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VENDOR CODE OF CONDUCT

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Indigo aims to establish and maintain ethical and responsible working relationships with its vendors. We insist that our vendors and their suppliers uphold the highest ethical standards in their workplace and their business practices, conduct and policies.

As per the scope of the Social Accountability 8000 (“SA8000”) standard for social accountability, Indigo will not do business with vendors that do not meet these standards.

For vendors sourcing and/or manufacturing globally, expectations of the vendor, their suppliers and respective factories they use for manufacturing/producing (herein referred to as “organization”) include, but are not limited to, the following:

(Please refer to the SA8000 Standard for a full detailed list of standards:

http://sa-intl.org/data/n_0001/resources/live/SA8000%20Standard%202014.pdf)

- A. **Compliance with Laws** – The organization shall comply with the laws and regulations of the countries in which they do business, and of the countries where goods are manufactured/produced.
- B. **Employment Standards** – The organization shall not put employees at risk of physical harm due to their work environment. Any and all employees shall be fairly compensated, and granted the right of free association.
- C. **Wages and Benefits** – The organization shall, at minimum, provide wages and benefits that comply with the laws of their country of operation and country in which goods are manufactured/produced. The organization shall respect the right of personnel to a living wage and ensure that wages for a normal work week, not including overtime, shall always meet at least legal or industry minimum standards.
- D. **Working Hours** – The organization shall comply with the laws of working hours of the countries where goods are manufactured/produced and not exceed local work hours, except, where workers are appropriately compensated for overtime. The normal work week, not including overtime, shall be defined by law but shall not exceed 48 hours. Employees are entitled to receive at least one day off following every six (6) consecutive days of working.
- E. **Child Labour** – The organization shall not employ child labour in any of their facilities. Child labour is defined as any person under 15 years of age, unless the minimum age for work or mandatory schooling is higher by local law, in which case the stipulated higher age applies in that locality.
- F. **Forced or Slave Labour** – The organization shall not engage in or support the use of forced, slave or compulsory labour, including prison labour, in any of their facilities. Neither the organization nor any entity supplying labour to the organization shall withhold any part of any personnel’s salary, benefits, property or documents in order to force such personnel to continue working for the organization.

- G. **Discrimination/Human Rights** – The organization shall not engage in or support discrimination in hiring, remuneration, access to training, promotion, termination, retirement or any other term or condition of work (other than legitimate occupational requirements allowed by law) on the basis of race, colour, national or territorial or social origin, ethnic origin, citizenship, religion, faith, political opinion, gender, sexual orientation, age, marital status, same-sex partnership status, family status, disability, or any other condition that could give rise to discrimination.
- H. **Disciplinary Practices** – The organization shall treat all personnel with dignity and respect. The organization shall not engage in or tolerate the use of corporal punishment or other forms of mental or physical coercion, or verbal abuse of their employees.
- I. **Abuse/Harassment** – The organization shall not abuse or harass employees, whether physical, psychological or sexual. No harsh or inhumane treatment is allowed.
- J. **Health and Safety** – The organization shall provide employees with a safe and healthy working environment consistent with all applicable laws and regulations regarding health and safety. The organization shall take effective steps to prevent potential health and safety incidents and occupational injury or illness arising out of, associated with or occurring in the course of work.