

Code of Conduct

This Code of Conduct outlines the standards HGL Global apply to our operations, as well as the standards applied to our network partners or any supplier HGL Global deals with.

Workers' rights

HGL requires that

- all staff have individual employment contracts. These contracts shall stipulate the terms of employment, remuneration, welfare, labour safety, labour insurance and termination;

- no employee is discriminated against because of race, gender, religion or ethnic or cultural background;

- all staff shall be free to join any associations of their own choosing;

- all employees or persons otherwise working on its behalf are paid at least minimum wages, that the wages are paid on time, and that all wages are fair to each employee's performance;

- weekly working hours, including overtime, do not exceed 60 hours and that overtime work must be voluntary and properly compensated in accordance with laws and regulations;

- all employees are granted statutory annual leave as well as sick leave without any repercussions.

HGL does not accept

- the use of involuntary workers, nor prisoners, bonded workers, illegal workers or non-paid workers;

- any form of corporal punishment or mental disciplinary actions or sexual harassment to be taken against any employee.

Female workers

HGL requires that female employees are granted the statutory maternity leave at basic wage in accordance with relevant laws and regulations.

HGL does not accept pregnant employees to be assigned to third class physical labour. Employees who are more than 7 months pregnant shall not be assigned to work overtime or work at night.

Child Labour

HGL does not accept labour carried out by any person who is not older than the age for compulsory education, and in no event less than 18 years of age.

HGL requires that proof of age shall be maintained for all workers, and that all applicable laws and regulations regarding working hours and conditions for minors are respected.

Building and fire safety

HGL requires that

- the working conditions and safety arrangements for all employees are in compliance with all relevant laws, rules and regulations, including but not limited to conditions regarding fire safety, building safety, light, ventilation, heating, water supply, general cleanliness in the workplace, sanitary facilities, and accommodations;

- employee safety is prioritized at all times and does not accept any hazardous equipment, or unsafe processes or buildings, whether factory, warehouses, canteens, dormitories or any other building or area of the facility;

- all buildings have clearly marked exits and emergency exits on all floors. All exit doors must open outwards. Exits must not be blocked by cartons, debris or any other obstacles and must be well lit. If emergency exits are locked, the keys must be placed behind breakable glass next to the doors to be available to all staff in case of an emergency;

- all employees know all relevant safety arrangements in the plant, the warehouses, the canteen and the dormitories, such as emergency exits, fire extinguishers, and first aid equipment. An evacuation plan must be prominently displayed in the plant, the warehouses, canteen, dormitories etc., and the fire alarm must be tested regularly and regular evacuation drills must be performed.

First aid

HGL requires that first aid equipment is available in the plant, and that at least one person in each department is trained in usage of the first aid kit.

Factory and housing conditions

HGL requires that

- the facilities are clean and free from harmful pollution;

- sanitary facilities are clean and adequate in number for the number of employees, and preferably separated for men and women;

- housing facilities for staff are clean, safe and secure. All employees should be provided their own individual bed and afforded personal living space in accordance with any minimum standards provided by relevant laws and regulations;

- separate dormitories, toilets and showers are provided for men and women, and that there are no restrictions on the right to leave the dormitory during off hours.

Remedies

HGL requires that any breach of this Code of Conduct shall be cured within reasonable time in agreement between the parties.

HGL does not accept deliberate or repeated misconduct or delay of agreed rectifications. In such cases HGL may take corrective action, which may include cancellation of orders and/or termination of business.
