



SOCIAL & SUSTAINABLE **COMPLIANCE GUIDEBOOK**

*a practical guide for implementing a social
and environmental management system*

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GENERAL INTRODUCTION



Gildan operates under a code of business conduct, which sets forth the key principles under which the Company and its worldwide business partners are required to operate. The Gildan Code of Conduct states that the conduct of business with employees, customers, consumers, suppliers, and all others shall be on an honest, fair, and equitable basis. It has been and will continue to be Gildan's policy to obey the laws of each country and to honour its obligations to society by being an economic and social asset to each community and nation in which we operate.

From its inception, the Gildan Code of Conduct was based on our company values as well as recognized labor and human rights standards set by the International Labor Organization (ILO) and Fair Labor Association (FLA).

Over time, we have modified our Code to reflect international labor standards and suggestions from Non-Governmental Organizations (NGOs) and local stakeholders, whom we have engaged with, in countries where our products are manufactured.

Our own learning experiences have contributed immeasurably to the evolution of our Code to shape it as a strategy for responsible supply chain management and sourcing.

Our Code guides us in our overall business relationships with our suppliers, contractors, and how we regard and respect our own employees. In the selection of our contractors, suppliers, and agents, Gildan strives to choose reputable business partners who

are committed to ethical standards and business practices compatible with those of the Company. At the very minimum, we expect our contractors, suppliers, and agents, to comply with all legal requirements applicable to their operations and employment.

The Gildan Code of Conduct represents minimum expectations for contracted suppliers in regards to treatment and respect for workers, workers' labor and human rights, facility health and safety, structural integrity of buildings where workers are located, the environmental impact that results from operations, and ethical business practices.

The Gildan Code of Conduct must be visibly posted in English as well as in the local language of workers, and in common view of workers in facilities that manufacture products for Gildan.

Gildan requires contracted suppliers to comply with its Code of Conduct, even where there may be an absence of legal requirements and regulations.

This Social and Sustainable Compliance Guidebook has been prepared to help our own facilities as well as third party contractors and supplier facilities meet Gildan's compliance benchmarks, to improve their adherence to and/or application of laws, principles, conventions, standards, and codes that protect and promote workers'

rights. It defines:

- What a company must do (complying with national labor laws and regulations)
- What it ought to do (following international labor conventions and guiding principles)
- What it volunteers to do (implementing the Gildan compliance benchmarks)

This Social and Sustainable Compliance Guidebook contains the following:

- (1) A detailed explanation of how to implement an integrated approach to meeting Gildan's compliance benchmarks. A Management System Approach to Social and Sustainable Compliance (Chapter 1) outlines the importance and practicality of integrating social and environmental compliance into a facility's existing management systems.
- (2) The elements and benefits of implementing a systems approach to social and environmental compliance against an issue-focused and fragmented approach. It also provides a simple flow chart for setting up a Social Compliance Management System.
- (3) Policies and operating procedures for each employment function. These policies and procedures are key in maintaining good relationships between management and employees. The guidebook has individual chapters that discuss:
 - o Employment Relationship (Chapter 1)
 - o Child Labor (Chapter 2)
 - o Forced Labor (Chapter 3)
 - o Compensation (Chapter 4)
 - o Hours of Work (Chapter 5)
 - o Health & Safety (Chapter 6)
 - o Environment (Chapter 7)
 - o Freedom of Association and Collective Bargaining (Chapter 8)
 - o Harassment or Abuse (Chapter 9)
 - o Grievance Mechanisms (Chapter 10)
 - o Discrimination (Chapter 11)
 - o Work Dormitories (Chapter 12)

Each chapter is divided into the following sections:

Gildan Code of Conduct

This section states the Gildan Code of Conduct standard on the particular social compliance area.

Introduction

This section establishes the rationale for the Gildan Code of Conduct provision.

Compliance Benchmarks

Facilities producing for Gildan will be audited in order to monitor their working conditions compliance with the Gildan Code of Conduct, local laws and regulations, as well as against the compliance benchmarks outlined in this section.

The compliance benchmarks defined in this section aim to achieve decent working conditions and labor relations. They are based on the International Labor Organization's (ILO) standards, the Fair Labor Association (FLA) benchmarks, as well as on other recognized industry best practices.

ASSESSMENT RESULTS AND CONSEQUENCES

Facilities producing for Gildan will be audited to monitor the working conditions compliance with the Gildan Code of Conduct and the Benchmarks outlined in this Guidebook. Once the facility has been inspected and audited for compliance, a rating shall be assigned based on the number of findings and their severity. We have included the suggested rating for both the Gildan Code of Conduct and Benchmark Issues.

These ratings will help the users of this Guidebook understand how seriously Gildan views compliance to a particular issue.

Issues from assessments, both pre-sourcing and at existing contractor facilities, shall affect sourcing decisions as well as determine the frequency and scope of future assessments as outlined in the chart below.

Note about Country Specific Issues:
Based on regional or country specific conditions related to political, economic, and social situations, Gildan reserves the right to assign a higher risk level commensurate with risk presented by the local conditions.

Audit Rating	Business Impact	Follow-Up
Green	<ul style="list-style-type: none"> Cleared for continued business. 	<ul style="list-style-type: none"> No Follow-up Audit required. Bi-Annual Audit based on risk.
Yellow	<ul style="list-style-type: none"> Cleared for continued business. 	<ul style="list-style-type: none"> Follow-up with Desktop Audit Review. Audit in 12 to 18 months based on risk.
Orange	<ul style="list-style-type: none"> Must improve/reach at least Green or Yellow level. If a factory demonstrates it is improving, Brand may provide additional time & support. 	<ul style="list-style-type: none"> Follow-up with Desktop Audit Review. Audit in 6 to 12 months based on risk
Red	<ul style="list-style-type: none"> Must improve/reach at least Green or Yellow level within the next audit. If no improvement after follow-up, all open orders will be completed and supplier has to be exited within 3 months. Facilities that accumulate three consecutive Orange Audit Ratings will automatically receive a Red Rating. 	<ul style="list-style-type: none"> Follow-up Audit if facility has Major non-compliances and Desktop Audit Review if facility only has Moderate and Minor non-compliances. Audit in 3 to 6 months based on risk.
Black	<ul style="list-style-type: none"> Contractor Facilities: Open orders will be completed. Contractor Facilities: Future orders cancelled. For owned facilities, black rated facilities will need to established an action plan within 1 week and this action plan needs to be reviewed and approved by the Country Manager, EVP & CSR VP; also an exhaustive evaluation/investigation will be conducted in order to confirm sustainable improvements. 	<ul style="list-style-type: none"> No follow-up.

Zero Tolerance Issues	Non – Compliances
Child Labor	<ul style="list-style-type: none"> Employee below minimum legal age to work (consider to be a child) or under the age for completion of compulsory education.
Health & Safety	<ul style="list-style-type: none"> Structural fallacious facility conditions, that may breakdown causing injuries or deaths. Any condition related to fire hazards or chemical manipulation that may cause serious danger or life threat to employees.
Subcontracting	<ul style="list-style-type: none"> Unauthorized subcontracting
Forced Labor & Human Trafficking	<ul style="list-style-type: none"> Employers binding workers to employment as a condition of fulfilling terms of a debt to a third party or to the employer. Employer utilizing prison or forced labor or subcontract work to prisons for the manufacturing or finishing of our products. Employer utilizing or purchasing materials from a business partner utilizing prison or forced labor.
Harassment	<ul style="list-style-type: none"> Physical violence or the threat of physical violence by facility management is not allowed as a means to maintain workplace discipline. This includes pushing, slapping or any other form of physical contact used as a systematic practice. Confirmed sexual abuse as a form of hiring or maintaining the job position and must be a common practice implemented by facility management.

MANAGEMENT SYSTEM APPROACH TO SOCIAL & SUSTAINABLE COMPLIANCE



The management system approach consists of all policies and procedures required in order to achieve social and environmental compliance. This includes personnel policies and procedures that ensure fair, legal, and humane treatment of workers, as well as the mitigation of environmental impacts that demonstrate a company's commitment to improving the quality of work life, satisfaction, and development of its human resources and protection of the environment. It also makes adherence to human rights standards, and international and local labor and environmental laws.

This chapter offers a detailed discussion of policies and procedures that a socially and environmentally responsible facility might want to establish.

Policies

The facility has, at a minimum, written policies and procedures that uphold and respect Gildan's Code of Conduct, human rights standards, and local labor and environmental laws on the following:

- Forced Labor
- Child Labor
- Nondiscrimination
- Freedom of Association
- Employment Relationship (including Recruitment, Hiring, Termination & Personnel Development)
- Work Hours (Regular and Overtime Hours)
- Compensation and Benefits
- Harassment and Abuse
- Discipline and Termination
- Grievance Mechanisms

- Health & Safety
- Environment
- Dormitories

Procedures

The facility management must assign an individual responsible for ensuring that the aforementioned policies are in place and that they are being respected, as well as ensuring they are kept in a dedicated area. Procedures should be put in place to guarantee that:

- Policies are communicated to managers, supervisors and workers and that the appropriate training has been put in place to assure their application;
- Ensuring that the roles and responsibilities of managers, supervisors, and workers are clearly defined;
- Designing monitoring and evaluation mechanisms that ensure policies and procedures prevent the occurrence of or recurrence of non-compliance issues by identifying weaknesses in the implementation of policies and procedures and developing appropriate remedies or corrective action;
- Monitoring all concerns and issues related to the implementation of the aforementioned policies;
- Track legal labor and environmental requirements;
- Performing annual management reviews of the system and implementing

corrective action in order to continuously improve the management system.

Communication and Training

The success of the implementation of policies increases with the employees' level of awareness and understanding of the company's personnel policies.

Methods available in order to increase employee awareness include:

- All newly hired workers can be required to undergo an orientation program to explain and provide guidance on company policies.
- Ensuring that the company's policies are written in a language that all workers understand.
- Communicating the company's Human Resources policies, including updates, through postings on bulletin boards.
- Providing all workers with a copy of the employee handbook.
- Verbally explaining the policies to employees who cannot read or write.
- Posting relevant national and local labor laws that are written in a language workers understand.

Documentation and Records

It is necessary to consolidate facility policies on file for easy access and reference, and to keep track of revisions or updates, such as:

- Consolidation of the facility policies and procedures into one document;
- Proper documentation of any revisions or updates to the policies (each written policy should include the following basic information: date last updated, revision number, date revision is effective and relevant documentation, where applicable.);
- All applicable laws, regulations and customer codes of conduct and other requirements;
- Copies of internal and third party audit reports;
- Corrective action plans.

Monitoring

Monitoring and evaluation refers to a checking process that ensures policies are efficiently and effectively enforced, and that the controls in place ensure that the company's management system is effective. The following steps can be used to evaluate and improve the effectiveness of the system:

1. Monitoring and reporting on trends and statistics to identify actual and potential problems

The activities listed below are conducted to monitor the effective implementation of personnel policies:

- Periodic review and analysis of complaints and reports related to personnel policies and their implementation that are gathered from workers' suggestion boxes and other grievance mechanisms (e.g.,

workers' forum, general assembly meetings). Use the feedback as input in the regular (quarterly or biannual) review of policies and procedures;

- Conducting confidential surveys to measure worker awareness and understanding of policies. Results of these surveys can be used to guide the department in planning a workers' education forum to discuss areas of low awareness or understanding, and/or workers' concerns;
- Conducting regular Employee Feedback Surveys that measure workers' satisfaction with the policies and their level of implementation.

implementation of each policy, through regular meetings, to identify and report on problem areas and/or progress and best practices in policy implementation.

2. Investigating and analyzing the problem

When trends and reports indicate conditions that are not in compliance with local law, the facility's own internal policies, and the Gildan Code of Conduct, the facility can investigate these conditions to determine their causes and effects, and what can be done to address them.

3. Working with other departments to identify reasonable solutions

It is imperative that, and care should be taken, to ensure that solutions are well thought out so that (a) the problem does not recur and (b) the solution does not create other problems. The Human Resources Department can also coordinate with staff directly in charge of the

EMPLOYMENT RELATIONSHIP



(Including Recruitment, Hiring, Termination & Personnel Development)

Gildan Code of Conduct

Gildan and its business partners must comply fully with all legal requirements relevant to the conduct of their businesses; will adopt and adhere to rules and conditions of employment that respect workers and, at a minimum, safeguard their rights under national and international labor and social security laws and regulations.

Introduction

Facility policies and procedures that have an impact on workers' employment are commonly managed by the human resources department. Policies and procedures that ensure fair, legal, and humane treatment of workers demonstrate a company's commitment to the values of improving the quality of work life, satisfaction, and development of its human resources. It also expresses adherence to international and local labor law and human rights standards.

This chapter offers a detailed discussion of employment relationship policies and procedures that a socially responsible facility shall establish.

Social Compliance Benchmarks

1. General requirements for Human Resource Management Systems

Written policies and practices shall exist to support and maintain proper and accurate records related to workers' employment. Documentation shall cover: recruitment, hiring, probationary employment periods, written terms

and conditions of employment, job descriptions, administration of compensation, working hours for all positions, retrenchment and termination processes.

Responsibility shall be assigned to a management representative for the administration of human resources policies and procedures. The individual(s) shall be adequately trained and experienced to ensure workers at all levels receive communication and training on relevant policies and procedures.

Policies and procedures shall be regularly reviewed and amended, as appropriate to ensure applicability and effectiveness. Updates should be made where appropriate in a timely manner.

1.1 Documentation and Inspection

Employers shall maintain on file all documentation that will demonstrate compliance with the Gildan Code and required local laws and regulations.

Documents demonstrating compliance to the Code shall be kept and made available to Gildan auditors for inspection without prior notice.

All notices that are legally required to be posted in the workplace shall be posted in plain sight by employers in order to be seen by workers.

2. Recruitment and Hiring

2.1 Employment Decisions

All employment decisions shall be made solely on the basis of a person's qualifications, not on personal characteristics, and based on education, training, experience, skills and abilities as related to the job they seek or hold.

Employment decisions shall not be made on the basis of gender, race, religion, age, sexual orientation, nationality, political opinion, social group, ethnic origin, marital status, or union affiliation or sympathy.

2.2 Proof of Age Documentation

Employers shall collect and maintain copies of all documentary proof to confirm and verify date of birth of all workers, such as government issued identification documents.

Reasonable measures shall be taken to authenticate and ensure such documentation is complete and accurate.

If proof of age documentation is not readily available or unreliable, employers shall take all necessary precautions which can reasonably be expected of them to ensure that all workers are at least the minimum working age. This shall include requesting and maintaining medical or religious records of workers, or other means considered reliable in the local context.

2.3 Employment Agency Recruitment Practices

Use of employment agencies that rely on the following practices is prohibited:

- Using false information to recruit workers;
- Restricting workers' freedom of movement;
- Requiring workers to pay recruitment and/or employment fees;
- Providing inadequate housing;
- Restricting transit of workers;
- Providing precarious employment;
- Use of forced labor or trafficked individuals;
- Withholding a copy of workers' employment contract (where contracts are required), that should be in their native language, setting forth the general terms and conditions of engagement and employment;
- Holding or controlling workers original forms of identification and other documents such as passports, identity papers, work permits, and other personal legal documents;
- Use of financial penalties as a form of discipline or punishment;
- Punishing workers for terminating employment.

2.4 Employers Agreement with Employment Agencies

Standard contract language shall be used with employment agencies that specifically conveys authority to employers to directly pay wages to

migrant/contract/contingent/temporary workers and ensures equality of compensation and workplace standards, as set under Gildan's Code and national laws and regulations.

Fees associated with the employment of workers shall be the sole responsibility of employers.

2.5 Migrant Workers

Where migrant workers from another country are employed, the employer shall be responsible for in-bound airfare/ transportation costs. Related inbound transportation costs are not required to be paid for migrant workers already within the country with valid working documents.

Where migrant workers are used, a copy of the labor contract should be provided prior to their departure from their home town to the country of work.

