicable environmental laws and regulations. This shall include having processes in place to ensure compliance with those regulations relating to the handling, recycling, and disposal of dangerous or hazardous materials.

## **11. Compliance to applicable Laws for export products**

In case of export products, members shall comply with all applicable laws for export products like REACH (**Registration, Evaluation, Authorization and Restriction of Chemical substances**) regulation of the European Union, Consumer Safety Product Improvement Act (CPSIA) of USA, wherever applicable to leather, leather products and footwear.

## **12. Violation of Code of Conduct:**

It will be the responsibility of each member to ensure strict compliance of the Code of Conduct. The Code of Conduct shall apply to all members of the Council including Associate Members

In case of violation of the Code of Conduct, a Show-Cause Notice will be issued to the members by giving him/her an opportunity to explain the circumstances under which the violation has been made. The explanation so received will be placed before the Committee of Administration to enable it to decide action to be taken in respect of that violation.

In case a member is found guilty of violating any of the terms of the Code of Conduct, the Chairman and Executive Director, Council for Leather Exports will put the case before the Committee of Administration for a decision regarding de-registration of such members.