

# CASCADE DESIGNS

## SUPPLIER CODE OF CONDUCT

Cascade Designs, Inc. (“Cascade”) is committed to promoting fair, safe, and non-discriminatory working environments for every worker producing our products. This Code of Conduct (Code) supports this commitment and defines additional requirements when doing business with Cascade. This Code of Conduct is based on the United Nations Universal Declaration of Human Rights, International Labor Organization principles and internationally accepted fair labor practices. Where industry or Cascade standards are higher than required by law, Suppliers/Vendors (hereinafter referred to as “Supplier” as applicable) are expected to meet the higher standards. Cascade monitors compliance and promotes a partnership model of continuous improvement, however, violations of Cascade’s Code of Conduct may result in corrective actions, including the immediate cessation of business with Cascade.

### **FLOW DOWN CLAUSE**

This Code of Conduct applies to the entire supply chain, including agents, sub-suppliers, subcontractors, and material suppliers. Direct suppliers are expected to promote, monitor, and ensure compliance of this Code of Conduct with their own sub-suppliers and subcontractors.

Standards apply equally to permanent, temporary, agency or migrant workers.

### **TRANSPARENCY AND DISCLOSURE**

Suppliers will be forthright in communication about their business practices and must accurately record and disclose, upon request, information regarding employee and payroll records, business structure and activities, financial conditions, and other areas of performance in accordance with applicable laws and regulations.

Suppliers should also disclose, upon request, details of their own suppliers and supply chains, including but not limited to supplier names and locations and materials or products procured to ensure product traceability and accountability.

### **CORPORATE GOVERNANCE AND ANTI-CORRUPTION**

Suppliers must have implemented measures or have processes in place that will prevent corruption, extortion, and embezzlement. Suppliers shall not violate any international anti-corruption conventions or any applicable anti-corruption laws and regulations of the countries they operate in.

### **COMPLIANCE WITH LAWS AND WORKPLACE REGULATIONS**

Suppliers will comply with all laws and regulations in all locations where they conduct business.

### **RECRUITMENT AND HIRING**

Suppliers will not use persons younger than 16 years of age (or who are younger than school compulsory age, if that is older than 16 years) in any of their facilities. If the legal age for employment is higher than 16, the higher age shall apply. In the case of hazardous work, the minimum age shall be 18.

# CASCADE DESIGNS

Suppliers will not use any form of forced labor, including imprisoned, indentured, bonded, or any other form of compulsory labor.

Suppliers will not engage, directly or indirectly, with human trafficking. Suppliers will comply with United States Federal Acquisition Regulation Clause 52.222-50 Combatting Trafficking in Persons (22 U.S.C. chapter 78 and EO 13627).

All Workers are entitled to a work contract written in a language they understand which contains a description of the terms and conditions of employment.

## **EQUAL EMPLOYMENT OPPORTUNITY**

Workers will be considered for positions based on their qualifications and abilities. Suppliers will not discriminate in any aspect of hiring or employment practices based on gender, race, ethnicity, age, disability, sexual orientation, marital status, nationality, religion, political opinion, or social group.

## **PROHIBITION OF HARASSMENT OR ABUSE**

Suppliers will not use physical or psychological disciplinary tactics. Furthermore, Suppliers will not subject Workers to threats of violence, sexual harassment, or psychological abuse.

Suppliers will provide an adequate mechanism for Workers to report integrity concerns, safety issues and misconduct without fear of retaliation. Suppliers will also appropriately investigate reports and take corrective action, if needed.

## **FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING**

Suppliers will recognize and respect the freedom of Workers to exercise their lawful rights of free association and collective bargaining.

Where the right to freedom of association is restricted under law, Suppliers will provide parallel mechanisms to allow their Workers to raise any job-related grievances they may have without penalty or threat of reprisal.

## **HOURS OF WORK AND COMPENSATION**

Suppliers will meet all legal requirements for wages and benefits in the country in which they are conducting business, or local industry standards, whichever are higher. Wages must be paid in a timely fashion that meets or exceeds legal minimum standards.

Workers will be entitled to at least 24 consecutive hours off for every seven-day period worked. Working hours will comply with all applicable laws and regulations, not exceeding 60 hours per week on a regularly scheduled basis.

All overtime worked must be consensual and in accordance with local regulations and guidelines. Where overtime is required, workers must be compensated appropriately according to the law.

# CASCADE DESIGNS

## **HEALTH AND SAFETY**

Suppliers will provide workers with a safe and healthy work environment to prevent accidents and injury to health arising out of, linked with, occurring in the course of work, or resulting from the operation of Suppliers' facilities.

Suppliers shall take a proactive approach to health and safety by implementing policies, systems and training designed to prevent accidents and injuries and to protect worker health.

The same standards apply to residential and dining facilities where they are offered. Suppliers shall provide Workers with clean toilet facilities, access to potable water, and sanitary food preparation and storage facilities. Dormitories shall be clean, safe and provide adequate emergency egress, climate control, reasonable personal space, and reasonable exit and entry privileges.

## **ENVIRONMENTAL MANAGEMENT**

Suppliers will comply with all applicable environmental laws and regulations.

Suppliers will maintain written environmental management policies and standards, with supporting procedures and processes and make those records available for review.

Suppliers will take measures to reduce their carbon footprint, energy and water usage, waste, emissions, and generally mitigate their negative impacts on human health and the environment.

## **COMMUNITY**

Suppliers are encouraged to engage, either directly or through partnerships, in projects that improve the social well-being of Workers and their families in the local community.

## **REFERENCES**

<https://www.un.org/en/about-us/universal-declaration-of-human-rights>

<https://www.ilo.org/global/standards/introduction-to-international-labour-standards/conventions-and-recommendations/lang--en/index.htm>

<https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12000:0::NO::>

<https://www.acquisition.gov/far/52.222-50>