

SriLankan Catering Limited – Supplier Code of Conduct

SLC Supplier code of conduct contains the minimum standards, which are required to adhere by the all SLC suppliers and their suppliers, including their parent, subsidiary or affiliate entities and all the others with whom they are engaged in the business.

The standards set out in the code of conduct refer the International norms and standards including the Universal Declaration of Human Rights, International Labor Standers (ILO) and UN Guiding Principles on Business and Human Rights.

1. Human Rights

Freedom of Association and Collective Bargaining

The suppliers needs to grant its employees the freedom of association and collective bargaining subject to the rules of the organization concerned.

Forced Labour

The Suppliers are prohibited to use force, bonded, involuntary prison labour and embrace employment practices consistent with ILO convention, 1930 (No 29) pertaining to the forced labour. Supplier shall not use any form of indentured servitude such as the use of physical punishment, confinement, threats of violence or control such as retaining employees' identification, passports, work permits or deposits as a condition of employment.

Equality of Opportunity and Treatment

Supplier should not practice any form of discrimination in hiring and employment practices made on the basis of race, colour, sex, religion, political opinion, national extraction or social origin in line with ILO Convention 111 on Discrimination.

Child Labour

Based on the ILO Convention No 138 on Minimum age, no child below 15 Years (14 years for the countries where the economy and educational facilities are insufficiently developed) is allowed to work, subject to exceptions allowed by the ILO or national law.

Additionally all young workers must be protected from performing any work that maybe harmful to child's fullest physical and mental health.

Hours of working

The supplier must ensure that all of its employees work in compliance with all applicable laws and mandatory industry standards pertaining to regular working hours , overtime hours, including for breaks, rest periods, holidays, maternity and paternity laws. Suppliers needs to ensure that all the overtime work is voluntary and compensated at the prevailing overtime rates. Suppliers are encouraged to

Wages/Compensation

Suppliers are expected to comply, at a minimum with all wage and labour laws and regulations including those pertaining to minimum wages, overtime wages, other compensations and benefits. The supplier must not imply disciplinary or any other forms of deductions from the pay.

2. Safety and Health

Work Place environment

It is expected from all the suppliers to implement and periodically review a coherent policy at the work place to prevent accidents and injury to health by minimizing hazards. And also as a minimum standard portable drinking water, ventilation, sanitation, and personal protective equipment must be provided.

Emergency Preparedness

Suppliers should ensure that the workplace, machinery, equipment and processes are in control and safe without any risk to health. And all the chemical, physical and biological substances are free from risk to health. And needs to ensure all the appropriate measures have been taken to deal with emergencies and accidents. And also it is required to ensure that employees are given adequate information and appropriate trainings on emergency planning and responsiveness.

Welfare Facilities

It is expected from all the suppliers to establish standards concerning welfare facilities for employees relates to feeding facilities (canteen facilities), rest room facilities, access to portable water, dormitory facilities with reasonable personal space, adequate heat, ventilation and clean shower and bathrooms in or near enterprises.

Product Quality and Safety

All products and services delivered by the supplier must meet the quality and safety standards required by the applicable law.

3. Environment Sustainability

Environmental Management system

The Supplier may implement and document an International Environmental standards within the organization to identify, control and mitigate the significant environmental impacts.

Chemical and Hazardous Materials

If Chemical or other materials which are harmful to the environment, are produced or released to the nature end of the process, such materials needs to be identified and managed in safe handling, storage or disposal procedure in order to minimize the its impact to the environment.

Resource Optimization, Pollution Prevention and Waste Minimization

It is expected from supplier to implement methods that could optimize the natural resources including energy and water. And also supplier shall implement procures to prevent pollution, waste minimization and recycling. Wastewater and solid waste dispose from operations needs to be monitored and needs to use adequate disposal methods according to applicable laws.

4. Business Integrity

Anti-Bribery and Anti-Corruption

It is expected from all suppliers to adhere to the highest standards of ethical conducts and local laws. And also not to engage in any form of corrupt practices. The supplier must never directly or through and intermediaries offer or promise any personal or improper advantage from a third party in order to obtain or retain the business. The supplier shall not accept any bribes or violate any anti- bribery rules and regulations.

Transparency and Disclose

Suppliers are expected to disclose full confidence and trust full information on its business activities, financial conditions, and preference against applicable regulations and standards. And also it is expected to supply all the goods and services at the most reasonable prices.

Origin

The supplier required to be capable to disclose all the possible sources of primary origins – country of Origin of all the goods are supplied. And also supplier needs to have a traceability system back to the origin of all the supplies.

Conflict of Interest

Supplier are expected to disclose to SLC any situation that may appear as a conflict of interest and disclose any SLC official or professional under any form of contract with SLC may have an interest of any kind of supplier business or any kind of economic ties with the supplier.

Intellectual Property

Supplier shall take appropriate steps to safeguard confidential information of its business partners and use such information only for the purposes authorized for use by the contractual agreement. Sharing confidential information should be always made with the approval of SLC.