2.6 Migrant Workers Repatriation

In addition to any legal requirements of the host country and country of origin regarding repatriation of foreign workers, at the completion of the employment relationship, or earlier upon termination of employment, the contractor shall provide return air or land transport tickets to any migrant worker hired or recruited by the contractor from another country. The contractor shall comply with this requirement irrespective of the terms of the employee's employment contract.

- The requirement to pay for repatriation does not apply where the employee:

- o Is terminated for illegal conduct;
- o Obtains other legal employment within the country; or
- o Voluntarily terminates his or her employment prior to the conclusion of the term of the employment contract.
- The contractor must still pay for repatriation if the employee terminates the employment prior to conclusion of the employment contract because:
 - o The contractor breaches a material term of the employment contract, or
 - o The employee is subject to harassment or abuse that is not timely remedied upon complaint

2.7 General Principles on the Use of Contract, Contingent or Temporary Workers

Use of contracted, contingent, or temporary workers is allowed only if such hiring is consistent with the national law of the country.

Written policies and procedures shall be in place regulating the recruitment and hiring of contract, contingent, and temporary workers.

2.8 Conditions of Hiring Contract or Temporary Workers

Hiring of contract or temporary workers is allowed only when contract or temporary employment is permitted by national law and one of the following conditions is met:

- The permanent workforce is not sufficient to meet unexpected or unusually large volume of orders;
- Exceptional circumstances may result in great financial loss to the supplier if delivery of goods cannot be met on time; or
- Work needs to be done and is outside the professional expertise of the permanent workforce.

2.9 Invalid Use of Contract, Contingent or Temporary Workers

It is not permitted to:

- Use contract, contingent, or temporary workers on a regular basis for the long-term or multiple short-terms;
- Hire contract, contingent, temporary workers as a means to support normal business needs on a continuous basis or as a regular employment practice;
- Make excessive use of fixed-term contracts or schemes where there is no real intent to impart skills or provide regular employment.

3. Terms and Conditions

3.1 Employment Terms

Employment terms shall be voluntarily agreed by workers and shall not fail to comply with:

- Provisions of national laws;
- Freely negotiated and valid collective bargaining agreements; or
- Gildan's Code provisions.

There can be no employment terms which allow employers:

- To hold wages already earned;
- Use earned back wages as penalties;
- To in any way punish workers for terminating employment.

3.2 Contract, Contingent or Temporary Workers

The following minimum terms and conditions are required for employment of contract, contingent and temporary workers:

- The enterprise defines the job functions or tasks that contract, contingent, and temporary workers are hired to perform and maintains information on the use of these workers in relation to production needs;
- Workers shall receive at least the minimum wage or the prevailing industry wage, whichever is higher, and all legally mandated fringe benefits;
- Workers receive at least the same compensation as regular workers performing the same job functions or tasks with similar levels of experience or seniority;
- National laws governing these workers are observed;
- Workers shall be provided an employment agreement, setting out the employment terms and conditions;
- Workplace rules and regulations apply equally to these workers the same as for permanent workers;

- Personnel files and all relevant employment information for these workers are maintained and accessible at the workplace site, at all times;
- Workers who are hired on more than one occasion for seasonal production and specialization must sign a separate contract for each new hire event;
- The workplace retains the same identification number and all relevant information in each worker's personnel file; and
- These workers are given hiring priority when the enterprise is seeking 'new' permanent employees.

3.3 Contract, Contingent or Temporary Worker to Permanent Employee

Contract, contingent, and temporary workers who become permanent employees, shall be considered eligible for calculating seniority and benefits from the first date they were used as a contract, contingent, or temporary workers, not from the first day of permanent employment.

3.4 Apprenticeship

For the time period during which they receive training, apprentices shall:

- Receive at least the legal minimum wage or the prevailing industry wage, whichever is higher;
- Receive all legally mandated benefits;
- Be afforded protection by the Gildan Code and national laws and regulations with respect to their workplace conditions.

3.5 Other Special Categories of Workers

All legally mandated requirements for the protection or management of special categories of workers, including migrant, juvenile, contract, contingent, temporary, home-workers, pregnant or disabled workers, shall be implemented.

3.6 New Employee Orientation

Orientation for new employees shall occur at the time of hiring and shall include explanations of the company rules, wage and compensation practices, human resources and industrial relations policies, the policy respecting the employees' rights to freely associate, and the company policy covering health and safety.

Worker training should be updated on a regular basis, especially when any relevant policies and procedures are revised.

Workers should be provided with written documentation that confirms all the topics covered in orientation training.

3.7 Communication

Workers shall be adequately informed about workplace rules, health and safety information, and laws regarding workers' rights with respect to freedom of association, compensation, working hours, and any other legally required information, as well as the Gildan Code of Conduct.

Management shall take appropriate means to inform workers, including postings in local language(s), throughout the workplace's common areas.

Workers must be informed that any form of harassment or abuse in the workplace towards them shall be subject to disciplinary measures against the abuser.

In facilities where a union exists, employers shall make available a copy of the collective bargaining agreement to all workers and other interested parties.

3.8 Supervisor Training

Supervisors shall be trained in national laws and regulations and the appropriate practices to ensure they are compliant in managing workers.

Supervisor trainings should be updated on a regular basis to assure they are aware of changes and updates to local laws and regulations.

4. Administration of Compensation

4.1 Timing and Completeness

All legally mandated compensation shall be calculated correctly and paid to all eligible workers within the legally required time periods.

4.2 Termination Payouts

Termination or separation payments shall be managed through documented procedures to ensure that payouts are calculated correctly, paid timely and that they take into consideration

local legal requirements for all types of terminations occurring.

Workers shall have a confidential means to report issues and concerns about legally-owed payment during any termination/retranchment process.

Workers shall not be required to sign any declaration of good health, any blank documents, waivers or releases of other rights as a condition of receiving severance pay or other legally mandated benefits from the company. Workers shall not be threatened with having salary or benefits withheld if workers do not sign.

4.3 Wage Advances

Wage advances shall not exceed three months' salary or legal limits, whichever is less.

Pay advances shall only be made following clearly established rules which have been communicated to workers.

Pay advances must be properly documented and their receipt and accuracy must be confirmed by the worker in writing (e.g. signature, thumbprint).

4.4 Free Disposal of Wages

Employers may not limit in any manner the freedom of workers to dispose of their wages.

Wages must be paid on regular working days and at or near the workplace. Workers must be free from any coercion to make use of enterprise or work stores controlled or influenced by the

company.

5. Administration of Fringe Benefits

5.1 Holidays, Leave, Legal Social Benefits and Bonuses

Eligible workers shall receive all legally mandated benefits, including holidays, leave, bonuses, severance payments within legally required time periods.

All benefits due to be paid to workers shall be calculated correctly in compliance with legal requirements.

6. Administration of Hours

6.1 Time Recording System

Employers shall have policies in place in order to manage all working hours, overtime, and leave records in normal and exceptional circumstances.

Accurate time records shall be maintained by employers, including overtime, breaks, and leave. Time worked by all workers, regardless of wage system, shall be fully documented by time cards or other mechanical or electronic recording systems.

Employers shall not maintain multiple time-keeping systems and/or records. Time records maintained shall be authentic, accurate, and truthful.

If not provided by law, employers must provide protection to workers who allege existence of multiple time-keeping systems or falsification of work time records.

6.2 Production and Incentive Schemes

Employers shall not set production targets, piece rates, or any other incentive or production system at such a level that workers need to work beyond regular working hours, as set under the Fair Labor Association Workplace Code, excluding overtime, in order to make at least the minimum wage or the prevailing industry wage, whichever is higher.

7. Industrial Relations

Workplace rules, policies, and practices shall be communicated to all workers in the local language or language spoken by workers if different from the local language.

Employers shall have a clear and transparent system of worker and management communication that enables workers to consult with and provide input to management. This might include suggestion boxes, workers committees, designated spaces for worker meetings, and meetings between management and workers' representatives.

Workers shall have a confidential reporting system for issues related to harassment and grievances, including any concerns or problems they may be experiencing around legally-owed payments during a retrenchment process.

Written procedures should be in place providing direct settlement of a grievance by the worker and the immediate supervisor. Where this

is inappropriate or has failed, there should be additional options for senior management review and consideration, depending on the nature of the grievance and the structure and size of the enterprise.

Employers shall ensure that the grievance procedures and applicable rules are known to workers.

7.1 Right to Organize, Bargain and Participate in Legal Strikes

Employers shall respect all laws, rules and procedures protecting the rights of workers to organize, bargain collectively, and participate in strikes consistent with laws and Gildan's provisions.

8. Work Rules and Discipline

Written disciplinary rules, procedures, and practices that are progressive in nature shall be in place (e.g. escalating disciplinary action moving from verbal warnings to written warnings to suspension and finally to termination).

Managers and supervisors shall be trained and made aware of the workplace disciplinary system and in applying appropriate disciplinary practices.

The disciplinary system shall be applied in a fair and non-discriminatory manner, and include a management review of the actions by someone senior to the manager who imposed the disciplinary action.

Written records of all disciplinary actions taken shall be maintained by

management.

Disciplinary rules, procedures and practices shall be clearly communicated to all workers. Any exceptions to this system (e.g. immediate termination for gross misconduct, such as theft or assault) shall also be in writing and clearly communicated to workers.

For all disciplinary actions workers must:

- Be informed when a disciplinary procedure has been initiated against them;
- Have the right to participate and be heard in any disciplinary procedure against them;
- Sign all written records of disciplinary action against them.

Records of disciplinary action must be maintained in the worker's personnel file.

The disciplinary system shall include a third party witness during the meeting, and an appeal process for the worker to follow in the event they disagree with the action.

9. Skills Development

9.1 Training

Employers shall have written policies and procedures and implement practices that encourage the ongoing training of all categories of workers, with the goal of raising or broadening skills in order to advance in their careers within the facility or beyond.

The policies and procedures should include how workers will be informed of training opportunities, eligibility

requirement for participation, if the training will be compulsory or voluntary, if it will take place during or after working hours, and if the training time will be compensated.

If training is required by law, policies and procedures must encompass local legal requirements.

Trainings shall be documented and workers shall clearly understand what is required of them in order to advance to the next level within the facility.

9.2 Management of Performance Reviews

Written policies and procedures for employee performance reviews that outline the review steps and process, are linked to job grading, prohibit discrimination, seek feedback and agreement/disagreement from employees in writing, and follow all local legal requirements shall be put into place.

The performance review process should be communicated to the workforce and reviewed regularly.

9.3 Promotion, Demotion and Job Reassignment

Written policies and procedures shall be in place and cover worker promotion, demotion, and job reassignment and shall be transparent and fairly applied and follow applicable local legal requirements.

There must be policies and procedures that outline the criteria for promotion, demotion, and job reassignment, are linked to job grading, and prohibit

discrimination or use of demotion or job reassignment as a form of penalty or punishment.

Outcomes should be provided in writing and shall seek feedback and agreement or disagreement from employees in writing.

Policies and procedures should be communicated to the workforce and reviewed regularly.

10. Health, Safety, and Environmental Management System

10.1 Policies and Procedures

Management shall develop, maintain, and regularly review written health, safety, and environmental policies, at the very least, aimed at complying with legal minimum health, safety, and environmental standards, regulations and procedures.

Health, safety, and environmental policies shall address a comprehensive health, safety, and environmental management system within which the following points are clear, regularly tested and reviewed:

- Employers' responsibilities;
- Workers' rights and duties;
- Responsibilities of designated personnel;
- Procedures that enable workers to raise health, safety, and environmental concerns;
- Procedures for reporting death, injury, illness and other health and safety issues (e.g. near-miss accidents) and environmental emergencies;

- Guarantees protections to workers who allege health, safety, and environmental violations.

Environmental policies shall commit to minimizing environmental impacts from operations with respect to energy, air emissions, water, waste, chemical management, hazardous materials, and other significant environmental risks.

11. Termination and Retrenchment

11.1 General Policies and Procedures

A formal written policy governing all aspects and methods of termination and retrenchment shall be in place.

Proper and accurate records in relation to termination and retrenchment shall be maintained.

When a facility has to proceed with the termination of employees due to a significant layoff, caused by production downsizing, ending business relationship or any other cause; facility management should evaluate potential impact on employees and take appropriate actions in order to mitigate and minimize negative impact on their workforce. Such actions shall be investigated internally as deemed appropriate; documenting evidences showing the reason for retrenchment. The process should be transparent and completed promptly. As far as possible, sufficient notice should be provided to the employees and local authorities if required according to law.

If and when it becomes possible to proceed with the hiring of new

employees, the priority should be given to the previously terminated employees first. In the event affected employees are represented by a union or worker organization, wholly comply with all applicable notice and all benefits provided for in the current collective bargaining agreement or otherwise agreed to between the employer and such union or employee representatives.

The following elements can be taken into consideration when facing situations of closure, termination or business downsizing:

- Laid-off employees should be selected objectively, regardless of their union membership, race, sex, age or religion;
- Criteria such as length of services, skills and qualification can be taken into account;
- Terminated employees must receive all unpaid entitled wages and benefits as well as severances;
- All termination requirements by law, collective bargaining agreement or labor contract should be respected;
- Whenever possible, the facility will coordinate different options with local authorities and/or local NGO's to seek and promote available job positions.

Gildan Code of Conduct

Employees must be at least 16 years of age or over the age for completion of compulsory education or the country's legal working age, whichever is higher. Employees under 18 are not employed in any form of hazardous conditions.

Introduction

Protection of children's rights has been the focus of a number of international initiatives that seek to eliminate practices which are harmful to children's physical, mental, and moral development.

A socially responsible facility installs creative mechanisms to identify and screen out job applicants who are under the legal minimum age, or the minimum age of hire specified by the Gildan Code of Conduct. Child labor is a prime concern of governments, international and local labor and human rights groups, and is strictly prohibited by corporate business codes.

Children, with their weak bargaining power, are vulnerable to abuse and exploitation and, thus, require special protection.

Child labor has long-term repercussions on the development of children and, by extension, a country's future human resource pool.

In its effort to ensure that no children are employed at its facilities and at the facilities of its contractors, the minimum working age provision in Gildan's Code of Conduct has been set to 16 years. Although in most countries it is legal to

work at age 15 or 16, many restrictions apply to young workers (International Labor Organization (ILO), Minimum Age Convention, 1973). For example, young workers are not allowed to perform hazardous duties or work at night [ILO Night Work of Young Person (Industry) Convention, 1919].

According to our interpretation of the ILO convention on child labor, we believe that it is appropriate to exclude young workers from performing certain tasks. Where engagement of young or juvenile workers (typically, those between the ages of 15-17 years) is legally permitted, the facility must ensure that certain restrictions on their work hours and working conditions are followed. Such restrictions and protections are usually codified in local law. Examples of these conditions are:

- Permission from their parents;
- Regular medical checkups;
- Prohibition of work between 7:00 p.m. and 6:00 a.m.;
- Prohibition of all overtime work;
- Prohibition of work that is deemed physically hazardous or harmful to a child's physical, mental, and moral development.

Facilities must provide annual reports on this topic the local labor ministry.

Social Compliance Benchmarks

1. Child Labor General Compliance

Employers shall comply with all national laws, regulations and procedures concerning the prohibition of child labor.

2. Minimum age

Employers shall not employ anyone under the age of 16 or under the age for completion of compulsory education or the country's legal working age, whichever is higher.

3. Government Permits and Parental Consent Documentation

Employers shall abide by all relevant rules and procedures where government permits or permission from parents as a condition of employment are required by law, and shall keep documentation on-site for inspection at all times.

4. Employment of Young Workers

Employers shall comply with all relevant laws that apply to young workers, (e.g. those between the minimum working age and the age of 18) including regulations related to hiring, working conditions, types of work, hours of work, proof of age documentation, and overtime.

5. Hazardous Work for Young Workers

No person under the age of 18 shall undertake hazardous work, which, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of persons under the age of 18.

