

10 CODES FOR
RESPONSIBLE
SOURCING



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We believe in partnerships as the most impactful way to optimise supply chains, support small businesses and drive localisation. We are also committed to developing ethical and transparent supply chains that source commodities responsibly.

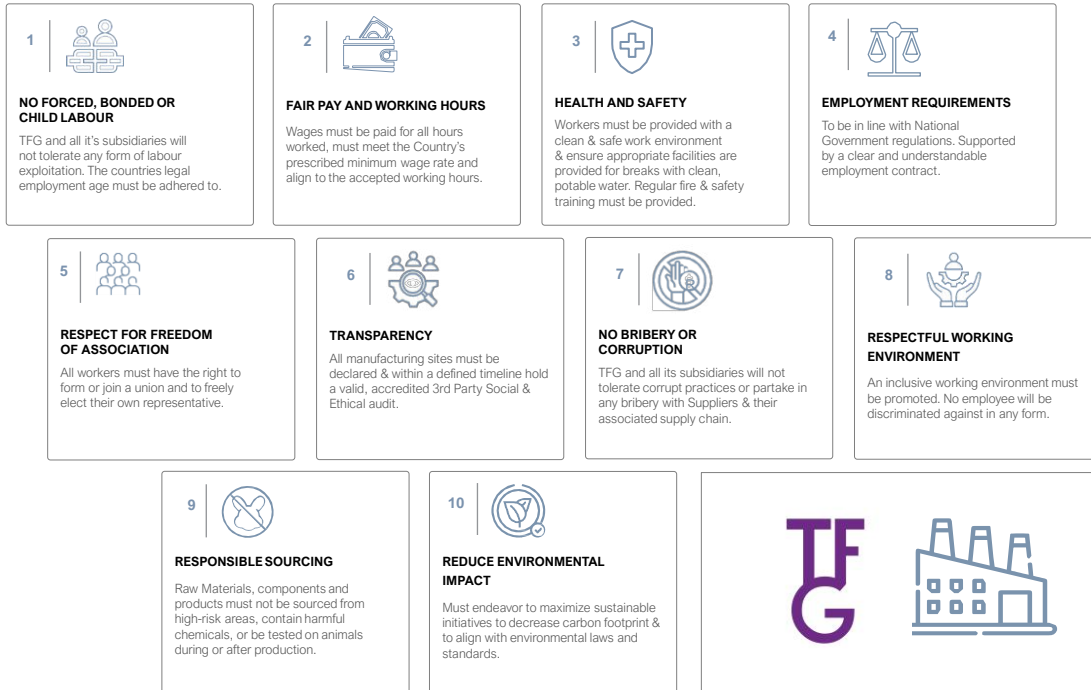
TFG Inspired Living Report 2023, Pg 33

This document has been compiled to provide an easy reference guide to the
TFG 10 Codes of Responsible Sourcing
and is to be read in conjunction with the
TFG Merchandise Supply Chain Code of Conduct.

<https://tfglimited.co.za/sustainability/governance-policies/>

10 Codes for responsible sourcing

underpins the ethical framework



CODE

1

TFG Minimum Standard

1

**NO FORCED, BONDED OR CHILD LABOUR**

TFG and all its subsidiaries will not tolerate any form of labour exploitation. The countries legal employment age must be adhered to.

Child Labour:

- No persons under the legal working age shall be employed at the facilities.
- All official documentation stating each worker's age must be available for review.
- In those countries where official documents are not available to confirm exact date of birth, factories must confirm age using appropriate and reliable assessment methods.

No Forced or Bonded Labour:

- No prison labour to be used
- No forced overtime
- Workers must not be locked in the factory
- Original Identity document and passport must not be held by the employer
- No recruitment fees to be paid by workers
- Right to leave the premises once the workday is completed
- Freedom to terminate employment within a reasonable notice period
- No Harsh or inhumane treatment

CODE

1

SA8000 Standard

1



NO FORCED, BONDED OR CHILD LABOUR

TFG and all its subsidiaries will not tolerate any form of labour exploitation. The countries legal employment age must be adhered to.

Definition:

Child: 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

Child Labour (Criteria):

- The organisation shall not engage in or support the use of child labour as defined above.
- The organisation shall establish, document, maintain and effectively communicate to personnel and other interested parties, written policies and procedures for remediation of child labourers, and shall provide adequate financial and other support to enable such children to attend and remain in school until no longer a child as defined above.
- The organisation may employ young workers, but where such young workers are subject to compulsory education laws, they shall work only outside of school hours. Under no circumstances shall any young worker's school, work and transportation time exceed a combined total of 10 hours per day, and in no case shall young workers work more than 8 hours a day. Young workers may not work during night hours.
- The organisation shall not expose children or young workers to any situations – in or outside of the workplace – that are hazardous or unsafe to their physical and mental health and development.

CODE

1

SA8000 Standard

1



NO FORCED, BONDED OR CHILD LABOUR

TFG and all its subsidiaries will not tolerate any form of labour exploitation. The countries legal employment age must be adhered to.

