



## Manor Code of Conduct for Suppliers

### Preamble

Manor AG (hereinafter referred to as “Manor”) is committed to the principles of the Amfori BSCI Code of Conduct [amfori BSCI Code of Conduct - amfori](#), whose initiative serves as a guideline for ethical behavior upholding the highest ethical standards in all its business operations, respecting both Swiss law and internationally recognized human rights. This Code of Conduct, based on and aligned with Amfori BSCI, establishes Manor’s expectations for all suppliers, their employees, and subcontractors, requiring adherence to ethical, social, and environmental standards. By establishing a business relationship with Manor, suppliers commit to recognizing these standards and to implementing appropriate measures within their business policies to achieve and maintain compliance.

### 1. Human Rights and Legal Compliance

Suppliers must comply with all applicable local laws and international human rights standards. Where there is a discrepancy between local laws and international standards, suppliers are expected to follow the more stringent requirements, including:

The UN Guiding Principles on Business and Human Rights (UNGP),  
OECD Guidelines for Multinational Enterprises, and  
ILO conventions.

Suppliers must adopt a risk-based due diligence approach, identifying, preventing, and addressing potential human rights risks in their supply chain. This includes establishing policies and processes to support human rights, assessing risks, and track improvements.

## **2. Freedom of Association and Collective Bargaining**

Suppliers must respect the rights of all employees to form, join, and participate in labor unions and to engage in collective bargaining without fear of retaliation. Where these rights are restricted by law, suppliers must ensure alternative means for workers to freely elect representatives with whom the company can engage in dialogue on workplace issues.

Suppliers are expected to provide ongoing education to employees regarding their rights and responsibilities, ensuring full awareness of their freedoms related to unionization and collective bargaining.

## **3. Non-Discrimination, Harassment, and Equal Treatment**

Suppliers must uphold non-discrimination policies, ensuring that hiring, remuneration, training, promotion, and termination are conducted without bias based on race, gender, religion, age, disability, or any other protected characteristic. Furthermore:

Suppliers shall prevent and address all forms of harassment and inhumane treatment, including verbal, physical, sexual, psychological, and economic abuse.

Gender-sensitive and inclusive practices should be adopted throughout employment stages, from recruitment to training.

Suppliers shall ensure that all work is voluntary – shall not traffic persons or use any form of slave, forced, bonded, indentured, prison or any other kind of involuntary labor.

Suppliers are expected to foster inclusive workplace that values diversity and to implement internal reporting and disciplinary procedures to address violations of these principles, in alignment with the UN Guiding Principles and Human Rights Statement.

Suppliers shall also ensure that the third-party recruitment agencies it uses are compliant with the provisions of this Code and the law.

## **4. Child Labor and Youth Protection**

Suppliers must strictly prohibit child labor in accordance with ILO conventions and ensure robust age verification mechanisms in recruitment processes. A child is defined as anyone under the age of 15, or higher if national law prescribes a greater minimum age.

Where youth (ages 15-18) are employed, suppliers must ensure:

Work assignments are non-hazardous and do not interfere with educational commitments.

Young workers are not scheduled for night shifts or overtime.

Regular safety and health training are provided to all young workers to protect their well-being.

Suppliers must offer sustainable solutions in cases where child labor is identified, prioritizing the child's best interests.

## **5. Fair Remuneration and Working Hours**

Suppliers must provide fair and timely remuneration, ensuring compliance with the higher of either local minimum wage laws or industry standards. Suppliers are encouraged to progressively achieve living wages that meet workers' basic needs and support a decent standard of living.

Wage policies must include:

Timely payment in legal currency with clear policies on any lawful deductions.

Equal pay for equal work, ensuring that migrant and local workers receive equivalent pay for the same role.

Overtime compensation at a minimum rate of 125% of the standard rate and ensuring it is voluntary.

All employees shall be entitled to a written labour contract in accordance with applicable laws.

Standard working hours should not exceed 48 hours per week, with voluntary overtime capped at an additional 12 hours. Workers are entitled to at least one rest day per week.

## **6. Occupational Health and Safety (OHS)**

Suppliers must ensure a safe and healthy working environment, in compliance with both national laws and international standards. Suppliers must:

- Conduct regular risk assessments to identify and mitigate potential health and safety hazards.

- Provide ongoing safety training, particularly for vulnerable groups (e.g., pregnant workers, young workers).

- Establish emergency preparedness plans and necessary safety protocols.

- Supply workers with personal protective equipment (PPE) at no cost and ensure that all workers are trained in safe practices.

All workers have the right to refuse unsafe work without penalty and must be informed of their right to do so.

Where living accommodations are provided, they must meet health and safety standards, including access to drinkable water, clean sanitary facilities and appropriate eating and resting areas.

## **7. Environmental Responsibility**

Suppliers shall comply with existing environmental regulations, adopt and maintain an environmental due diligence system to minimize their environmental impact. This includes:

- Regular assessment and mitigation of potential environmental risks to communities, climate, and natural resources.

- Waste management, emissions control, and responsible disposal of chemicals and other hazardous materials.

- Adoption of practices that reduce energy and water consumption and improve overall environmental performance.

Suppliers are encouraged to continuously improve their environmental practices, aiming to reduce their ecological footprint progressively.

## **8. Ethical Business Practices**

Manor expects the highest ethical standards, and suppliers are required to:

- Establish anti-corruption policies and controls to prevent bribery, extortion, and other unethical practices.

- Ensure transparency in business records, disclosing accurate and complete information to Manor as required.

- Implement training programs for employees on ethical conduct, emphasizing the importance of integrity in all business dealings.

Suppliers must keep accurate documentation of all business transactions and make these available for auditing purposes as requested.

## **9. Grievance Mechanisms and Access to Remedy**

Suppliers are expected to establish accessible, confidential, and effective grievance mechanisms within their operations, enabling workers to report concerns safely and without fear of retaliation. These mechanisms should be available in local languages and meet the standards of UNGP Article 31 to ensure accessibility and effectiveness.

Manor also provides a confidential reporting line accessible to all employees in the supply chain to report violations of this Code anonymously. This service, managed by an independent third party, ensures confidentiality

and protect whistleblowers from retaliation.

Access is here: <https://whistleblower.manor.ch>

## **10. Monitoring, Audits, and Continuous Improvement**

Manor reserves the right to conduct regular audits, both announced and unannounced, to ensure compliance with this Code of Conduct. Suppliers are expected to:

Cooperate fully with Manor's monitoring efforts, providing access to facilities, records, and workers for interviews.

Actively work on corrective actions when non-compliance is identified and take measures for continuous improvement.

Implement a management system to support ongoing compliance and proactively address areas for improvement in alignment with this Code.

In case of non-progress or cooperation, Manor may suspend the business relationship.

This Code will be reviewed periodically to align with evolving international standards and updates to Manor's Human Rights Statement. Suppliers must be prepared to adjust their practices to remain compliant with these standards.

### **Contact**

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AMFORI: [info@amfori.org](mailto:info@amfori.org)

[amfori - Trade with Purpose - amfori](#)

### **Appendix**

[Manor's Human Rights Declaration on demand](#)

[UNGP\\_Brochure](#)

[OECD Guidelines for Multinational Enterprises on Responsible Business Conduct | OECD iLibrary](#)

[Conventions, Protocols and Recommendations | International Labour Organization](#)