



Code of Conduct for Garner Osborne Circuits Limited



Contents

1. Introduction.....	3
2. No forced labour.....	3
3. No child labour.....	3
4. Equality & Diversity.....	3
5. No harsh or inhumane treatment.....	4
6. Safe and hygienic working conditions.....	4
7. Wages are paid.....	5
8. Working hours are not excessive.....	5
9. Regular employment.....	5
10. Traceability of production.....	5
11. Health and Safety of products.....	5
12. Environmental awareness.....	5
13. Confidentiality of information.....	6
14. Transparency.....	6
15. Reference to national legislation, conventions and agreements.....	6



1. Introduction

The Garner Osborne Circuits Limited code of conduct (hereinafter, the code) defines minimum standards of ethical and responsible behaviours which must be met by the employees and suppliers.

2. No forced labour

Garner Osborne Circuits Limited shall not allow any form of forced or involuntary labour nor are they entitled to retain employee's identity documents.

3. No child labour

Garner Osborne Circuits Limited and suppliers shall not employ minors. Garner Osborne Circuits Limited defines minors as those persons who have not yet reached their 16th birthday.

4. Equality & Diversity

Garner Osborne Limited is committed to ensuring:

- That existing members of staff, job applicants, or workers are treated fairly in an environment which is free from any form of discrimination
- With regard to nine of the protected characteristics as outlined by the Equality Act 2010 which are:
 - age
 - disability
 - gender reassignment
 - marriage and civil partnership
 - pregnancy and maternity
 - race (includes colour, nationality and ethnic origins)
 - religion and or belief
 - sex
 - sexual orientation



In addition, existing members of staff, job applicants, or workers are treated fairly in an environment which is free from any form of discrimination with regard to: caring responsibilities, part-time employment, membership or non-membership of a trade union or spent convictions.

- All employment-related policies, practices and procedures are applied impartially and objectively
- Equality of opportunity to all and to provide staff with the opportunity to develop and realise their full potential
- That Garner Osborne Circuits works towards achieving a diverse workforce at all levels
- That employees can work in an atmosphere of dignity and respect

5. No harsh or inhumane treatment

Garner Osborne Circuits Limited shall treat their employees with dignity and respect. Under no circumstances shall physical punishment, sexual or racial harassment, verbal or power abuse or any form of harassment or intimidation be permitted.

6. Safe and hygienic working conditions

Garner Osborne Circuits Limited shall provide a safe and healthy workplace to their employees, ensuring minimum conditions of light, ventilation, hygiene, fire prevention, safety measures and access to a drinking water supply.

Workers shall have access to clean toilets facilities and drinking water. Where necessary, facilities for food storage shall be provided.

Garner Osborne Circuits Limited shall take required steps to prevent accidents and injuries to health of their workers, by minimising as much as possible the risks inherent to work.

Garner Osborne Circuits Limited shall provide their workers with regular training in the matter of health and safety at work. The company shall keep an appropriate record of the training courses done. Likewise, they shall keep appropriate record of training courses done. Likewise, they shall appoint a person in charge of health and safety within the Management, duly authorised and with appropriate decision taking power.



7. Wages are paid

Garner Osborne Circuits Limited shall ensure that wages paid meet at least the minimum legal or collective bargain agreement, should this latter be higher. In any event, wages should always be enough to meet the basic needs to workers and their families.

8. Working hours are not excessive

Garner Osborne Circuits Limited shall adjust the length of the working day to the provisions of the applicable laws or of the collective bargain agreement applicable for the sector in question, if the latter affords greater protection for workers.

Overtime shall be voluntary, shall not exceed 12 hours per week, shall not be demanded on a regular basis and shall always be compensated at a premium rate, pursuant to the provisions of the prevailing regulation in force.

9. Regular employment

Garner Osborne Circuits Limited undertake that all employment formulas they use are part of the applicable local laws. Thus, they shall not impair the rights of workers acknowledge under labour and social security laws and regulations by using schemes that have no real intention to promote regular employment in the framework of regular employment relationships.

10. Traceability of production

Garner Osborne Circuits Limited shall not assign any work to third parties without prior written authorisation. Those who outsource any work shall be responsible for the enforcement of the code by these third parties and their employees.

11. Health and Safety products

Garner Osborne Circuits Limited are responsible for all products supplied, to comply with Health and Safety standards so that the commercialised products do not entail any risk to customers and their needs.



12. Environmental awareness

Garner Osborne Circuits Limited shall be duly committed at all times to protect the environment and shall comply with the standards and requirements of the applicable local and international laws and regulations.

13. Confidentiality of information

Garner Osborne Circuits Limited shall preserve the integrity and confidentiality of the information they may receive as consequence of their commercial relationship with their customers.

The obligation of confidentiality will remain for a reasonable period of time.

14. Transparency

Employees shall carry out their activities in an honest, upright and transparent way, keeping for these purpose and appropriate accounting records system that facilitates the traceability of their decisions, as a preventive measure versus any type of corruption, bribe and extortion that might arise.

Garner Osborne Circuits Limited shall not manipulate or influence their workers, nor shall they forge any files or records in order to alter the verification process regarding compliance with this code.

Garner Osborne Circuits Limited shall neither offer nor accept remuneration of any kind which seeks, or may be perceived to seek, to affect the impartial judgement or the objectivity of such parties appointed by Garner Osborne Circuits Ltd to carry out inspections and compliance audits in connection with this code.

15. Reference to national legislation, conventions & agreements

The provisions of this code constitute only minimum standards.

Should national regulations or any other applicable law or any other commitments undertaken or applicable, including collective bargaining agreements, govern the same issue, the provision which offers greater protection for workers shall apply.

Garner Osborne Circuits Limited assumes, as part of its internal norms, the content of national and international agreements and conventions to which it has adhered and that they are applied in its relationship with manufacturers and suppliers, committing to their promotion and compliance.