



## Code of Conduct

Pivotal Horizons Designs

Date of issue: 1<sup>st</sup> August 2019

Date of review: 1<sup>st</sup> August 2020

At our company, we strive to work with suppliers who treat their workers with dignity and respect, adhere to applicable laws and regulations, and make their products in an environmentally sustainable manner.

1. **Forced Labour:** We do not use forced labour, whether in the form of prison labour, indentured labour, bonded labour, or otherwise. Suppliers must allow employees to keep their own identification documents and to resign from their positions at any time.
2. **Child Labour:** We do not employ people younger than 15, or the minimum age for the completion of compulsory education, or the minimum age of employment required by law in the country of manufacture, whichever is highest.
3. **Harassment and Abuse:** We treat every employee with respect and dignity, and shall not subject any employee to physical, sexual, psychological, or verbal harassment or abuse.
4. **Nondiscrimination:** We do not subject any person to discrimination in employment (including hiring, salary, benefits, advancement, discipline, termination, or retirement) on the basis of gender, marital status, race, religion, age, disability, sexual orientation, nationality, political opinion, social or ethnic origin or any other condition that could give rise to discrimination.
5. **Health and Safety:** We do provide a safe and healthy environment to prevent accidents and injury to health from occurring and comply with applicable laws and regulations. Suppliers shall identify, assess and minimize the impact of emergency situations by implementing emergency plans and response procedures. These plans and procedures includes the following:  
  
Emergency exits are accessible and fully functional at all times, fire extinguishers must be visible, accessible, present and charged, evacuation plans must be posted and drills must be conducted annually.
6. **Freedom of Association and Collective Bargaining:** We recognise and respect the right of employees to freedom of association and collective bargaining. Management is encouraged to engage in direct communication with employees.
7. **Wages and Benefits:** We pay employees at least the minimum wage required by local law, or the prevailing industry wage if no minimum wage law applies, and shall provide legally mandated benefits.

8. Hours of Work/Compensation: Employees should not be required to work more than 60 hours a week, or the maximum number of work hours per week permitted in the applicable country of manufacture, whichever is less, except in extraordinary business circumstances. Employees should be granted at least one day off in every seven-day period. In addition to their compensation for regular hours of work, suppliers shall compensate employees for overtime hours at the applicable premium rate in their country. In countries that have not established premium overtime rates, suppliers shall not pay employees less than their regular hourly rate for overtime hours.

9. Ethical Standards: We are committed to the highest standards of integrity. Corruption, bribery and extortion are strictly prohibited. We respect all intellectual property rights and applicable regulatory requirements of the countries from and to which they ship.

10. Environmental Impact: We meet all applicable environmental laws and regulations of our country to manage hazardous materials and all waste and emissions materials. In addition, we committed toward environment protection and have environmental goals in our area of operation our environmental goals with targets that are focused on the continuous improvement of overall environmental performance.

#### 11. Monitoring and Compliance

To ensure compliance with our Code we monitor and review our code compliance and environmental goals regularly and record it in our business plan.

Gordon Gregory

Pivotal Horizons Designs

Pivotal Horizons Designs (Pty) Ltd. Reg No: 2016/154546/07. VAT 4140256415

3<sup>rd</sup> Floor Design District, 9A Keyes Avenue, Rosebank, Johannesburg.

Tel: 011 966-8126 Fax: 086 684 6015 Email: [info@phdesigns.co.za](mailto:info@phdesigns.co.za) website: [www.phdesigns.co.za](http://www.phdesigns.co.za)