6. Young Workers Identification System

Employers shall have a system for identifying work stations and operations that are inappropriate for young workers according to local law in each country

and international labor standards.

7. Apprenticeships and Vocational Training

7.1 Minimum Working Age

Apprenticeships or vocational students shall not be under the age of 16 or under the age for completion of compulsory education, whichever is higher.

7.2 Legal Compliance

Employers shall comply with all regulations and requirements of apprentice or vocational education programs, and shall be able to demonstrate to monitors that these are legally recognized programs. Informal arrangements of any kind are not acceptable.

8. Proof of Age

Employers must require "proof of age" at time of hire, where allowed by law, which may include birth certificate, family book, personal registration (ID) card, driver's license and voting registration card. Copies of these documents must be kept in the employee's personnel file throughout the term of employment.

9. Child Labor Remediation

Employers shall establish, document, maintain, and effectively communicate to personnel and other interested parties, policies and written procedures for remediation of children found to be working in situations which fit the definition of child labor. These employers shall provide adequate

financial and other support to enable such children to attend and remain in school until no longer a child.

Gildan Code of Conduct

Gildan and its business partners will not use forced labor, including prison labor, indentured labor, bonded labor or any other form of forced labor.

Introduction

Forced labor is defined as work or service “exacted under the threat of any penalty and for which the [worker] has not offered himself or herself voluntarily.”¹ Any management practice that results in the loss of workers’ rights and privileges to choose to terminate his or her employment to work is considered as creating a situation of forced or involuntary labor. Debt-bondage², indentured labor³, and the use of prison labor⁴ are all forms of forced labor.

Forced labor has evolved over time to cover a wide spectrum of situations. Today, debt bondage is the most common form of forced labor.

Debt bondage typically results from foreign contract workers paying

exorbitant fees to recruiters or middlemen in order to secure a job and having to divert most of their pay to service that debt. In most cases of debt bondage, workers are forced to work even under unfair or illegal conditions to pay back their debts.

Another condition associated with forced labor is forced overtime, where workers find themselves unable to decline or refuse overtime without fear of reprisal. Physical confinement or the imposition of unreasonable prohibitions on workers’ freedom to leave the facility grounds and dormitories are other infringements on workers’ freedom (e.g. locking exits while workers are still in the facility, withholding company-provided transportation until overtime is finished).

However complicated the issue of forced labor is, it can be simplified and defined into one question: Can the worker quit when he/she wants?

A socially responsible facility ensures that all its policies, systems and practices do not create a situation where a worker is unable, when he/she so desires, to leave the facility, and/or is penalized for doing so.

Any restrictions for workers to voluntarily end their employment, such as excessive notice periods or substantial fines for terminating their employment contracts, are prohibited.

Respecting your workers’ rights of freely chosen employment will help you stay within the law, avoid penalties and meet your customers’

1 ILO Convention No. 29

2 A status or condition arising from a pledge by a debtor of his/her personal services (or those of a person under his/her control) as security for a debt, if the value of those services (as reasonably assessed) is not applied toward the liquidation (of the length and nature) of those services.

3 Indentured labor arises when a third party, often a parent or guardian, offers a worker in exchange for a sum of money. Workers must work for either a defined period of time, or until the proprietors determine that they have received fair value.

4 People whose freedom of movement is monitored or restricted for alleged or adjudicated criminal or political activity.

requirements. There can also be business benefits, such as better worker retention, fewer “runaway workers” and associated legal and financial issues, higher worker satisfaction and morale, and reduced cost for recruitment, hiring, and training of new workers.

Gildan’s approach to sustainable corporate responsibility is based on our core values of ethical and moral behavior, and legal obligations, which we take seriously. We do not use slave/forced labor nor tolerate human trafficking within our owned and contracted facilities where our products are sourced and produced. In addition, this practice applies throughout our own global company business operations. Gildan requires our contracted suppliers to:

- Comply with the Gildan Code of Conduct, which prohibits, among other things the use of slave/forced labor or human trafficking;
- Certify that they comply with the Gildan Code of Conduct;
- Disclose the extent to which they provide training to their employees and management on human trafficking and slave/forced labor;
- Maintain internal policies and procedures for its employees who fail to meet legal and the Gildan Code of Conduct’s requirements regarding slavery/forced labor and human trafficking;
- Where applicable, require their direct suppliers to comply

with prohibitions against the use of slave/forced labor or human trafficking and engage in verification of their supply chain to assess and address risks of slave/forced labor and human trafficking;

- Agree to submit to periodic compliance audits in order to assess compliance to the Gildan Code of Conduct including prohibitions against the use of slave/forced labor and human trafficking.

Social Compliance Benchmarks

1. Forced Labor General Compliance

Employers shall comply with all national laws, regulations and procedures concerning the prohibition of forced labor and human trafficking.

Employers must verify that their product supply chains address risks of slavery and human trafficking. Employers shall certify that they have implemented procedures to manage the materials, including all labor related processes, incorporated into their products to ensure they comply with laws on slavery and human trafficking.

2. Freedom in Employment

All workers shall have the right to enter into and to terminate their employment freely.

3. Debt/Bonded Labor

Employers shall not bind workers to employment as a condition of fulfilling terms of a debt to a third party or to the employer.

4. Prison Labor

Employers must not utilize prison or forced labor or subcontract work to prisons for the manufacturing or finishing of our products. Employers will not utilize or purchase materials from a business partner utilizing prison or forced labor.

5. Freedom of Movement

If workplace entrances are locked or guarded to prevent nonemployee access to the premises for security reasons, workers shall have free egress at all times, subject to work rules.

No employment term shall confine or restrict employees' freedom of movement.

Access to bathroom facilities or fresh drinking water shall not be controlled, restricted or limited.

6. Employer Controlled Residence

Employers shall not require workers to live in employer-owned/controlled residences as a condition of recruitment, continued employment or to receive the same terms of employment and working conditions as other workers in the same position.

Employers shall not subject workers to any undue influence to persuade workers to live in such residences.

7. Freedom of Movement

7.1 Employer Controlled Residence

The freedom of movement of workers who live in employer-owned/controlled residences shall not be unreasonably restricted.

7.2 Workers Ability to Terminate

Employers shall not utilize practices that restrict workers freedom of movement or ability to terminate his or her employment. Examples of such practices include, but are not limited to:

- The threat of physical or mental coercion;
- Requiring deposits;
- Imposing financial penalties;
- Requiring recruitment fees;
- Setting production targets or piece rates at such a level that workers need to work beyond regular working hours (excluding overtime) as set under the Gildan Code of Conduct in order to make the legal minimum wage or the prevailing industry wage;
- Denying and hampering access to, and renewal of, identity papers and/or work permits or any other personal legal (identification) documents;
- Locking exit doors against exiting workers while workers are inside the facility;
- Workers are provided with unrestricted access to toilet facilities and drinking water.

8. Improper Use of Force

The use of military or other public security forces to guard the facility is considered improper use of force and may constitute forced labor.

9. Forced Overtime

The imposition of mandatory overtime where workers are unable to refuse or decline overtime and not leave the work premises constitutes forced labor.

10. Personal Workers' Identification and Other Documents

Workers shall retain possession or control of their passports, identity papers, travel documents, and other personal legal documents.

Employers may obtain ONLY copies of original documents for employment record-keeping purposes.

It is recommended to all facilities to avoid any type of forced labor which is included as a modern slavery act (e.g. overtime hours not voluntarily or overtime hours which are already included as part of the working shift and are not agreed upon with the worker or worker cannot refuse to work it.)

11. Storage for Employee Documents

Employers shall provide, at employee request, secure storage for employees documents such as passports, identity papers, travel documents, and other personal legal documents. Such storage shall be freely accessible to workers, however shall consider privacy of workers and not allow access by any other person, including management.

Employers shall not withhold any such documents or restrict workers' access to them for any reason whatsoever, including ensuring that workers shall remain in employment in the workplace.

12. Modern Slavery

Modern slavery can impact people of any age, gender or race. However, most commonly, slavery affects people and communities who are vulnerable to being taken advantage of. Many people think that slavery happens only overseas, in developing countries. In fact, no country is free from modern slavery.

Forced labor is the most common element of modern slavery. It is the most extreme form of people exploitation. Forced labor often affects the most vulnerable, e.g. migrant workers since they are targeted because they don't speak the local language, have limited rights and depend on their employers.

Gildan Code of Conduct

Wages must meet the legal minimum wage or the prevailing industry wage, whichever is higher, comply with all legal requirements on wages, and provide all fringe benefits, required by law or contract.

Employees have the right to compensation for a regular work week that is sufficient to meet their basic needs and provide some discretionary income.

We support the notion that where compensation does not meet employees' basic needs nor provide some discretionary income, employers must take appropriate measures to gradually reach a satisfactory compensation level.

Introduction

Compensation and benefits have the most direct and tangible impact on workers' lives. The expectation of fair and legal wages that are paid on time is the strongest motivation for people to seek employment. The facilities that meet this basic expectation are more likely to hire and retain skilled workers and are considered to be "good employers". This strengthens the company's reputation in the local community and in the industry.

A **base wage** is what is paid for regular work hours. This is usually a legal minimum wage set by the government. If there is no legal minimum wage, workers must receive the local industry benchmark wage. A minimum wage can be set at an hourly, daily, weekly, bi-weekly, or monthly rate.

Overtime wages are paid for any work beyond normal work hours, and must be

at the premium rate required by country law or by the local industry benchmark.

A **fair wage** means wages are enough to meet workers' basic needs for food, shelter, and education for their children. An extended definition of fair wages refer to "wage levels, wage progression and wage-fixing mechanisms that provide a living wage floor for workers, while complying with national wage regulations (such as the minimum wage, payment of wages, overtime payments, provision of paid holidays and social insurance payments), allow proper wage adjustments and lead to balanced wage developments within the company (with regard to wage disparity, skills, individual and collective performance and adequate internal communication and collective bargaining on wage issues)".

Discretionary income is money remaining after basic needs have been met.

Social Compliance Benchmarks

1. Compensation General Compliance

Employers shall comply with all national laws, regulations, and procedures concerning the payment of compensation to workers.

In any case where there are differences or conflicts between the national law and the Gildan Code of Conduct, employers are expected to apply the higher standard.

In any case where national laws, regulations, and procedures do not address the payment of compensation to workers, employers shall follow all standards in the Gildan Code of Conduct that apply to administration

and payment of compensation, and shall provide an employment contract that includes stipulation of compensation payment to workers.

Employers shall provide equal pay for equal work and implement non-discriminatory compensation practices.

2. Fair Wages

Where compensation for a regular work week may not be considered sufficient to meet workers' basic needs and provide some discretionary income, each employer shall commit to a plan to incrementally raise employee compensation levels (wages and benefits) over time with the intent of meeting a level of compensation that does.

3. Employee Protection

Employers shall provide protection to workers who allege violations of compensation laws, regulations, and procedures, if not provided by law.

4. Minimum Wage

Employers shall pay workers at least the legal minimum wage or the prevailing industry wage, whichever is higher, for regular working hours (not including overtime). Workers should also be informed about the legal minimum wage.

5. Piece Rates and Quotas

Employers utilizing piece rate systems must ensure that all workers paid on the piece rate system receive at least the legal minimum wage for hours worked, including time worked during training on piece rate jobs.

6. Training and Probation Wage

Wages shall not be paid below the legal minimum for workers in probationary or training periods, where provided by law. No workers shall work more than three months cumulatively in those employment categories.

7. Timely Payment of Wages

All wages, regular and overtime, shall be paid within legally required time limits. When no time limit is prescribed by law, compensation shall be paid no less frequently than once per month.

8. Accurate Calculation, Recording, and Payment of Wage

All payments to workers, including hourly wages, piecework, fringe benefits, and other incentives shall be calculated, recorded, and paid accurately.

9. Accurate Length of Service Calculation

All workers shall be credited with all-time worked for an employer for purposes of calculating length of service and determine the fringe benefits to which workers are entitled. This includes workers hired under temporary contracts or hired under a probationary period.

10. Calculation Basis for Overtime Payments

Employers shall compensate workers for all hours worked.

Employers shall comply with all applicable laws, regulations, and procedures governing the payment of premium rates for work on holidays, rest days, and overtime.

Employers shall compensate workers for overtime hours at the prevailing industry premium rate or at the internationally recognized overtime rate, whichever is higher in those countries where there is no legally established overtime premium.

Employers shall not set production targets, piecework, or any other incentive or production system at such a level that the payment for overtime work performed is less than the premium pay required by law or the Gildan Code of Conduct.

11. Overtime Wage Awareness

Workers shall be informed, orally and in writing, in language(s) spoken by workers concerning overtime wage rates prior to undertaking overtime.

12. Nonpayment of Incentives

Regardless of any production quotas, incentives shall not be reduced or not paid if the result shall be wages below the legal minimum wage or the prevailing industry wage, whichever is higher.

13. Deposit of Legally Mandated Deductions

All legally mandated deductions for taxes, social insurance, or other purposes shall be deposited each pay period in the legally defined account or transmitted to the legally defined agency. This includes any lawful garnishments for back taxes, etc.

Employers shall not hold over any of these funds from one pay period to the other unless the law specifies that deposits are to be made less frequently than pay periods (e.g. monthly deposits,

weekly pay).

If the law does not specify, deposits shall be made before the next pay period in all cases.

14. Back payment of wages

If it is found that an employee has not been properly paid his or her wages, the employee shall receive the back payment of those wages.

15. Voluntary Wage Deductions

Voluntary wage deductions for savings clubs, loan payments, etc., can only be made with the express and written consent of workers and fall within the limits and conditions specified by law.

Written consent shall be documented in employee files.

All voluntary deductions shall be credited to proper accounts and funds shall not be held illegally or inappropriately by employers.

15.1 Workers Access to Information

Workers shall have access to regular and full information concerning the status of relevant accounts and the status and level of their payments thereto.

Employees shall not be required to pay for tools to perform their job functions. As provided by country law, employees found responsible for intentional loss or damage of tools or property may be held financially responsible.

16. Pay Statement

Employers shall provide workers with a pay statement each payment cycle in local language and no less than once a

month or what the law requires, which shall show:

- Earned wages;
- Wage calculations
- Regular and overtime pay
- Total number of hours worked and days of the work week (pay period);
- Bonuses;
- All deductions, and
- Final total wage.

17. Compensation Records

All compensation records, including wages and fringe benefits whether in cash or in-kind, must be properly documented and their receipt and accuracy must be confirmed by the relevant worker in writing (e.g. signature, thumbprint).

No one can receive wages on behalf of a worker, unless the worker concerned has, in full freedom, authorized in writing for another person to do so.

18. Record Maintenance

Employers shall ensure that all legally required payroll documents, journals, and reports are available, complete, accurate, and up to date. Payroll registers must compute all hours of work electronically; minimizing the possibility of errors and eliminating human manipulation.

19. False Payroll Records

Employers shall not use double booking or multiple payroll records

in order to hide overtime, to falsely demonstrate hourly wages, or for any other fraudulent reason.

Payroll records maintained shall be authentic and accurate.

20. Workers' Awareness and Understanding of Compensation

Employers shall make every reasonable effort to ensure workers understand their compensation, including:

- The calculation of wages;
- Incentive systems;
- Fringe benefits; and
- Bonuses they are entitled to at the workplace and under applicable laws.

Employers shall communicate orally and in writing to all workers all relevant information in the local language or language spoken by the workers, if different from the local language.

21. Employer Provided Fringe Benefits

All workers have a right to use or not to use services provided by employers, such as housing or meals.

Deductions for services to workers shall not exceed the cost of the service to employers.

Employers must be able to demonstrate the accuracy or reasonableness of these charges.

22. Compensation Disputes

Employers must establish a system through which workers can dispute compensation and receive clarifications

in this respect in a timely manner.

