

SEWING CONCEPTS

Workplace Code of Conduct

工作环境规范

Employment Relationship

员工关系

Employers shall adopt and adhere to rules and conditions of employment that respect workers and, at a minimum, safeguard their rights under national and international labor and social security laws and regulations.

雇主应该采用并且遵守工作环境规范和条例，对员工表示尊重。底线是：达到最基本的国家及国际劳动法律规范，遵守社会安全法律法规，保障员工基本福利与权益。

Non Discrimination

不歧视

No person shall be subject to any discrimination in employment, including hiring, compensation, advancement, discipline, termination or retirement, on the basis of gender, race, religion, age, disability, sexual orientation, nationality, political opinion, social group or ethnic origin.

在整个雇佣过程中，包括招聘，薪资，福利，升职，规范惩处，解雇或退休，都不得对员工的性别，种族，宗教，年龄，残疾，性别取向，国籍，政治见解，乃至社会及民族归属等进行歧视。

Harassment or Abuse

骚扰或虐待

Every employee shall be treated with dignity and respect. No employee shall be subject to any physical, sexual, psychological or verbal harassment or abuse. Employers will not use or tolerate any form of corporal punishment. Nondiscrimination – No person shall be subject to any discrimination in employment, including hiring, salary, benefits, advancement, discipline, termination or retirement, on the basis of gender, race, marital status, reproductive or familial situation, religion, age, disability, sexual orientation, nationality, political opinion, or social or ethnic origin.

所有员工都应该被有尊严地对待，应该被尊重。任何员工都不应该成为任何形式的，包括身体上的，涉及到性的，心理上的，或语言上的骚扰或虐待的受害者。雇主不应该使用或容忍任何形式的体罚。无歧视 – 在工作中，没有人应该被以任何形式歧视，包括雇佣过程，薪资，福利，晋升，规范惩处，解雇，或退休；雇主不应该就员工的性别，种族，婚姻状态，生育或家族情况，宗教，年龄，残疾，性向，国籍，政见，社会或民族归属等进行歧视。

SEWING CONCEPTS

Forced Labor

强制劳动

There shall be no use of forced labor, including prison labor, indentured labor, bonded labor or other forms of forced labor.

雇主不应以任何形式强迫劳动，包括监禁劳役，契约劳工，抵债劳动或其他任何形式的强制劳动。

Child Labor

童工

No person shall be employed at an age younger than 16. Employers agree to consult with governmental, human rights, and non-governmental organizations, and to take reasonable steps to minimize the negative impact on children released from employment as a result of implementation or enforcement of the Code.

年龄低于 16 岁的自然人不应该被雇佣劳动。雇主应该主动与政府部门，人权组织，以及非政府组织沟通，主动遵守并实行业规范，确保将雇佣童工的危害降至最低。

Freedom of Association and Collective Bargaining

结社自由以及劳资谈判

Employers shall recognize and respect the right of employees to freedom of association and collective bargaining.

雇主应该认识到并尊重员工的自由结社权益以及劳资谈判权利。

Health, Safety and Environment

健康，安全以及环境

Employers shall provide a safe and healthy workplace setting to prevent accidents and injury to health arising out of, linked with, or occurring in the course of work or as a result of the operation of employers' facilities. Employers shall adopt responsible measures to mitigate negative impacts that the workplace has on the environment.

雇主有责任为员工提供安全和健康的工作环境，预防事故及伤害的发生。雇主要确保工作环境中各个环节运营的正确性以预防伤害发生。雇主要采取适当的措施以降低生产活动对环境造成的负面影响。

SEWING CONCEPTS

Hours of Work

工时

Employers shall not require workers to work more than the regular and overtime hours allowed by the law of the country where the workers are employed. The regular work week shall not exceed 48 hours. Employers shall allow workers at least 24 consecutive hours of rest in every seven-day period. All overtime work shall be consensual and shall be compensated at a premium rate. Other than in exceptional circumstances, the sum of regular and overtime hours in a week shall not exceed 60 hours.

