



Standards of Manufacturing Practices

To facilitate decent and humane working conditions and promote ethical business practices at third-party manufacturing facilities around the world, we have developed these *Standards of Manufacturing Practices*. Whether we (or our subsidiaries, divisions, affiliates or agents) enter into or continue a business relationship with a particular supplier depends in part on its compliance with and commitment to the principles outlined in these *Standards*.

Documentation and Inspection

Supplier must provide our representatives with unrestricted access, without advance notice, to all factory premises and employees as well as to all documents relevant in determining whether it is in compliance with these *Standards* and all applicable laws and regulations.

Forced Labor

Supplier must not use forced labor, whether in the form of prison, indentured, slave, bonded or any other form of compulsory labor.

Child Labor

Supplier must only employ people who (a) meet the local legal minimum age for employment, (b) meet the age for completing compulsory education in the country of manufacture, or (c) are at least 15 years old, whichever is higher.

Harassment or Abuse

Supplier must treat all employees with respect and provide work environments that are free of physical, sexual, psychological and verbal harassment and abuse, retribution for grievances, and corporal punishment.

Nondiscrimination

Supplier must not subject any person to any discrimination in employment, including in hiring, salary, benefits, advancement, discipline, termination or retirement on the basis of race, religion, gender, marital status, capacity to bear children, age, disability, sexual orientation, nationality, political opinion, social or ethnic origin or other status of the individual unrelated to the ability to perform the job.

Freedom of Association

Supplier must recognize and respect the right of employees to associate, organize and bargain collectively in a lawful and peaceful manner without penalty or interference.

Wages and Benefits

Supplier must pay each employee at least the legal wage and applicable premium rate for overtime, and must provide all legally mandated benefits. Supplier must also provide employees with a clear written accounting for every pay period and must not deduct or withhold wages or benefits for disciplinary infractions.

Hours of Work

Supplier must comply with applicable laws and regulations regarding work hours and must operate in a manner that promotes humane and productive hours of work and working conditions.

Health and Safety

Supplier must comply with applicable laws and regulations regarding working conditions, including any housing and cafeteria requirements, and must provide a safe and healthy working environment to reduce work-related injuries and illnesses and promote the general health of employees.

Environment

Supplier must comply with applicable environmental laws, must maintain a written environmental policy, and must implement a system to minimize or eliminate negative impacts of its practices on the environment.

Ethical Conduct

Supplier must conduct business in a legal and ethical manner, Supplier must refrain from offering or accepting bribes or kickbacks in any form directly or indirectly to or from our representatives, government officials, or third parties in connection with us or our products.