23. Non-deduction from Wages

23.1 Employment Eligibility Fees

Employers shall not deduct from wages (by way of garnishments, levies, deposits, guarantee monies or otherwise) costs or fees associated with employment eligibility, including required visas, health checks, employment registration, work permit or recruitment agency/placement firm fees.

Gildan Code of Conduct

Employees must not be required to work more than a total of 60 hours per week or the regular and overtime hours allowed by the law of the country, whichever is less. The regular work week shall not exceed 48 hours.

Employees must be allowed at least 24 consecutive hours of rest in every seven-day period.

All overtime work shall be consensual. Employers shall not request overtime on a regular basis and shall compensate all overtime work at a premium rate.

Introduction

A socially responsible facility is able to meet all standards for work hours (regular shift and overtime) and provide workers with sufficient rest periods and vacation time.

Ensuring that employees work a reasonable number of hours and that all work is rendered voluntarily contributes to worker satisfaction, improved health and personal life and productivity. Work practices which ensure that workers are provided with sufficient rest helps them to stay in good health and contribute to keeping them alert while working in the facility. Well-rested workers generally work faster, make fewer mistakes and are less likely to have work-related accidents. They are also less irritable and less likely to have disagreements with co-workers or superiors, or manifest other behavioral problems that might impact the smooth flow of production processes.

Laws that mandate breaks after every three or four hours of work are based on research indicating that continuous work in excess of those hours contributes to fatigue and a slowdown in productivity.

A fifteen-minute break allows workers to rest and recuperate, thereby producing higher quality output.

Laws that stipulate that workers receive at least one rest day a week, holidays, and vacation leave recognize the importance of achieving a balance between work and other aspects of a worker's life — family, leisure, educational and vocational pursuits. These aspects contribute to the worker's overall well-being and continued development. When workers are able to achieve a strong work-life balance, they take less time off to attend to family problems and are more able to concentrate on doing their work well. This benefits the facility by reducing absenteeism and tardiness, as well as improving worker productivity and the quality of outputs.

In conclusion, respecting limits to working hours helps you comply with the law, avoid penalties and meet your customers' requirements. Ensuring that workers log a reasonable number of hours, and that these hours are agreed to by the worker, can improve worker satisfaction, morale, safety and welfare.

Social Compliance Benchmarks

1. Hours of Work General Compliance

Employers shall comply with all national laws, regulations, and procedures concerning hours of work, public holidays and leave.

2. Management System

Management systems shall be in place to support periodic analysis of working hours, and employers shall endeavor to progressively reduce or limit excessive working hours.

3. Maximum Overtime

Other than in exceptional circumstances, employers shall limit total weekly work hours (regular work hours plus overtime) to no more than 60 hours per week. In case of exceptional circumstances, employees can exceed this limit. Examples of exceptional circumstances include recovery from uncontrollable events such as natural disasters, civil or political unrest, property damage, etc.).

4. Rest Day

Employers shall provide all workers, regardless of permanent, temporary, migrant, or otherwise with at least 24 consecutive hours of rest in every seven day period. If workers are required to work on a rest day, the employer shall provide an alternative consecutive 24 hours that must be provided within that same seven-day period or immediately following this period.

5. Meal and Rest Breaks

Employers shall provide reasonable meal and rest breaks, which, at a minimum, must comply with national laws.

6. Protected Workers (Women and Young Workers)

6.1 Regulations on Hours of Work

Employers shall comply with applicable local laws regarding the working hours for women that cover any regulations or limitation on the nature, frequency, and volume of work performed by women.

Employers shall provide protection to workers, if not required by law, who allege violations of laws governing the regulation or limitation on the nature, frequency, and volume of work performed by women.

6.2 Record Keeping

Employers shall maintain necessary records identifying all female workers and provide protection to female workers who allege violations of maintaining records of working hours.

7. Maintenance of Reasonable Levels of Staff

Employers' personnel practices shall demonstrate an effort to maintain a level of staffing that is reasonable in view of predictable or continuing fluctuations in business demand.

8. Overtime

8.1 Calculation over Period Longer than One Week

Where provided by law, employers may calculate regular hours of work as an average over a period of time beyond one week. Local laws and regulations should provide for such a possibility, however only when all formal and procedural requirements attached to such calculations have been applied. For example, obtaining official permission from the relevant authorities or limits to the period during which such calculations can be made. The basis for this averaged calculation shall not exceed 48 hours per week.

9. Forced Overtime

9.1 Exceptional Circumstances

Employers shall not require workers to work more than the overtime hours allowed by the law of the country where the workers are employed. The following shall govern overtime:

- All overtime work shall be agreeable to workers;
- Total regular and overtime

hours in a week shall not exceed 60 hours, unless exceptional circumstances are present;

- Employers shall demonstrate a commitment to reduce overtime;
- Employers shall endeavour to enact a voluntary overtime system, as practical, including for overtime mandated to meet exceptional circumstances.

10. Public Holidays

Employers shall provide workers with all official public holidays as required under national laws, regulations, and procedures. If there is a need to work during a public holiday, this must be paid according to local law.

11. Leave

11.1 Retaliation

Employers shall not prohibit workers for requesting or taking any type of leave, for which they are legally entitled, including annual leave, sick leave, or maternity leave.

12. Annual Leave

Employers shall provide workers with paid annual leave as required under national laws, regulations and procedures.

12.1 Determination

Employers shall not restrict workers' use of annual leave, and shall endeavor to plan annual leave in consultation with workers, as much as possible, provided that workplace requirements are taken into consideration as well as allowing for the rest and relaxation of the workers.

12.2 Restrictions

Employers may exercise workplace restrictions or require procedures related to workers' annual leave (e.g., requiring a minimum period of service before being allowed to use annual leave, written requests to be submitted a certain time before the annual leave).

However, these restrictions shall comply with local laws and communicated in full to all workers.

12.3 Wage Payments

As required by local law, employers shall pay workers their annual leave based on their normal or average wages for the full period of annual leave and shall pay the leave in advance of the leave time, unless specified differently under local laws, regulations, and procedures.

13. Sick Leave

Employers shall provide workers with sick leave as required under national laws, regulations, and procedures.

13.1 Restrictions

Employers shall not prohibit or restrict workers use of sick leave. Any requirements or procedures regarding sick leave (e.g. informing the employer as soon as possible, the provision of medical certificates, the use of designated doctors or hospitals) must be in line with local laws and must be communicated in full to all workers.

14. Calculation of Absences

Absences from work for reasons beyond the control of workers, such as sick leave or periods during which workplace operations are suspended, shall not be counted as annual leave nor shall

they be deducted from calculations concerning length of service, unless specified differently under national laws, regulations, and procedures.

15. Suspension of Work

Employers can only suspend work in accordance with national laws, regulations and procedures.

Workers shall be paid in full during periods of suspension, unless national laws stipulate otherwise, workers and their representative organizations agree otherwise, or the relevant national authorities authorize the alternative arrangement.

16. Time recording system

Employers shall maintain an adequate time-keeping system that accurately records hourly employees' daily work hours in a timely manner. A timely manner is defined as no more than 15 minutes, before or after the shift. The time-keeping system should be used to record both start and stop times. Regular and overtime hours must be recorded on the same time document and within the same system. Wages of hourly employees should be calculated based on all hours worked and shall be tracked by the time keeping system.

Gildan Code of Conduct

Gildan and its business partners will take all necessary measures to provide a safe and healthy workplace setting to prevent accidents and illnesses arising out of, linked with, or occurring in the course of work or as a result of the operation of employers' facilities and other locations.

Social Compliance Benchmarks

1. Emergency Response

1.1 Exit Signs

- a. Exit doors must have signs with the word "Exit" (in the local language) in plain legible letters, or conforming to the country standards.
- b. All exits need to be marked with internally illuminated, battery backup signs.
- c. All exit doors must be clearly marked from the outside in order to avoid being blocked at any time.
- d. Doors not serving as exits or means of egress should be marked 'No Exit' (in the local language).
- e. Exit signs and evacuation route signs are clearly visible at least 100 feet or 30 meters distance.

1.2 Exit Doors

- a. Exits should be maintained unlocked.
- b. Exits should be maintained unobstructed.
- c. Exits should never be locked from the outside and should

not require any special operation to open.

- d. Exit doors should not be equipped with locks, keys or other mechanisms which require special knowledge or effort to operate. The use of push bars is recommended.
- e. Exits open outwards and lead to safe place or meeting point.
- f. Sliding or roll-up doors are kept open during all hours that workers are in the facility.
- g. The walking surface at exits should be at the same height on both sides of the exit door or passage.
- h. Facility floors or enclosed work areas with up to 500 workers have at least two emergency exits, while areas with more than 500 workers must have at least three emergency exits.
- i. Each exit door width should be at least 36 in./91 cm. and at least 6 ft. 6 in./198 cm. in height or as required by local law, whichever standard is higher.
- j. For areas with more than 300 workers, exit width increases by 22 in./56 cm. for every 100 workers (see table below).
- k. Arrange exits such that at least 2 different paths from every workplace (may include building, structure, section or area) provides alternate means of escape in the event of an exit being blocked by fire or other emergency, and sufficiently remote from each other so workers can escape regardless of where a fire or emergency occurs.

Number of Workers in a Given Work Area	Per Work Area	
	No. of Exit Doors	Minimum Total Exit Width
Up to 100	2	72 in./ 182 cm.
Up to 200	2	72 in./ 182 cm.
Up to 300	2	72 in./ 182 cm.
Up to 400	2	84 in./ 224 cm.
Up to 500	2	106 in./ 279 cm.
Up to 600	3	128 in./ 335 cm.
Up to 600	3	150 in./ 391cm.
Etc.	3	

1.3 Exit Routes

- Exit routes and stairwells are kept clear at all times in order to allow for free and unobstructed egress from all parts of the building (e.g. not used for storage).
- Exit routes are arranged and marked to indicate the direction of travel and must provide emergency lighting along exit routes, at exit doors, and in stairways and hallways.
- Floor surface of exit routes should be slip-resistant.
- No means of egress should pass through high hazardous areas, such as generator areas, chemical storage rooms, boiler rooms, etc.
- No worker should be positioned more than 55 meters from the nearest exits or as required by law.
- Emergency exit routes lead to assembly areas in safe locations outside of the building (e.g. providing

adequate space for evacuating workers that is a safe distance from the facility).

- Meeting points outside the building should be designated, and should not interfere with emergency service.
- Stairways shall be wide enough to accommodate workers during an evacuation (minimum width of 22in./0.56m).
- Install stairways with handrails on both sides for stairwells of four or more steps.
- Regular inspection and housekeeping of all aisles, hallways, and stairwells must be performed to make sure workers can exit the facility quickly and safely in the case of an emergency.

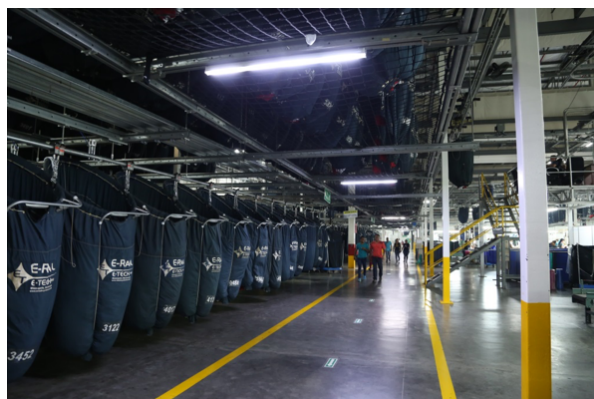


Exit routes are marked with arrows and highly visible

1.4 Production Floor

- There must be adequate clearance (>1.7in./0.4 m) between work stations and clear passage for workers, or as required by law.
- Aisles between workstations

have a width of approximately 44 in./112 cm. to provide enough room for easy exit, or as required by law.



CLEAR AT ALL TIMES

1.5 Evacuation Maps

- a. Up-to-date and clearly visible emergency exit routes and evacuation maps must be posted at each end of the facility floor.
- b. The facility must provide maps and floor plans for each floor of the facility buildings, offices and dormitories, and post them in easily seen locations that display:
 - Actual location (i.e. “You are here”);
 - Locations of fire extinguishers;
 - Locations of audio and visual alarms;
 - Locations of first-aid kits;
 - Locations of alarm system pull boxes, activation buttons, or call points;
 - Exit routes, Exits and

Assembly areas.

- c. The evacuation maps must be placed prominently at entrances or egress to stairs.
- d. Facility must identify major fire hazards and ensure that evacuation routes do not go through these locations.
- e. Evacuation maps shall be present in all areas where evacuation may not easily be known (e.g. interior rooms, isolated areas of a building, storage rooms, etc.)

1.6 Risk Analysis and Emergency Instructions

- a. All facilities must evaluate their risk following their locations and its relation to natural disasters.
- b. Emergency response plans must be elaborated
- c. Fire and emergency instructions must be posted in all work areas. Maps and evacuation instructions must be written in the local language, including instructions for fire, earthquakes, bomb threats, strong storms, etc. The facility must provide telephone numbers and other contact information for:
 - Local fire department;
 - Ambulance service and local hospital.
- d. Contact information for the local fire department and hospital must be located in the immediate vicinity of all telephones.
- e. Fire drills must be conducted

- a minimum of twice per year in facilities with sprinkler systems and at least once every three months in facilities without sprinkler systems. Facilities in Bangladesh and Pakistan must perform drills at least once every three months, supervised by an independent third party such as the Fire Department.
- f. Aside from fire drills, the facility may need to regularly conduct other drills/exercises that are appropriate to its situation at least twice a year. (e.g. earthquake drills for facilities located in earthquake-prone locations).
 - g. All workers on all shifts must participate in drills.
 - h. If the company provides dormitories, similar drills must be conducted where employees live.
- d. An inventory checklist must be posted inside the kit and all first aid supplies are current, labeled and identified.
 - e. The kits/cabinets are fully stocked at all times following legal requirements, or at a minimum with all of the following:
 - Bandages;
 - Sterile gauze/cotton balls;
 - Adhesive tape/plasters;
 - Disinfecting/antiseptic agent;
 - Antibiotic/antibacterial ointment;
 - Sterile/surgical gloves;
 - Tourniquet;
 - Burn treatment.
 - f. The kits should include a means of identifying current First-aid certified personnel (either a list of names and/or photographs).
 - g. First-aid kits should be kept in sealed containers that provide protection from dirt and water.

1.7 First-aid Kits

- a. A sufficient number of first-aid kits should be available (1 kit for ~100 workers, or as required by local regulations).
- b. The company must make sure that at least 5% of the total number of employees are trained in first-aid and they should be equally distributed in each shift.
- c. Kits must be:
 - Clearly visible and indicated by a sign;
 - Readily accessible and never blocked;
 - Regularly inspected and restocked as needed;

1.8 First-aid Response

- a. There shall be a first-aid or medical team in place to immediately respond to any and all work-related accidents, injuries, and illnesses.
- b. The Health and Safety department or Safety committee ensures that the first-aid team has the capacity and resources to provide the necessary first-aid treatment and stabilize the injured worker's condition.

- c. If hospitalization is required, the medical or first-aid team coordinates the transfer of injured worker to the hospital.
 - d. The names, location, and contact information for certified first-aid responders at the facility shall be communicated to all employees. There must be at least one first-aid provider appointed for every 100 workers or what local legal requirements require. The medical team appointed at the facility should be responsible for coordinating the transfer of an injured worker to the hospital.
 - e. The Health and Safety department or Safety committee is held responsible for continuously updating and managing injury reports. The injury reports must include the following:
 - Name of workers;
 - Time, date and location of the accident;
 - Injuries sorted by department;
 - Description of circumstances (including which machinery/equipment, if any, was involved);
 - Description of injury;
 - Description of treatment.
- storage or battery charging, and be located within 30 m. /100 ft. or ten second walk from work areas handling chemicals.
 - b. These shower and/or eye-wash facilities must have clean running water at all times. This water supply should be tested regularly and should be flushed weekly.
 - c. The shower and eye-wash stations must adhere to the following standards:
 - Accessible and identifiable with a highly visible sign;
 - Water nozzles must be covered to prevent airborne contamination;
 - Self-contained units containing a reservoir of flushing fluid must be constructed of materials that will not corrode. The flushing fluid must be protected from airborne contaminants and must have a flush duration of at least 15 minutes;
 - Water temperature in units must be maintained between 16°C and 38°C or 60°F to 90°F;
 - All equipment and piping must be freeze protected;
 - Plumbed eyewash units must be activated weekly to flush the line and verify proper operation;
 - Self-contained units must be inspected according to the manufacturers' specification;
 - The control valve shall be

1.9 Shower and Eye-wash Stations

- a. An emergency shower and eye-wash station must be provided in areas of chemical

easily located and when activated remain on until turned off.