雇主不应该要求工人们的工作时长超过本地或本国的劳动法律法规所规定的时间，包括加班时间也有限制。日常工作时间不应该超过 48 小时/每周。雇主应保障员工每 7 天有至少 24 小时的连贯休息。加班活动必须在双方同意的情况下进行，且应该支付员工更高的时薪。除非是特殊的偶发情况，员工每周工作的总时长（包括正常工时以及加班工时）不应该超过 60 小时。

Women's Rights

女性员工权益

Women's rights are included in the previous sections of this Code of Conduct. Without restricting the generality of the foregoing and for purposes of greater clarity and specificity, employers shall abide by the following conditions:

- Female workers shall have the same work opportunities as men, without arbitrary restriction on the types of jobs or special limits on hours of work;
- Employers shall not use criteria related to marital or reproductive status (for example, pregnancy tests, the use of contraception, fertility status) as conditions of employment;
- New mothers shall be entitled to leaves of absence (with the right to return to work) for childbirth and recovery from childbirth.

女性员工的权益已经囊括在前文中。在不改变该规范整体性的前提下，为了更清楚地说明女性员工权益，雇主应该遵守以下几条：

- 女性应该与男性员工一样获得同等机会的就业权利，不应该受到工种限制，或工时限制；
- 雇主不应该利用女性员工的婚姻或生育状态（如，怀孕检测，避孕手段的使用，生育情况）作为判断其工作能力或表现的标准
- 刚生育不久的母亲应该被允许离职一段时间照顾孩子及恢复身体，并有回归工作岗位的权利。

SEWING CONCEPTS

Compensation

薪资报酬

Employers recognize that wages are the principal means of meeting the basic needs of employees and their families, and therefore shall pay a wage that enables employees to satisfy their basic needs and provide legally mandated benefits. Employers shall ensure that wages and benefits for a standard working week meet at least legal minimum standards and industry averages, whichever is greater, and that net compensation is at least sufficient to meet the worker's basic needs. Compensation standards will be adjusted periodically based on experience and increased knowledge concerning local labor markets and living conditions.

雇主必须认识到工资是员工赖以生存并维系家庭的最重要的资源。因此，雇主所支付的薪资应该达到最低生活水平，并配以法律要求的强制福利。雇主应该保证所付薪资达到法定最低标准或行业平均水平，并选择较高的那个遵守。同时员工所领取的薪资要满足他们的生存需求。工资应该根据员工的经验，技能的增长，对行业理解的深入，以及当地生活水平的改变情况而增长。

Remediation

补救

When a violation of the Code of Conduct occurs, remediation of the violation by the employer is expected. If an employer has failed to self-correct a violation of the Code, Sewing Concepts will consult with the employer (for itself and on behalf of its contractors, subcontractors, or manufacturers) to determine appropriate corrective action. The remedy will, at a minimum, include requiring the employer to take all steps necessary to correct such violations to Sewing Concepts satisfaction. If agreement on corrective action is not reached and/or the action does not result in correction of the violation within a specified reasonable time period, Sewing Concepts reserves the right to terminate or not renew its relationship with any employer, as provided in the employer's agreement with Sewing Concepts.

当违反行业规范的行为或现象出现时，雇主应该立即采取补救措施。如果雇主无法进行自主修复，Sewing Concepts 将（以组织自身，承包商，转包商，或制造商的立场）与该雇主进行接触与沟通，以制定相应的修正方案。纠正措施应该至少包括改正现存问题的步骤，以达到 Sewing Concepts 的要求。如果雇主及 Sewing Concepts 双方无法就纠正计划达成一致，或该计划在既定时间内没有发挥作用（雇主没有执行纠正步骤），Sewing Concepts 保留解除或不再更新与该雇主的合作关系的权利，这一权利在 Sewing Concepts 与雇主签订的协议中有提到。