

# Code of Conduct

Honoring the highest standards of social and environmental responsibility

## **At Minh Graphic we are committed to:**

- A high standard of excellence in every aspect of our business.
- Ethical and responsible conduct in all of our operations.
- Supporting, respecting and protecting the rights of all individuals.
- Respecting the environment.

We expect these same commitments to be shared by the suppliers with which we work in the production of our products. At a minimum, we require that Minh Graphic and all our suppliers meet the following standards; in case of noncompliance(s), such deviation(s) must be approved by Minh Graphic's Human Resource Management and only in the event such deviation(s) is/are clearly for the benefit of the employee in question, or that corrective actions have been taken in order to comply with the Minh Graphic's Code of Conduct.

## **General tenet**

- Minh Graphic and our suppliers will comply with all applicable laws and regulations, including those pertaining to the manufacture, pricing, sale and distribution of Minh Graphic's products.
- All references to "applicable laws and regulations" in this Code of Conduct include local and national codes, rules directives and regulations as well as applicable treaties.
- Minh Graphic and our Danish partners will carry out audits to monitor conformance with our minimum standards. Minh Graphic is responsible for making sure that its business partners and suppliers meet the standards of the Minh Graphic's Code of Conduct.
- Suppliers must allow Minh Graphic and/or any of its representatives unrestricted access to its facilities and to all relevant records at all times, whether or not notice is provided in advance to ensure compliance.
- Minh Graphic believes the fundamental human rights of children should be protected.

## **CHILD LABOUR**

- Minh Graphic and its suppliers will not use child labour.
- All employees must meet Minh Graphic's minimum age for employment of 18, or that of the country in which they are employed, whichever is higher.
- Minh Graphic and its suppliers employing young people not categorised as children (<15 years) will also comply with any laws and regulations applicable to such persons.

## **Freedom of employment**

Minh Graphic and its suppliers will not use any forced, bonded or involuntary labour.

## **Coercion and harrassement**

Minh Graphic and its suppliers will treat each employee with dignity and respect, and will not use corporal punishment, threats of violence or other forms of physical, sexual, psychological or verbal harassment or abuse.

## **Non-discrimination**

Minh Graphic and its suppliers will not discriminate in hiring and employment practices, including salary, benefits, advancement, discipline, termination or retirement on the basis of race, religion, age, nationality, social or ethnic origin, sexual orientation, gender, political opinion or disability.

## **Freedom of association**

Minh Graphic and its suppliers will respect the rights of employees to associate, organise and bargain collectively in a lawful and peaceful manner, without penalty or interference.

## **Health and safety**

Minh Graphic and its suppliers will provide employees with a safe and healthy workplace in accordance with all applicable laws and regulations, to prevent accidents and injury to health, and ensuring reasonable access to potable water and sanitary facilities, fire safety, adequate lighting and ventilation.

## **Compensation**

Minh Graphic and its suppliers recognise that wages are essential to meeting the basic needs of our employees. We will comply with all applicable wage and hour laws and regulations, including those relating to minimum wages, overtime, maximum hours, piece rates and other elements of compensation and provide legally mandated benefits.

## **Overtime compensation**

In addition to their compensation for contractual hours of work, employees shall be compensated for overtime hours at such a premium rate as is legally required in the country of manufacture or, if local laws do not provide for overtime pay, regular wages at least shall be paid for overtime work.

## **Hours of work**

Except in extraordinary business circumstances\*, Minh Graphic's companies and suppliers will not require employees to work more than the lesser of (a) 40 hours per week and 12 hours overtime or the limits on regular and overtime hours allowed by local law or (b) where local law does not limit the hours of work, the regular working week in that country plus 12 hours overtime. In addition, except in extraordinary business circumstances\*, employees will be entitled to at least one day off in any seven-day period.

\*Extraordinary business circumstances are defined as production not being part of the regular production or business flow, meaning such circumstances can only occur for short periods.

## **Protection of the environment**

Minh Graphic and its suppliers will comply with all applicable environmental laws and regulations.

## **Subcontracting**

Minh Graphic and its suppliers will not use subcontractors for the manufacture of products unless such subcontractors comply with this Code of Conduct. Where Minh Graphic use subcontractors, they are expected to comply with the graphic CSR code in writing.

## **Publication**

Minh Graphic and its suppliers will take appropriate steps to ensure that the provisions of this Code of Conduct are communicated to employees, including the prominent posting of a copy of this Code of Conduct, in the local language and in a place readily accessible to employees, at all times.

## **Indoor climate**

Minh Graphic ensures that there is a clean and comfortable indoor climate/temperature in the working area. This is achieved through cleaning, good lighting, and if necessary through mechanical ventilation and other forms of heat control.

The working area is designed to avoid poor working postures and movement in the best way – that there is furniture and equipment, such as lifting equipment, available to help eliminate heavy lifting and poor posture/movements.