2. Fire Safety

2.1 Alarms and Emergency Systems

- a. Each facility must have an audible fire/evacuation alarm that can be activated at locations throughout the facility and at every exit door. The system must include smoke detectors and visual strobe light alarms.
- b. Alarms must have a distinct sound, distinct from other building alarms, must be used for fire and evacuation only, and must be loud enough to be heard in all areas of the facility.
- c. Alarm system must be operational at all times except when testing or undergoing repairs or maintenance.
- d. The fire alarm system must have a backup power source to provide at least 12 hours of service.
- e. Maintenance and testing program must be established by all facilities in order to ensure proper operation in an event of an emergency.
- f. The facility is equipped with battery-operated emergency lighting, including halls and stairwells, must be in working order, and must comply with the following:
 - Fixtures should provide at least 90 minutes of emergency lighting;
 - Average lighting should be 10 lux (1 ft-candle) at floor level, minimum.
- g. The facility tests all emergency lighting every month and keeps maintenance records on hand.
- h. It is highly recommended that the facility install other safety systems such as:
 - Sprinkler system
 - Fire hose system
- i. Automatic sprinkler systems should have:
 - An independent water supply;
 - Fire pumps and engines must be inspected and tested on a weekly basis;
 - Sprinkler heads should be kept clean;
 - Water flow through the sprinkler system should activate the building fire alarms;
 - Sprinkler piping should not be used to support unrelated equipment or materials;
 - There must be a minimum 3 ft./91 cm. of clearance between sprinkler heads and stored materials.
- j. Fire hydrants and fire hoses

must be inspected every month and have control tags as documented proof of inspection.



Fire extinguishers are accesible and visible to all workers

2.2 Fire extinguishers

- a. Access to the extinguisher is unobstructed, easily accessible and simple to use.
- b. Extinguishers must be fully charged at all times, and must be recharged after each use.
- c. Extinguishers are mounted on walls/posts at 3.9 ft/1.2 m., or as required by local law.
- d. The location of the extinguisher is indicated by highly visible paint and by a fire extinguisher sign in the local language.
- e. Portable extinguishers should be identifiable with a unique number (for purposes of inspection and maintenance).
- f. Instructions for use must be adhered and/or posted in the immediate area of each fire
- g. Fire extinguishers are located within 75 ft/23 m of each worker (class A, C, and D use). Class B use extinguishers are within 50 ft/15.24 m of each worker. (See categorization below)
- h. Extinguishers must be located just outside of rooms used for storage of combustible materials.
- i. An extinguisher must be located near storage areas for empty flammable liquid containers.
- j. A fire risk assessment must be executed by each facility in order to establish the required location of each fire extinguisher.
- k. Visual inspections should be conducted weekly; a documented inspection with a control tag must be done monthly.
- l. All portable fire extinguishers must be serviced at least

extinguisher unit in the local language.



Instructional diagram written in local language

annually by qualified personnel from an approved company.

Categories of Fire Extinguishers based on Types of Fires

Class A: For fires caused by ordinary combustible materials like paper, wood, cloth, and some rubber and plastic materials.

Class B: For fires caused by combustible liquids, flammable gases, greases, and similar materials, and some rubber and plastic materials.

Class C: For fires caused by energized electrical equipment where safety to the employee requires the use of electrically nonconductive extinguishing material.

Class D: For fires that involve combustible metals such as magnesium, titanium, zirconium, sodium, lithium, and potassium.

Class K: For fires that involve cooking oils and greases such as animal and vegetable fats.

Common Types of Fire Extinguishers

Water: For class A fires only.

Dry chemical: For combinations of class A, B, C fires

Carbon dioxide: For class B and C fires

2.3 Storage of Hazardous Substances

- a. Explosion-proof lights and switches must be installed in storage areas that house flammable materials, such as chemical storage rooms.
- b. The storage of gas cylinders must:
 - Be outside the building, under a roof, and accessible only to authorized personnel (to change cylinders, and perform maintenance work or inspection).
 - Labeled to identify the gas contents and associated hazards.
 - Flammable gas cylinders shall be stored >24.6 ft/7.5 m from open flames, hot surfaces, electric arcs, other ignition sources, corrosive atmospheres, and extreme weather conditions.
- c. Cylinders should be chained to a cart or wall, in an upright position, and with a valve protection cap when not in use.
- d. Cylinders used for Oxy-Fuel welding must be equipped with pressure relief valves and back flash arrestors.
- e. The storage area of flammable cylinder must be protected by a lighting protection system. Oxygen and flammable gases must be separated by a distance of >20 ft./ 6m.
- f. Combustible materials cannot and must not be stored near

- flammable gas cylinders.
- g. When gas cylinders are used remotely, they should be stalled and secured on a cylinder trolley.
- h. For kitchen appliances, all cylinders should be located outside of the building, and piping should be constructed of rigid metal compatible with the type of gas.
- i. There must be weekly visual inspections of cylinder storage areas.
- j. "No Smoking" signs in the local language shall be posted near storage areas for flammable gases.

2.4 Fire Prevention

- a. The facility's workstations must be located away from boilers, generators, and other similar machines that may pose explosion hazards.
- b. Combustible materials shall be kept away from areas that generate heat.
- c. Keep storage areas clean, dry, and free from any heat-producing items.
- d. Arrange workstations in such a way that those working with combustible materials are kept at a safe distance from those working with equipment/machines that generate heat.
- e. Fire drills must be conducted at least twice per year per shift.
- f. "Danger", "warning", and "no smoking," signs must be installed where appropriate (especially in warehouses, production areas, generator/

electrical and boiler rooms, chemical storage and handling areas, and kitchens).

3. Clinics

- a. A facility with more than 500 workers must have an adequately equipped clinic staffed by a full-time medical professional (e.g. either a licensed physician or a registered nurse, or both) or as required by law.
- b. If a medical facility is within five minutes away from the facility, a facility-operated clinic may not be necessary. In this case, the facility must have transportation that is readily available for emergency purposes.
- c. Medical facilities shall be established and maintained in factories as required by applicable laws. Medical staff shall be fully licensed and recognized under applicable national rules and regulations.
- d. Contact information as well as a means to contact medical personnel and a hospital must be available (e.g. a telephone).
- e. Clinics should have a private space with available bed(s), maintaining temperature between 21°C - 27°C at all times, and follow a strict adherence to sanitation standards.
- f. Clinics must be adequately equipped for the type of injuries that may be reasonably expected in the facility.
- g. Medicines and first-aid supplies

- are readily available and within their expiration dates.
- h. All medicines must be kept locked inside the clinic and are accessed by the doctor or qualified medical personnel only.
- i. Screens/curtains must be available to provide appropriate privacy when necessary.

4. Hazardous Work

4.1 Electrical Safety

- a. Make sure all electrical cable wires are insulated at all times, replaced if damaged, and protected from mechanical damage (e.g. metal cable trays) and from extreme heat.
- b. All frayed wires, no matter the degree of damage, should be immediately insulated or removed.
- c. All extension cords should be continuous in length, only used for temporary provision of electric supply, never used for any other purpose than as a source of energy, and never used in wet environments or near flammable materials.
- d. All pieces of electrical equipment shall be grounded (e.g. third prong).
- e. All wiring shall have proper industrial connections.
- f. All permanent electrical wiring and electrical control devices have to be encased and properly identified.
- g. Appropriate hazard warning signs shall be clearly visible in high voltage areas.
- h. Electrical panels should not be overloaded.
- i. Electrical boxes must not have open fuse spaces.
- j. Electrical boxes should be maintained unobstructed. A cleared space of 3.3 ft/ 1 m around a box, and a rubber mat below each box is recommended.
- k. Only trained and authorized employees may conduct repairs to electrical equipment and individuals performing work on energized electrical circuits must hold appropriate qualifications and be specifically authorized to perform such work.
- l. Proper safety shoes should be worn when working with electrical systems or machinery.
- m. All conduits must be fully supported throughout their length.
- n. Non-electrical attachments to a conduit are prohibited.
- o. Inside wiring must be protected from the outside.
- p. Site specific electrical safety rules must be available to all employees in local language.
- q. Electrical distribution areas must be guarded against accidental damage (e.g. specifically designed rooms, using substantial guard posts and rails, etc.).
- r. Access to electrical distribution rooms must be restricted to authorized employees.

4.2 Work at Height

- a. The facilities must analyze risk and avoid work at height whenever it is possible.
- b. Areas where work at height is required must be properly identified.
- c. The facilities must establish a working at height permitting process.
- d. Fall arrest equipment must be inspected following original equipment manufacturer specifications, records must be kept of the inspections.
- e. Equipment used to work at height for example, ladders, platforms, scaffolds, and other mobile equipment must be inspected following original equipment manufacturer specifications and records must be kept of the inspections.
- f. A training process must be established by each facility in order to ensure competency for all personnel that requires working at height. This also includes authorization for operation of mobile equipment.

4.3 Hot Work

- a. Hot work is defined as welding, grinding, cutting, drilling or any other task that generates high temperature, sparks or fire.
- b. The facilities must establish a Hot Work permitting process.
- c. The facilities must analyze risk and avoid hot work whenever it is possible.
- d. A Hot Work area outside of the facility must be designated

for tasks that can be handled outdoors. This will reduce the risk of fire.

- e. Areas where hot work will take place must be inspected previously in order to ensure there is no combustible material in an 11 meter radius before the tasks begin.
- f. Fire extinguishers must be always available at the spot while hot work is being executed.
- g. Routine inspections have to take place after hot work has been finished for a period of four hours.

4.4 Machine Safety

- a. All necessary ventilation, plumbing, electrical, noise, and lighting services shall be installed and maintained in compliance with applicable laws and to prevent or minimize hazardous conditions to workers in the facility.
- b. Machinery and vehicles should be safe, and must have proper regular inspections, and preventative maintenance.
- c. Appropriate lockout/tagout procedures should be implemented during all equipment maintenance and repair work.
- d. Machines are locked in "OFF" position before cleaning, unjamming, or when machine repair has begun.
- e. Individual machines should have their own emergency power shut-off switch within easy reach of the usual

operator position.

- f. Interlocked guards and emergency stops should be provided on all revolving drums and rollers.
- g. Electronic sensors that prevent machine operation or shut down power when body parts are detected in the zone of exposure are recommended as useful safety devices on appropriate machinery.
- h. Two-hand switches should be used on all cutting machines, presses, and heat transfer machines unless guarding can be shown to be effective.
- i. Guards must be in good operating condition and securely in place.
- j. Guards must not create additional hazard.
- k. Secure machines or equipment that could shift or move during operation.
- l. Working tools must be provided with appropriate protective devices to prevent injury to workers from squeezing, cuts, or burns.
- m. There should be fixed guards or covers for all V-belt drives, pulleys, and buffing and grinding machines.
 - There must be needle and pulley guards on sewing machines;
 - There must be blade guards on cutting machines and table saws.
- n. Machinery must not be left in operation if unattended.

5. Auxiliary Equipment

- a. Boiler blow off pipes must be placed outside of the boiler room away from direct contact with facility personnel.
- b. The boiler should be maintained in a clearly identified restricted area and/or housed at a certain distance from the production area or as required by local law.
- c. Compressor stations must comply with the following guidelines:
 - i. Must be separated from production areas, preferably at locations outside the building;
 - ii. Must be in enclosed areas, even if outdoors, to reduce the noise emissions;
 - iii. Must be equipped with a drip pan to prevent oil leaks to the ground;
 - iv. The belt drive systems should be totally enclosed or guarded;
 - v. Air filters should be installed on the intake side;
 - vi. Motors should be kept free of dust, grease, oil, and fibers.

6. Elevators

- a. Must be positioned or installed to prevent the risk of injury to users and bystanders.
- b. Interlocks, barriers, and safety devices where appropriate must be properly installed and operational to prevent injury.

- c. Elevators must have doors, and the doors should be equipped with interlock devices that prevent the door from opening unless the elevator is present.
- d. Elevators must be wired to be inoperable when the doors are open.
- e. Barriers and signs used to prevent entry should be present when equipment is inoperable.
- f. There must be a sign posted near the elevator doors on each floor that indicates to use the stairs in the event of an emergency such as fire or earthquake.
- g. The load capacity should be posted in the elevator.
- h. Each elevator should have a sign indicating if it is intended for passenger or freight use.
- i. Preventive maintenance performed on elevators following original equipment manufacturer specifications.
- j. Repair and maintenance activities must adhere to lockout/tagout requirements.

switches, ventilation equipment, wiring, junction boxes, and other equipment) should be explosion-proof or protected.

- Appropriate temperatures should be maintained (extreme heat and cold should be avoided)
- Storage areas must be located away from drinking water facilities, food preparation and storage areas, canteens, and worker accommodations.
- Storage areas are designed and maintained to prevent water and ground contamination caused by chemical leaks and spills.
- The floor of the storage area must be impermeable.
- Secondary containment for substances exceeding 55 gallons /208.2 liters must be at least 110% of the volume of the largest container.
- Flammable chemicals and hazardous substances must be kept away from ignition sources, such as open flames, sparks, etc.
- Chemicals in storage area must be classified by hazard class to prevent the accidental mixing of incompatible materials. This means never storing materials that when mixed would react to create a toxic gas, explode, or any other dangerous reaction.
- There should be weekly inspections of storage areas for leakage, container conditions, and expired products.
- All applicable warning signs for chemical and fire hazards must be installed, including identification of chemicals and

7. Chemical Safety

7.1 Storage Areas

Compliance with the following requirements regarding the storage of chemicals and hazardous materials is expected:

- Storage areas must be kept cleaned, secured, and covered.
- Eating, smoking, and drinking are not permitted in chemical storage areas.
- All electrical installations (lights,

volume capacities.

7.2 Chemical Containers

All chemical products and hazardous materials must be stored in suitable containers that meet the following requirements:

- a. Containers must be in good condition.
- b. Container material must be compatible with its content.
- c. Containers must not be over-stacked.
- d. Containers should be kept closed or capped when not in use.
- e. Large containers, such as 55 gallon drums, must be stored on impervious surfaces and/or spill pallets.
- f. Legible and durable labels in local language, using internationally accepted hazard symbols, must be placed in chemical containers.
- g. Containers should be inspected upon receipt to ensure that the contents, concentrations and quality comply with purchasing specifications.
- h. Containers should be stored in specially designed and approved fire cabinets.
- i. All primary flammable material containers must be bonded and grounded/earthed.
- j. Grounding and bonding of containers during flammable liquid transfer is recommended.
- k. Metal containers must be transported in a manner that avoids sparking.
- l. Empty containers must also be

labeled and stored per storage area requirements.

7.3 Large Storage Vessels

- a. Secondary containment must also be available.
- b. No floor drains are permitted.
- c. Floors must be impermeable.
- d. All applicable warning signs for chemical and fire hazards must be installed, including identification of chemicals and volume capacities.
- e. Absorbent materials and cleaners should be available for use in the event of minor spills or releases.

8. Job Hazard Analysis

A Job Hazard Analysis (JHA) must be executed at least once a year for every job position at each facility, and if there's any change or new process included in the facility. This analysis has to include normal and abnormal conditions. The results of the JHA will deliver specific requirements for the establishment of safety procedures or the use of Personal Protective Equipment.

