

# Postie Ethical Sourcing Code

Postie requires all vendors and factories to comply fully with the legal requirements of the countries in which they operate. All requirements in this code are in addition to compliance with applicable local laws.

## 1 Child Labour

Suppliers must work in line with minimum employment age limit defined by national law, or if less than 15 years, then by ILO Convention 138 (1973 Minimum Age Convention) which does not allow under 15 years of age to work.

## 2 Employee Labour Rights

Postie only operates with suppliers whose employees work freely under their own volition, and are in no way forced, bonded or obligated to work against their will.

## 3 Respect of Freedom of Association and the Right to Collective Bargaining

Postie supports the right of all workers to join or form trade unions in accordance with national laws, believing that employers and employees should work together amicably to resolve issues that affect the collective workforce.

## 4 Living Wages

All vendors and sub-contractors shall ensure wages and benefits paid for a standard working week shall meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. In any event, wages should always be enough to meet basic needs and to provide some discretionary income for the employee.

## 5 Working Hours

Postie firmly believes that employees only work those hours that ensure a safe and healthy working environment and adequate rest or leisure time between shifts. Working hours comply with any law and benchmark industry standards, whichever affords greater protection.

## 6 Regularity of Employment

Postie is committed to working with suppliers that demonstrate the desire to cater for a workforce that is legally employed within a controlled, supportive and safe framework. The use of sub-contracting and home workers has been demonstrated to circumvent this duty of care, and shall not form part of work contracting unless necessary and controlled.

## 7 Harsh or Inhumane Treatment

Postie is dedicated to working with suppliers that do not use or tolerate harsh or inhumane treatment on their employees. With suppliers, senior management shall foster a culture and code of conduct where abuse is not tolerated and where issues can be resolved between all parties amicably.

## 8 Discrimination

Postie supports all national and international laws and guidelines. It will not work with suppliers that treat people differently because of certain characteristics, such as race, colour or gender, which results in the impairment of equality of opportunity and treatment.

## 9 Entitlement to Work and Immigration

Postie is dedicated to ensuring that the employees of all suppliers have a legal right to work, and whose eligibility for this has been ascertained by the checking and recording of appropriate documentation.

## 10 Working Conditions

Postie shall only work with suppliers that put the safety and security of their workforce as a sincere, primary concern. Systems must be in place to ensure this, and regular checking and recording of safety, to clear standards, shall be undertaken and recorded. A procedure for compliant reporting and resolution, in regards to working conditions, shall also be in place.

## 11 Prevailing Civil Influences

Postie shall only work with suppliers that are mindful of prevailing civil conditions and how these may potentially affect their workforce and ensure that workers' safety is maintained.

## 12 Environmental Compliance

All suppliers to Postie shall ensure their facilities meet all relevant local and national environmental protection laws, and should do their utmost to comply with international environment protection standards.

## 13 Business Integrity

Postie believes that honesty, fairness and integrity must be exercised by all parties in order for business dealings to be professional and robust. Postie will not do business with suppliers that have involvement with unlawful or improper payments, bribes, benefits or favours.