9. Work Environment

9.1 Facility Workspace

- a. Air in all production areas should be adequately fresh and free of fumes, dust, and fibers.
- b. Production areas should be kept clear of debris and garbage.
- c. Keep facility floors dry and free of puddles of water, especially in the vicinity of machines,

- wires and electrical panel boxes.
- d. Clean spills immediately and dispose of waste properly (warning signs should be used on wet floor).
 - e. Where wet processes are used, drainage should be provided and maintained, and platforms, false floors, mats, or other dry standing places should be provided, where practicable, or appropriate.
 - f. Any receptacle that is used for solid or liquid waste should be constructed so that it does not leak and may be cleaned thoroughly in order to be maintained in a sanitary condition.
 - g. Materials may not be stacked within 3 ft/91.44 cm of ceiling or fire sprinklers (whichever is lower).
 - h. Product and raw material storage should be in designated areas and should be tidy and organized.
 - i. Locate garbage containers in the vicinity of workers and dispose of excess materials at the end of the day, or when there are large accumulations within the workday.
 - j. Trash and production waste should be removed daily and stored in covered containers.

9.2 Racking System

All items stored and stacked should comply with the following:

- a. Goods and materials should be stacked with the heavier items on bottom shelves, and should

not exceed the specified load capacity of the shelves or racks. Storage racks should have adequate strength to support the anticipated loads.

- b. The distance between every two stacks should be no less than 3.3 ft/1 m. Stacks need to be at least 1.64 ft/0.5 m away from walls.
- c. All shelves and racks must be secured properly to permanent structures in the storage area.
- d. Each racking installation must display a unique identification number and the safe or maximum working load.
- e. Trained employees or competent contractors will carry out new racking installations, repairs, modifications, or removal.

9.3 Stairways and Mezzanines

Each facility must provide for safe passage up and down stairs and stairways. At a minimum, they must provide:

- Standard railings (for 4 steps or more);
- A minimum width of 22 in/0.56 m;
- Treads with slip resistant surface;
- Uniform step height and width throughout any flight of stairs.

10. Temperature

The facility must have provisions to regulate the temperature inside the workplace, especially in places where there are extreme fluctuations in temperature throughout the year.

11. Lighting

- a. Each facility must provide adequate lighting for safe working conditions.
- b. Recommended lighting guidelines are as follows:
 - Emergency egress 75 lux (10 foot candles);
 - Production line 500 lux (50 fc);
 - Inspection 750 lux (70 fc);
 - General Warehouse 350 lux (30 fc);
 - Clerical work 750 lux (70 fc).
 - Corridor/Stairs 200 lux (20 fc)
- c. If any worker has continuous exposure to noise in excess of 100 dBA, the facility must provide two types of hearing protectors (earplugs and earmuffs), and the employee should wear the earplugs under the earmuffs.
- d. Each facility must have a hearing testing program for affected employees that includes, at the minimum:
 - Implementation of initial and annual audiometric testing by a certified medical professional free of cost to employees;
 - Notification to affected employees of results;
 - Follow up/corrective action with any change in hearing as identified by the certified medical professional.

12. Occupational Noise Exposure

- a. Each facility must conduct a noise assessment to identify high noise areas. High noise areas are defined as 85 dB or greater. High noise areas must be monitored and identified:
 - Noise monitoring when there has been a significant change in machinery or production processes;
 - Signs indicating areas where hearing protection is required;
 - Availability and use of hearing protection in required areas;
 - Evaluation of hearing protection to determine effectiveness for indicated noise levels.
- b. Noise limits are as follows:
 - 8 hours - 85dBA
 - 12 hours - 82dBA

13. Heat Stress Prevention Programs

- a. Each facility must conduct a temperature assessment to identify high temperature areas at least once a year or after changes have been done to the process.
- b. If work temperature ranges cannot be maintained, heat/cold stress procedures must be implemented, including the following:
 - Engineering, administrative controls, and/or personal protective equipment to minimize the effects of heat stress;
 - Provision of accessible

potable drinking water sufficient to provide each worker up to one quart per hour. When temperatures exceed 86° F/30° C ice should be provided to cool the water;

- Temperature readings below 50° F /10° C and 96° F/35° C should be avoided;
 - Employees must have access to shade during entire shift and as a general rule there must be enough shade to accommodate, at the same time, 25 percent of the employees on a shift;
 - Metal storage sheds and other out-building do not provide “shade” unless they provide a cooling environment comparable to shade in open air. For example, they must be mechanically ventilated or open to air movement.
- c. Provisions for Preventative Recovery Periods (PRP): A PRP is necessary if an employee believes that a rest break is needed to cover from the heat or if an employee exhibits indications of heat illness.
- d. The facility must include a written Heat Stress Prevention Program containing :
- Designating responsibilities for the program;
 - Determining when and how the program should be implemented;

- Creating control measures used to eliminate or reduce risks;
- Selecting and distributing protective clothing;
- Determining work practices used to eliminate or reduce the risk;
- Responding to symptoms of possible heat illness;
- Contact provisions for emergency medical service; and/or
- Training requirements.

14. Sanitation

All facilities including workplace buildings, toilets, canteens, kitchens, and clinics, shall be kept clean and safe, and be in compliance with all applicable laws, including relevant sanitation, medical, and health and safety regulations.

14.1 Toilet facilities

- a. All toilet facilities must have:
- Fully functional toilet bowls;
 - Hand soap;
 - Toilet paper;
 - Sink (for cleaning hands) with hand soap in all work areas;
 - Running potable water;
 - Equipped with provisions for drying hands;
 - Waste bins with tight closable covers should be provided in each toilet stall and should be emptied regularly.
- b. Each section has to be a separate compartment with a

door and walls, or partitions between the fixtures that are sufficiently high to ensure privacy. There should be no open toilets.

- c. Urinals should be provided with adequate water flush capability.
- d. Urinals should drain freely, and the drain construction should be such that it excludes flies and rodents.
- e. Toilet rooms should be marked distinctly “for men” and “for women” by signs printed in the native language of the workers/ residents, or marked with easily recognizable symbols or pictures.
- f. If the toilet rooms for each gender are adjacent spaces, they should be separated by solid walls or partitions that extend from floor to ceiling.
- g. Toilet rooms must have an opaque window to the outdoors which can be opened for ventilation, and / or they must have an adequate exhaust ventilation system.
- h. Toilet facilities should be kept clean at all times and cleaned/ disinfected on a daily basis.
- i. Hand soap and toilet paper should always be available at no cost to employees.
- j. The facility must have an adequate number of toilet facilities. In addition, the following should also be considered: number of toilets based on number of workers, privacy for each individual and gender, accessibility, and hygiene.

1-15 workers	1 toilet minimum
16-35 workers	2 toilets minimum
36-55 workers	3 toilets minimum
56-80 workers	4 toilets minimum
81-110 workers	5 toilets minimum
111-150 workers	6 + 1 additional toilets minimum for every 40 additional persons

14.2 Drinking Water

- a. Fresh and clean potable water must be made available for employees without restriction within reasonable distance of the workplace.
- b. Employers shall not place any undue restrictions on drinking water in terms of time and frequency.
- c. Where multiple sources of water exist, potable water is clearly identified.
- d. It is recommended that the facility installs storage facilities for cups, glasses, or other similar containers used for drinking.
- e. If workers are not provided with individual lockers, cups and other containers used for drinking or eating must not be left out in the open where they can be exposed to and contaminated with chemical agents.
- f. Drinking water dispensers should be designed, constructed, and serviced so that sanitary conditions are maintained. They should be capable of being closed, and equipped with a tap.
- g. Drinking water should be tested weekly if it is provided

through an internal drinking water treatment plant, or to be completed with a certificate from the provider.

- h. The drinking water supply must not be located inside toilet areas.
- i. Open holding containers such as barrels, pails or tanks from which drinking water must be dipped or poured, whether they are fitted with a cover or not, are prohibited.
- j. Potable water is also provided for cooking, washing of foods, and washing of cooking and eating utensils.
- k. Drinking water provided to employees should always be at no cost.

14.3 Non-potable water

- a. Outlets or spigots for non-potable water, such as water for industrial or fire-fighting purposes, should be posted or otherwise marked in a manner that indicates clearly that the water is unsafe for use for other purposes, such as drinking, washing, or laundry.
- b. Non-potable water should never be used for personal washing, the washing of cooking and eating utensils, and laundry.
- c. Non-potable water may be used for the cleaning of work areas other than food processing and preparation areas and personal service rooms, provided that it does not contain concentrations of chemicals, fecal coliform

(bacteria from feces), or other substances that could create unsanitary conditions or be harmful to workers.

- d. Non-potable water must be boiled or otherwise decontaminated prior to being used for food preparation or cooking.

14.4 Kitchen and Cafeteria

- a. A properly constructed kitchen and dining hall, adequate in size and separated from the sleeping quarters of workers, should be provided unless outside facilities for cooked food are available to the workers.
- b. The kitchen must be kept clean and in order at all times.
- c. There must be clean storage space for dishes and/or utensils.
- d. Tabletops and counters must be cleaned and disinfected after each use.
- e. Food consumption areas must be clean and disinfected.
- f. There is an adequate number of tables and chairs/seating for the facility workers.
- g. The kitchen and canteen buildings must provide adequate protection from the weather.
- h. Food is properly stored and handling practices are sanitary, with no food left uncovered or stored in the open.
- i. Food should not be stored in toilet rooms or in any facility areas where there may be exposure to or contact with

- toxic chemical materials.
- j. Control of insects is maintained through fumigation or with insect traps. A continuing and effective extermination program should be implemented whenever and wherever the presence of vermin is detected.
 - k. Refrigeration that is capable of maintaining a temperature of not more than 5°C when perishable food items are stored on site is required.
 - l. Washbasins that provide both hot and cold running water are required.
 - m. Store garbage and refuse in leak proof, non-absorbent containers that must be emptied daily.
 - n. Kitchen ventilation systems must be adequate to remove excessive steam, heat, vapors, odors and smoke, and there should be regular proper maintenance of the ventilation ducts.
 - o. Kitchen and cafeteria workers must have annual medical certificates.
 - p. Kitchen and cafeteria workers must use adequate personal protection equipment including hairnets, aprons, masks, gloves, etc.
 - q. Cafeteria must comply with all local regulations to operate in the countries were applicable.

15. Health and Safety Committee

The facility's H&S committee should contain the following:

- Committee must be comprised

of at least 2 members if the location has 20 people or less, and at least 4 members if the location has more than 20 people or as required by local law.

- Comprised of approximately an equal number of management and worker representatives.
- Require each department of the facility, including management, to assign at least one worker-representative to be a member of the committee.

Structure of H&S Committee:

- Committee representatives must serve a continuous term of at least one year or as required by local law.
- Committee meetings must be conducted on a monthly basis.
- The committee must maintain meeting minutes from meetings. The meeting minutes must be communicated or available to all employees.
- Management must respond to all H&S committee recommendations before the next meeting, or within 30 days, whichever happens first.

16. Ergonomics

Ergonomics is the study of how a person, his/her workplace, and the materials in that workplace can co-exist and interact in harmony. This means that the workplace and everything in it should be designed in such a way as to not force the human body beyond its physical limitations.

Ergonomics equally emphasizes

comfort, safety, efficiency, and productivity. Workers can work more effectively and more productively with ergonomic aids at their workstations. The end goal of an ergonomically designed workstation is greater productivity and healthier workers.

Facilities must implement measures to address ergonomic exposures, covering as minimum the following:

1. Certain jobs require workers to sit the entire workday (e.g. sewing), while others require mobility (e.g., lifting in warehouses). The facility shall provide seating that is appropriate to the worker's job.
2. Provide adequate back support in all chairs or seats, preferably adjustable ones, to improve posture, lessen fatigue, and make sitting for long periods of time more comfortable.
3. The facility designs each workstation or worktable such that it is appropriate to the worker's job. The workstation should not force a worker to strain any part of his/her body while performing his/her job throughout the workday.
4. Workstations, including seating and standing arrangements, and reach required to obtain tools, shall be designed and set-up in such a manner as to minimize bodily strains.
5. Opportunities for breaks or changes in activity must be provided for repetitive activities.

Gildan Code of Conduct

Gildan and its business partners will adopt responsible measures to mitigate the impacts that the workplace has on the environment. They will comply with applicable country environmental regulations and laws.

Business partners must maintain on file such documentation as may be needed to demonstrate compliance with this Code of Conduct, and shall make these documents available for Gildan or its designated auditor(s) for inspection.

Introduction

Gildan is committed to adopting sustainable business practices and incorporating environmental responsibility throughout our operations and our product life cycle.

As a company we seek to collaborate with our manufacturing partners and material suppliers for the selection of materials, processes, and chemicals that eliminate all substances and waste products known or suspected of being harmful to human health or environmental systems.

This Social and Sustainable Compliance Guidebook applies to supplier facilities around the world and includes environmental performance in sourcing decisions.

All supplier and subcontractor facilities are expected to comply with the Environmental Benchmarks outlined and all applicable local and national environmental regulations that include, but are not limited to, environmental

licenses and government inspections on a timely basis if required.

Environmental Compliance Benchmarks

1. Energy Management

The adequate and responsible use of energy from fossil sources is one of the main goals that companies are working on in order to reduce their impacts to the environment.

Energy conservation should be one of the key efforts by using less energy, and we encourage seeking and changing to alternative environmental-friendly sources.

Action Items

- All energy sources used in the facility must be identified in order to establish a breakdown per type. This will aid in understanding the areas where the facility needs to focus their reduction efforts.
- The facility must have the necessary environmental legal permits related to energy use.
- Energy meters must be installed to measure the consumption of all energy types used by the facility on a monthly basis (e.g. fuel, electricity, biomass, LPG, etc.).
- Monitoring and measuring equipment must be properly maintained and calibrated. Calibration certificates must be stored and available if required.
- Records of energy consumption must be generated on a

monthly basis.

- Energy reduction goals and targets must be established by the facility. Reduction projects and programs must be developed by each facility to ensure completion with the targets on an annual basis.
- The facility shall endeavor to employ renewable alternatives to fossil fuels where feasible.
- Energy reduction campaigns must be developed by the facility at least once a year.

2. Atmospheric Emissions

Air emissions of aerosols, particulates, combustion by-products and ozone-depleting substances are generated as part of the facilities' operations. It is important that these are characterized, monitored, controlled and treated accordingly in order to comply with local regulation and reduce environmental impact.

Action Items

- The facility must have the environmental permits required by local law related to the combustion sources present such as boilers, generators, turbines, fuel storage, etc.
- Equipment and control systems for atmospheric emissions that are designed to ensure compliance with local law and Gildan standards must be used.
- It is forbidden to perform open air burning of waste.
- The smokestacks for fixed sources must be designed as indicated by local law, or using

international standards when industry standards in local law are not available.

- Monitoring must be performed by a third-party that is authorized by environmental authorities (Ministry of Environment or other similar institution), and must respect the Mitigation Measures Agreement established by local environmental authorities, where applicable.
- The monitoring of atmospheric emissions must be performed as often as established by local law.
- The facility shall have a map indicating the location of all smokestacks and chimneys that emit combustion and waste gases.

3. Ozone Depleting Substances (ODS)

- The facility must have the necessary environmental permits related to ODS, as required by local law, if applicable.
- The facility must have at all times an up-to-date inventory of ODS.
- The entity or company that performs refrigerant replenishment must be authorized by local authorities and in possession of a valid permit.
- Halon fire extinguishers must be strictly forbidden at the facility.
- Facilities are prohibited from purchasing any new refrigeration or air conditioning equipment requiring CFC's or

- HCFC's based refrigerants.
- Facilities must respect the Montreal Protocol as a legal requirement.
- Each refrigerant cylinder must be clearly labeled with the name of the refrigerant, relevant safety information, and precautions to be taken during handling.
- Cylinders must always be stored in an upright position, and secured with a tie or chain to prevent it from falling.
- Facilities operating equipment associated with any ozone depleting substance should perform an annual inventory of the equipment indicating the type of refrigerant used and its quantity.

4. Water Management

The adequate and responsible consumption of water is one of the main goals that companies are working on in order to reduce their impacts to the environment.

Water management is directed at optimizing the use of water and in minimizing the impact of water use on the environment. The continuous observation of water consumption should be an integral part of the water program.

Action Items

- Water use mapping must be developed in order to understand the areas where the facility needs to focus its reduction efforts.

- The facility must have the environmental legal permits for water use as required by local regulation.
- As part of the control the facility should maintain a layout describing the location of all the water networks including for example: process, sanitary, rain drainage, etc.
- Water flow meters must be installed to measure the consumption by the facility on a monthly basis.
- Monitoring and measuring equipment must be properly maintained and calibrated. Calibration certificates must be stored and available if required.
- Records of water consumption must be generated on a monthly basis.
- Water consumption reduction goals and targets must be established by the facility. Reduction projects and programs must be developed by each facility to ensure completion with the targets on an annual basis.
- Water use reduction campaigns must be developed by the facility at least once a year.

5. Wastewater (Effluents)

The wastewater management objective is directly associated with the removal of pollutants and the protection and preservation of our natural water resources and health.

In that order, the facility should continuously work, under its possibilities, to search for environmental-friendly

products and any other type of raw material to minimize the impact.

Action Items

- The facility must have environmental legal permits related to wastewater discharge.
- The facility must not allow effluents to be discharged directly into the environment, and it is forbidden to dilute effluents with water not used in manufacturing processes.
- Effluent monitoring program should be in place to track the quality of the effluent that they are discharging to the environment. The analysis test should be made by a third party legally certified laboratory ensuring that they cover all the legal parameters.
- Records of lab analysis should be maintained and available to review.
- Facilities must be equipped with measurement equipment (flow meters) to measure the incoming water flow as well as generated effluents.
- If the facility has a wastewater treatment system in place, an operation manual is required, which must contain at the least the following:
 - Complete diagram of the process;
 - Detailed description of each part of the process;
 - Operating instructions indicating products that are used, as well as their

- quantity and frequency;
- Documentation of products that are used;
- Trained personnel in charge.

6. Waste Management

As part of the facilities commitment with the environment, it is important that all waste is properly segregated, managed, transported and disposed of in compliance with national and local regulations and corporate guidelines.

Action Items

- Waste streams must be identified and quantified by each facility, area or process.
- The facility should measure and record each type of waste in a continuous basis.
- All the equipment used to measure the waste should be working properly and needs to be calibrated in an annual basis or when the manufacturer indicates.
- All the waste should be segregated and stored in an appropriate warehouse.
- It is forbidden to release/ discharge any type of waste into the soil, sea, rivers or any other superficial or underground water systems.
- All the suppliers that the facility uses to manage waste should be authorized by national / local environmental authorities.
- The final disposal of waste (e.g. landfill, energy recovery, incineration) must be recorded by the facility ensuring

compliance.

- All waste must be duly identified and classified.
- Waste generating processes should be continuously evaluated in order to minimize or substitute the use of materials so as to reduce environmental impacts.

6.1 General Solid (Landfill) Waste

- General waste must be accumulated in an identified area. If the waste is stored in bags, they must be closed and without overweight in order to facilitate handling.
- Segregation of waste in the categories of reusable, recoverable, recyclable and non-recyclable, must be performed and specific containers must be provided for each of these categories of waste.
- All the waste storage locations must be covered and insured. The surface must be waterproof to prevent any contamination to the soil.
- The waste removal company must have the environmental permits or other specific permits required by national/local law.

6.2 Recyclable Waste

- Containers that are used to accumulate temporary 4R's waste (e.g. paper, plastic bottles) must be identified.
- In common areas and offices, adequate containers must be used to accumulate waste in such a way that 4R's waste

is clearly distinguished from general solid waste (garbage).

- The facility should have a specific area for temporary storage of 4R's waste.
- The storage area should have a roof for cardboard. In the case of metal scrap, wood and other containers may be stored outdoors.
- Companies responsible for recyclable waste removal must show an environmental permit issued by local government entities.

6.3 Hazardous Waste

- It is forbidden to liberate any hazardous substance or waste into the atmosphere, soil, sea or any other superficial or underground water systems.
- The final disposal of hazardous waste (e.g. elimination, energetic recovery, landfill, incineration) must be performed by a company authorized by local environmental authorities. A copy of the environmental permit is required to treat this type of waste.
- Personnel whose functions involve the handling and storage of hazardous waste must be formally informed about the correct use and handling of these materials. Likewise, they must be trained in the proper handling procedure and identification of all related risks.
- All personnel, who manipulate hazardous waste must have access at all times to the information related to the risks

involved in handling the such materials and the procedures to be followed in case of emergency. These Safety Data sheets must be placed in visibly accessible locations.

- All empty containers or packaging that have contained hazardous waste must be treated as hazardous and must not be reused to contain other substances.
- All containers and packaging must be duly identified with a label according to classifications and regulations of the regulating body if applicable. This label must not be removed until the proper disposal of the waste.
- Corrosive and toxic substances must be placed separately from all the other materials.
- The storage of materials that can react together and cause fire is prohibited.
- The storage of flammable substances together with toxic substances is prohibited.
- Corrosive products must never be stored in stacks or piles.
- Physical requirements to storage:
 - Warehouse must be of solid construction so that the storage area is secure. The walls must be non-combustible and it must be protected from sunlight and rain by a roof.
 - The floor of the facility must be waterproof, not be susceptible to the products stored there.

Cement is a suitable option for this case. It must meet a wall on each side so that it can hold any eventual leakage: it must be able to hold 25% of the total volume of all stored products or 125% of the capacity of the largest container.

- There should be no drainage in place. If there is drainage, it has to be securely closed at all times to avoid any spill out into the secondary containment.
- Natural or forced ventilation must be available to ensure the concentration of substances in the air does not exceed toxicity or hazard levels during any ordinary operation or substance transfer.
- Cabinets to be used must be approved by the insurance company, if applicable.
- Shelving must be made of non-combustible material. Do not use wood.
- Lighting fixtures must be non-sparking.
- Doors must be made of metal and they must open inwards unless there are permanent workstations or transfer operations being performed on the inside.
- A fire extinguisher with instructions must be

available and clearly identified.

- An eye-wash station must be available on-site.
- An emergency spill kit must be available on-site containing at least: absorbent, personal protective equipment and cleaning products.

- Final disposal of biomedical waste (infectious and special) must be performed by authorized local environmental authorities.
- A certificate of final disposal confirming the method of disposal must be provided.

6.4 Biomedical Waste

- In facilities where biomedical waste is generated, it is necessary to segregate the waste from the moment it is generated and to place it in properly identified containers.
- Infectious waste must be placed in special biomedical bags identified with the universal biohazard symbol.
- Blood contaminated waste and biohazardous materials should be disposed in rigid plastic containers inside which special distinctively colored biomedical bags have been placed.
- Due to the risk of contamination, products must be refrigerated if they are to be stored for longer than 48 hours.
- The universal biohazard symbol must be placed on the entryway of storage facilities. The same symbol must also be placed on containers, freezers, and refrigerators used for temporary storage.
- Only companies authorized to transport biomedical waste may do so.

Gildan Code of Conduct

Gildan and its business partners will recognize and respect the right of employees to freedom of association and collective bargaining.

Introduction

Workers' freedom to join unions or workers' organizations, and to engage in collective bargaining are considered the basic building blocks for sound and productive employer-employee relations. The extent to which a company supports the ability of workers to effectively assert their interests in the workplace is a strong indicator of the extent of a company's respect of all other aspects of workers' rights.

A socially responsible facility allows for a working environment that encourages harmonious labor and management relations through unions or through other labor consultation mechanisms that promote labor participation in decisions that directly affect workers. However, alternative consultation mechanisms should in no way replace the workers' right to unionize and engage in collective bargaining.

An effective management-labor (and union) relations policy ensures that all stakeholders obtain their fair and equitable share in the increased productivity of the enterprise.

Enhanced cooperation and communication between union/workers and management guarantees mutual trust and respect, which is vital to ensuring increased efficiency and productivity.

Social Compliance Benchmarks

1. Freedom of Association General Compliance

Employers shall comply with all national laws, regulations and procedures concerning freedom of association and collective bargaining.

2. Right to Freely Associate

Workers, without distinction whatsoever, shall have the right to establish and to join organizations of their own choosing, subject only to the rules of the organization concerned, without previous authorization.

The right to freedom of association begins once a worker seeks employment and continues through the course of employment, including eventual termination of employment. It is also applicable to unemployed and retired workers.

3. Legal Restriction

3.1 Alternative Means

When the right to freedom of association and collective bargaining is restricted under law, employers shall not obstruct legal alternative means of workers association.

4. Anti-Union Violence

4.1 Harassment or Abuse

Employers shall not use any form of physical or psychological violence, threats, intimidation, retaliation, harassment or abuse against union

representatives and workers seeking to form or join an organization of their own choosing.

Such practices shall not be used against workers' organizations or workers participating or intending to participate in union activities, including strikes.

5. Anti-Union Discrimination

5.1 Dismissal, Other Loss of Rights and Blacklisting

Employers shall not engage in any acts of anti-union discrimination or retaliation, i.e. shall not make any employment decisions which negatively affect workers based wholly or in part on a workers' union membership or participation in union activity, including the formation of a union, previous employment in a unionized facility, participation in collective bargaining efforts or participation in a legal strike.

Employment decisions include: hiring, termination, job security, job assignment, compensation, promotion, downgrading, transfer, (vocational) training, discipline, and assignment of work and conditions of work including hours of work, rest periods, and occupational health and safety measures.

The use of blacklists in order to contravene the exercise of the right to freedom of association, for instance, blacklists based on union membership or participation in union activity, also constitutes anti-union discrimination.

6. Restoration of Workers Rights

6.1 Reinstatement

Workers who have been unjustly dismissed, demoted, or otherwise suffered a loss of rights and privileges at work due to an act of union discrimination shall, subject to national laws, be entitled to restoration of all the rights and privileges lost, including reinstatement, if they so desire.

7. Protection of Union Representatives

Employers shall comply with all relevant provisions where national laws provide special protection to workers or worker representatives engaged in a particular union activity (such as union formation) or to worker representatives with a particular status (such as founding union members or current union office holders).

8. Production Shift

8.1 Workplace Closure

Employers shall not shift, or threaten to shift, production or close a workplace site in an attempt to prevent the formation of a union, in reaction to the formation of a union, in reaction to any other legitimate exercise of the right to freedom of association and collective bargaining, including the right to strike, or in an effort to break up a union.

If a workplace is closing and there is a resulting dispute that the closure was done to prevent or hamper the legitimate exercise of the right to freedom of association, employers shall provide proof that can be assessed by a

third party to determine the validity of the reasons given for closure.

9. Severance Pay

Employers shall not offer or use severance pay in any form or under any other name as a means of contravening the right to freedom of association, including attempts to prevent or restrict union formation or union activity, including strikes.

10. Employer Interference

Employers shall refrain from any acts of interference with the formation or operation of workers' organizations, including acts which are designed to establish or promote the domination, financing, or control of workers' organizations by employers.

10.1 Constitution, Elections, Administration, Activities and Programs

Employers shall not interfere with the right of workers to draw up their constitutions and rules, to elect their representatives in full freedom, to organize their administration and activities, and to formulate their programs.

10.2 Registration

Employers shall not attempt to influence or interfere in any way, to the detriment of workers' organizations, with government registration decisions, procedures and requirements regarding the formation of workers' organizations.

10.3 Favoritism

Employers shall not interfere with the right to freedom of association by favoring one workers' organization over another.

In cases where a single union represents workers, employers shall not attempt to influence or interfere in any way in workers' ability to form other organizations that represent workers.

10.4 Police and Military Forces

Employers shall not in any way threaten the use of or use the presence of police or military, to prevent, disrupt or break up any activities that constitute a peaceful exercise of the right to freedom of association, including union meetings, assemblies, and strikes.

11. Facilities for Worker Representatives

Worker representatives shall have the facilities necessary for the proper exercise of their functions, including access to workplaces.

Worker representatives should have access to their members under conditions established by country law or mutual agreement between the employer and the union or worker's organization.

12. Right to Collective Bargaining

12.1 Good Faith

Employers shall recognize the rights of workers to free and voluntary collective bargaining with a view to the regulation

of terms and conditions of employment by collective agreements.

Employers and worker representatives shall bargain in good faith, i.e. engage in genuine and constructive negotiations and make every effort to reach an agreement.

12.2 Exclusive Bargaining and Other Recognized Unions

Employers shall bargain with any union that has been recognized by law or by agreement between the employer and that union, provided such agreement does not contravene national law, as one of, or the exclusive, bargaining agent for some or all of its workers.

12.3 Unorganized Workers

Employers can only engage in collective bargaining with representatives of unorganized workers when no workers' organization exists.

12.4 Compliance with Collective Bargaining Agreement

Employers, unions, and workers shall honor in good faith, for the term of the agreement, the terms of any collective bargaining agreement they have agreed to and signed.

Worker representatives and workers shall be able to raise issues regarding compliance with a collective bargaining agreement by employers without retaliation or any negative effect on their employment status.

12.5 Validity of Collective Bargaining Agreement

Collective bargaining agreements that have not been negotiated freely, voluntarily, and in good faith shall be considered not applicable. Provisions in collective bargaining agreements that contradict national laws, rules, and procedures or offer less protection to workers than provisions of the FLA Workplace Code shall also be considered not applicable.

Collective bargaining agreements must be respected at all times by employers and all clauses negotiated should be fulfilled.

13. Rights of Minority Unions and their Members

Unions not recognized as a bargaining agent of some or all of the workers in a facility shall have the means for defending the occupational interests of their members, including making representations on their behalf and representing them in cases of individual grievances, within limits established by applicable law.

14. Right to Strike

14.1 Sanction for Organizing or Participating in Legal Strikes

Employers shall not impose any sanction on workers organizing or having participated in a legal strike.

14.2 Replacement Workers

Employers shall not hire replacement workers in order to prevent or to break

up a legal strike, or to avoid negotiating in good faith.

24. Deduction of Union Dues and Other Fees

Employers cannot deduct union membership fees or any other union fees from workers' wages without the express and written consent of individual workers, unless specified otherwise in freely negotiated and valid collective bargaining agreements or if required by law.

Gildan Code of Conduct

Gildan and its business partners will treat every employee with respect and dignity. No employee shall be subject to any physical, sexual, psychological, or verbal harassment or abuse.

Introduction

The importance of upholding each individual's human dignity is the underlying principle for establishing policies that avoid harassment and abuse in a facility. The facility should exert every effort to ensure the respect of workers' physical and emotional well-being as well as the respect of their cultural practices and beliefs.

There are several types of harassment and abuse in the workplace such as physical, sexual, verbal, or psychological. Harassment can be in the form of threats or implied threats; physical punishment, foul language, or acts that aim to humiliate or embarrass the worker, or to create a constant sense of fear of reprisal.

The presence of harassment and abuse in a facility creates a stressful working environment. Psychological and physical stress contribute to poor worker satisfaction and ultimately, poor worker performance.

Disciplinary rules and procedures are integral to the promotion and maintenance of order and harmony in the facility, as well as to ensure fairness and consistency in the treatment of all employees.

Procedural fairness in the application of

disciplinary policies allows the facility to eliminate the risk of legal liabilities in connection with dismissals.

A socially responsible facility must establish policies and procedures that prevent the use of harassment and abusive practices in the workplace, as well as systems that allow workers to report such practices if they occur.

Social Compliance Benchmarks

1. Harassment or Abuse General Compliance

The facility must comply with national laws and regulations, as well as with their own internal procedures with regards to discipline, harassment, violence and abuse.

2. Discipline

2.1 Monetary Fines and Penalties

The facility must not use employee fines or penalties as a mechanism to maintain workplace discipline, whether for poor performance or for violating facility rules, regulations, or policies.

2.3 Access to Facilities

Denying access to water, food, toilets, health clinics, or other basic necessities by facility management is not allowed as either reward or as a means to maintain workplace discipline.

2.4 Physical Abuse

Physical violence or the threat of physical violence by facility management is not allowed as a means

to maintain workplace discipline. This includes pushing, slapping, or any other form of physical contact.

2.4 Verbal Abuse

Verbal violence by facility management is not allowed as a means to maintain workplace discipline. This includes screaming, yelling, or the use of threats, and demeaning or insulting language.

2.5 Psychological Abuse

Psychological abuse or the threat of psychological abuse by facility management is not allowed as a means to maintain workplace discipline. This includes forcing workers to sign letters of self-criticism or posting names of workers subject to disciplinary measures.

2.6 Freedom of Movement

Facility management must not unreasonably interfere with the freedom of movement of workers as a means to maintain workplace discipline. This includes restricting movement in canteens, during breaks, restricting access to toilets or water, and restricting access to medical attention.

3. Violence

3.1 Harassment or Abuse

Facilities must ensure a workplace free from any type of violence, harassment or abuse, including physical, sexual, psychological and verbal harassment or abuse.

Facility management must abstain

from any action that would result in an intimidating, hostile, or offensive work environment for workers. Moreover, they must take any necessary steps to ensure that all workers refrain from such actions themselves.

Facilities must provide protection to workers who allege harassment or abuse violations, whether or not this protection is provided under the law.

4. Sexual Harassment

Facility management shall abstain from any act of sexual harassment. This includes inappropriate remarks, insults, jokes, insinuation, or comments on a person's dress, physique, age, or family situation.

Facility management shall abstain from condescending or paternalistic behavior with sexual implications that undermine the dignity of employees.

Facility management shall abstain from making unwelcome invitations or requests, whether explicit or not, or whether in a threatening way or not.

Facility management shall abstain from indecent looks or other gestures that could be interpreted as sexually suggestive.

Facility management shall avoid any unnecessary physical contact with employees. This includes touching, caressing, pinching, or assault.

Facility management must not offer or be thought to offer recruitment, continued employment, promotion or an improvement in working conditions,

preferential assignments or treatment in exchange for a sexual relationship.

Facility management must not subject employees to discriminatory treatment of any kind in retaliation for refused sexual advances or for identifying inappropriate behavior.

Facility management shall refrain from any action that would result in an intimidating, hostile or offensive work environment for employees. Moreover, they shall take any necessary steps to ensure that all employees refrain from such actions themselves.

5. Security Practices

5.1 Body Searches

Facility management shall ensure that security screenings be gender appropriate and non-intrusive, so that the dignity of employees is protected when such a search is conducted.

Facilities may search employees' bags and other personal items in order to prevent theft.

Facility management may decide to have body searches performed on employees, but only when there is a legitimate reason to do so. Employee consent is required for such a search, unless a third party with the proper authority has ordered the search (e.g. a police officer).

Body searches must not be performed within view of the public, and the person performing the search must be of the same gender as the person being searched.

5.2 Non-violent security practices

Facilities must ensure that security personnel conduct themselves with courtesy and respect for all employees. No unnecessary force should be used.

The use of force should be limited to situations where self-defense is absolutely necessary (i.e. there is a clear and immediate danger to themselves or to employees) and should be proportional to the situation and within the boundary of local laws and regulations.

Facility management must be notified by security personnel in the event of a situation involving violence or potential violence against employees or property. These situations must be documented.

Facility management should not allow the presence of weapons in the workplace unless it is a requirement for the protection of employees and property in countries where violence is frequent. In such cases a system must be put in place providing training for the proper handling and maintenance of these weapons. No personal weapons should be allowed in the workplace at any time.

6. Punishment of Abusive Supervisors, Managers and Workers

Facility management must have a system in place to discipline supervisors, managers, and workers who engage in any physical, sexual, psychological or verbal violence, harassment, or abuse.

This system could include mandatory counseling, warnings, demotions,

Gildan Code of Conduct

Employees are allowed to lodge grievances that are addressed in a systematic manner so as to protect employees' privacy and protect them from reprisals.

Introduction

Grievance mechanisms (whether formal or informal) provide a means for workers to bring certain issues to the attention of management that affect their day-to-day work in the facility. Furthermore, this gives the company a way to monitor and resolve systemic compliance issues that, if left unchecked, could lead to legal liabilities, strikes, high absenteeism, poor worker morale, and low labor productivity.

The importance of a clear and established grievance procedure in the workplace that is communicated to and trusted by workers cannot be overstated. A grievance procedure provides the facility with a built-in mechanism to monitor problems related to the implementation of facility policies and procedures. The lack of proper procedures for grievance reporting and follow-up can result in low morale, increased absenteeism, and work-related stress, which in turn can result in low productivity and high employee turnover.

A company can establish grievance procedures that allow workers to address their problems and complaints to management through different channels, depending on the issues being reported and how workers feel most comfortable reporting them.

Such channels range from reporting a complaint to a supervisor, to a workers' representative, during worker assemblies or through suggestion boxes.

It is imperative that such procedures are in place and that the information taken from them contributes to management's ability to resolve workers' problems before these problems become widespread or escalate to become more serious issues. Respecting your workers' rights of fair and humane treatment and allowing them to voice their grievances will help you comply with the law, avoid penalties, and meet your customers' requirements.

Social Compliance Benchmarks

1. Employee Grievance Mechanisms

Employers shall have a system allowing for worker and management communication that is clear and transparent. This system shall enable and facilitate workers to consult with and participate actively with management on workplace issues. For example, this might include suggestion boxes, workers committees, designated spaces for worker meetings, and meetings between management and workers' representatives.

2. Confidential Grievances Mechanisms

There shall be a procedure for workers to report freely any concerns and grievances in a confidential and anonymous manner. Retaliation should not be applied to workers that use grievance mechanisms.

3. Grievances Settlement

Employers shall have documented procedures that allow for direct settlement of grievances between a worker and their immediate supervisor. If the process is not effective or appropriate, there should be other similar options for senior management review and consideration, depending on the nature of the grievance and the structure and size of the enterprise. Management shall assure that timely responses are provided to aggrieved workers.

4. Employee Grievances Mechanisms Training

Employers shall appropriately inform workers of the grievance procedures and applicable rules so that there are no issues or concerns on the part of the workers.

Gildan Code of Conduct

Employees are not subject to discrimination in employment, including hiring, compensation, advancement, discipline, termination or retirement, on the basis of gender, pregnancy status, race, religion, age, disability, physical appearance, sexual orientation, nationality, political opinion or social or ethnic origin.

Introduction

A socially responsible facility ensures that it does not discriminate against any individual or group of individuals in any process or in any area of the facility's operations, including hiring, the assignment of wages and benefits, advancement, discipline and termination, and/or retirement practices.

Discrimination is any distinction, exclusion or preference based on a personal or physical characteristic which denies a person access to equal opportunity or treatment in any area of employment.

Discrimination often results in low worker morale, which in turn, affects productivity. Dissatisfaction over discriminatory practices has also been linked to high absenteeism, high turnover, and poor industrial relations.

Effective management systems and the standard application of policies and procedures allow the facility to prevent unfair practices and discrimination, whether unintended or deliberate, from occurring. Respecting your workers' rights to equality in the workplace will help bring business benefits such

as better worker retention, higher productivity, and enhanced employee relations.

Social Compliance Benchmarks

1. Non - Discrimination General Compliance

Employers shall comply with all national laws and regulations concerning non-discrimination.

2. Recruitment and Employment Practices

2.1 Job Advertisements, Job Descriptions and Evaluation Policies

Recruitment and employment policies and practices, including job advertisements, job descriptions, and job performance/evaluation policies and practices shall be free from any type of discriminatory bias.

If not provided by law, employers must provide protection to workers who allege discrimination in recruitment and employment practices.

3. Compensation Discrimination

There shall be no differences in compensation for workers for work of equal value on the basis of gender, race, religion, age, disability, sexual orientation, nationality, political opinion, social group or ethnic origin. Compensation includes the basic minimum or prevailing industry wage and fringe benefits arising out of the workers employment made directly or indirectly, whether in cash or in-kind, by the employers to the workers.

Fringe benefits include legally mandatory wage differentials or increments based on seniority or marital status, cost of living allowances, housing or residential allowances, family allowances, and nonwage compensation (e.g. allotment for cleaning of work clothes or safety equipment) and social security benefits.

Employers shall ensure that migrant, contract, contingent and temporary workers are compensated directly and in full, without deduction for recruitment fees or any other agency charge for services, such as obtaining residency permits or work visas on behalf of workers. If not provided by law, employers must provide protection to workers who allege discrimination in compensation.

Employers shall apply the principle of equal remuneration for men and women employees for work of equal value and apply it to all employees.

4. Maternity Leave

Employers shall endeavor to allow women returning from maternity leave to be given an equivalent position and equal pay as when they left for maternity leave.

5. Marital Discrimination

Employers shall not discriminate on the basis of marital status.

If not provided by law, employers must provide protection to workers who allege discrimination based on marital status.

6. Pregnancy Testing

Employers shall not use pregnancy tests or the use of contraception as a condition of hiring or of continued employment.

Employers shall not require pregnancy testing of female workers, except as required by national law. In such cases, employers shall not use (the results of) such tests as a condition of hiring or continued employment. If not provided by law, employers must provide protection to workers who allege discrimination as a condition in hiring or continued employment based on pregnancy tests or the use of contraception.

7. Marriage or Pregnancy Discrimination

Employers shall not threaten female workers with dismissal or any other employment decision that negatively affects their employment status in order to prevent them from getting married or becoming pregnant.

If not provided by law, employers must provide protection to workers who allege discrimination in the form of threat of dismissal or any other employment decision that negatively affects their employment status based on their intention to get married or become pregnant.

8. Pregnancy and Employment Status

Employers shall not, on the basis of a woman's pregnancy, make any employment decisions that negatively affect a pregnant woman's employment

status, including decisions concerning dismissal, loss of seniority, or deduction of wages.

If not provided by law, employers must provide protection to workers who allege discrimination in the form of employment decisions that negatively affect their employment status based on pregnancy.

9. Protection and Accommodation of Pregnant Workers and New Mothers

Employers shall abide by all protective provisions in national laws and regulations benefitting pregnant workers and new mothers, including:

- Provisions concerning maternity leave and other benefits;
- Prohibitions regarding night work, temporary reassignments away from work stations and work environments that may pose a risk to the health of pregnant women and their unborn children or new mothers and their new born children;
- Temporary adjustment of working hours during and after pregnancy;
- The provision of breast-feeding breaks and facilities.

Where such legal protective provisions are lacking, employers shall take reasonable measures to ensure the safety and health of pregnant women and their unborn children. Such measures shall be taken in a manner that shall not unreasonably affect the employment status, including compensation of pregnant women. If not provided by law, employers must

provide protection to workers who allege discrimination with regard to implementation of provisions protecting and accommodating pregnant workers and new mothers.

10. Health-Related Discrimination

Employers shall not, on the basis of a person's health status, make any employment decisions that negatively affect the persons employment status, including decisions concerning recruitment, termination, promotion, or assignment of work, unless such decision is dictated by the inherent requirements of the job or a medical necessity to protect the worker and/or other workers.

11. Medical Examination

Employers are allowed to require routine medical examination to assess general fitness as a condition for recruitment or continued employment, but shall not include testing for any disease or illness, such as HIV/AIDS, that does not have an immediate effect on a person's fitness and is not contagious.

12. Confidentiality of Health Status

Employers shall respect the confidentiality of workers' health status and not undertake any action that could lead to a breach of said confidentiality, including screening, whether by direct or indirect testing (for instance, by making an assessment of risk behavior), or asking questions about previously taken tests or medications.

13. Reasonable Accommodation for Health Reasons

Employers shall be open to taking reasonable measures to try and accommodate workers with (chronic) illnesses, including HIV/AIDS-related illnesses, which could include rearrangement of working time, the provision of special equipment, opportunities for rest breaks, time-off for medical appointments, flexible sick leave, part-time work and return-to-work arrangements. However, reasonable accommodation shall also respect protection of the safety and health of other workers who may be threatened.

14. No Interference to Discrimination Denunciation

Employers shall not interfere with the right of workers to observe and report discriminatory practices. Employers shall also not punish or retaliate against workers for reporting discriminatory treatment or behaviour, when these reports are made in good faith.

Gildan Code of Conduct

Gildan and its business partners will take all necessary measure to provide a safe and healthy workplace setting to prevent accidents and illnesses arising out of, linked with, or occurring in the course of work or as a result of the operation of employers' facilities and other locations, including dormitories.

Introduction

Whenever an employer provides a place for workers to live, dining or childcare the conditions must be safe, clean, and offered at a reasonable price. In many countries, especially for employers that hire migrant workers, housing is important since workers may not have other options of a place to live.

Housing is a basic need for everybody. This means having a place to live that is safe and sanitary, provided with adequate heat, ventilation, and clean toilet facilities, access to safe drinking water, and with a reasonable amount of personal space.

Workers also need to have freedom of movement in their housing, meaning that they can come and go as they please and receive visitors where they live. Also, while a company can charge workers for housing, these costs cannot be excessively high. Deductions for housing costs should never compromise the requirement that workers earn a living wage.

Social Compliance Benchmarks

1. Safe and Clean Dormitories

Respecting your workers' rights to clean, safe, and healthy living conditions will help you stay within the law, avoid penalties and accidents, and meet customers' requirements. Facilities must have implemented procedures that cover as a minimum, but are not limited to, the following:

- Clean, individual beds or bunks must be provided.
- Sleeping areas provided should be separated by gender.
- Dormitory toilets must be provided at a ratio of one toilet for each 15 occupants.
- Dormitory toilets must be separated by gender and marked as such.
- Dormitory toilets must be cleaned and sanitized daily.
- Separate shower and washing spaces must be provided for each gender type and marked as such.
- Eating and food preparation area must be provided.

2. Dormitory Fire Safety

Employers shall be responsible to maintain all legally required fire safety provisions that may include but are not limited to:

- Each floor of the facility's dormitory must have two (2) unobstructed exits that must open outwards.
- Evacuation procedures and an emergency plan must be posted as reference.

- All exits are marked with internally illuminated, battery backed signs.
- Emergency exit routes must lead to a safe location outside of the building (e.g. providing adequate space for evacuating workers that is a safe distance from the facility).
- Employers shall ensure that emergency evacuation drills are conducted at least annually.
- There is at least one smoke detector in each sleeping area and hallways.
- The dormitory is equipped with a working and audible fire/evacuation alarm that has a distinct sound and can be rung from anywhere within the building.
- The dormitory has battery-operated emergency lighting installed at exits, in hallways and in stairwells.
- Fire extinguishers are available in each dormitory area, accessible and fully charged at all times.
- First-aid kits must be available and accessible for use at all times.

3. Dormitories Separate From Production Facilities

Dormitory facilities cannot be located within production areas, warehouses, and hazardous storage facilities, and must be structurally sound, in good repair.

4. Childcare Facilities

4.1 Children on Premises

Where childcare facilities are provided by an employer, they shall not physically overlap with production areas and children shall not have access to production areas.

Employers shall ensure that children do not visit parents in workplace areas. Care services shall be made available.

Childcare installations should comply at a minimum with local law requirements and include, but are not limited to:

- a. Full time responsible person with trained personnel;
- b. Health and safety conditions are maintained in the childcare location;
- c. Fire evacuation drills must be practiced with children;
- d. Cribs, toilet, playground and cooking areas must be kept clean, secure and safe at all times;
- e. A file for each child must be kept by childcare administration that may include:
 - Name of child and parents;
 - Date of birth;
 - Health records and medication;
 - Other relevant information for childcare administration required by law.