Definition:

Forced or compulsory labour: All work or service that a person has not offered to do voluntarily and is made to do under the threat of punishment or retaliation or that is demanded as a means of repayment of debt.

Forced or Compulsory Labour (Criteria):

- The organisation shall not engage in or support the use of forced or compulsory labour, including prison labour, as defined in Convention 29, shall not retain original identification papers and shall not require personnel to pay 'deposits' to the organisation upon commencing employment.
- Neither the organisation nor any entity supplying labour to the organisation shall withhold any part of any personnel's salary, benefit, property or documents to force such personnel to continue working for the organisation.
- The organisation shall ensure that no employment fees or costs are borne in whole or in part by workers.
- Personnel shall have the right to leave the workplace premises after completing the standard workday and be free to terminate their employment provided, they give reasonable notice to their organisation.
- Neither the organisation nor any entity supplying labour to the organisation shall engage in or support human trafficking.



FAIR PAY AND WORKING HOURS

Wages must be paid for all hours worked, must meet the Country's prescribed minimum wage rate and align to the accepted working hours.

Fair payment:

- Pay workers the country prevailing (minimum) standard wage rate or higher.
- No deductions are allowed from workers' wages for disciplinary purposes.
- A weekly or monthly detailed payslip to be provided.

Working Hours:

- Normal work week hours must not exceed the country legal requirements

Country	Maximum hours
Bangladesh, Eswatini, India	48 Hours
South Africa, Lesotho, Mauritius	45 Hours
China, Madagascar	40 Hours

- Overtime hours must be voluntary and must not exceed the maximum allowed hours per the country law
- Where shift work is applicable, workers must have a 12-hour rest period before they start the next shift
- All overtime hours must be paid on premium rates
- All workers must be notified of working hours, breaks and be entitled to public holidays

CODE

2

SA8000 Standard

2

**FAIR PAY AND WORKING HOURS**

Wages must be paid for all hours worked, must meet the Country's prescribed minimum wage rate and align to the accepted working hours.

Working Hours (Criteria):

- The organisation shall comply with applicable laws, collective bargaining agreements (where applicable) and industry standards on working hours, breaks and public holidays. The normal work week, not including overtime, shall be defined by law but shall not exceed 48 hours.
- Personnel shall be provided with at least one day off following every six consecutive days of working. Exceptions to this rule apply only where both of the following conditions exist:
- National law allows work time exceeding this limit; and
- A freely negotiated collective bargaining agreement is in force that allows work time averaging, including adequate rest periods.
- All overtime work shall be voluntary, shall not exceed 12 hours per week and shall not be requested on a regular basis.
- In cases where overtime work is needed to meet short-term business demand and the organisation is party to a freely negotiated collective bargaining agreement representing a significant portion of its workforce, the organisation may require such overtime work in accordance with such agreement. Any such agreement must comply with the other requirements of this Working Hour's element.

CODE

2

SA8000 Standard

2

**FAIR PAY AND WORKING HOURS**

Wages must be paid for all hours worked, must meet the Country's prescribed minimum wage rate and align to the accepted working hours.

Remuneration (Criteria):

- The organisation 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, or collective bargaining agreements (where applicable). Wages shall be sufficient to meet the basic needs of personnel and to provide some discretionary income.
- The organisation shall not make deductions from wages for disciplinary purposes. Exception to this rule applies only when both of the following conditions exist:
 - a. Deductions from wages for disciplinary purposes are permitted by national law; and
 - b. A freely negotiated collective bargaining agreement is in force that permits this practice.
- The organisation shall ensure that personnel's wages and benefits composition are detailed clearly and regularly to them in writing for each pay period. The organisation shall lawfully render all wages and benefits due in a manner convenient to workers, but in no circumstances in delayed or restricted forms, such as vouchers, coupons or promissory notes.

CODE

2

SA8000 Standard

2

**FAIR PAY AND WORKING HOURS**

Wages must be paid for all hours worked, must meet the Country's prescribed minimum wage rate and align to the accepted working hours.

Remuneration (Criteria):

- All overtime shall be reimbursed at a premium rate as defined by national law or established by a collective bargaining agreement. In countries where a premium rate for overtime is not regulated by law or there is no collective bargaining agreement, personnel shall be compensated for overtime at the organisation's premium rate or at a premium rate equal to prevailing industry standards, whichever is higher.
- The organisation shall not use labour-only contracting arrangements, consecutive short-term contracts and/or false apprenticeship or other schemes to avoid meeting its obligations to personnel under applicable laws and regulations pertaining to labour and social security.

CODE

3

TFG Minimum Standard

TFG

3

**HEALTH AND SAFETY**

Workers must be provided with a clean & safe work environment & ensure appropriate facilities are provided for breaks with clean, potable water. Regular fire & safety training must be provided.

Manufacturing facility:

- Workplace safety is critical.
- All the necessary Fire and building safety checks need to be in place ensuring the factory workers are operating in a structurally sound environment.

Workers Dormitories:

- No dormitories allowed in South Africa
- Dormitories in other regions must comply with the respective country standards

Site Entrance:

- Security personnel to be present
- Notice board displayed with all workers relevant information, E.g. OHS Act (Occupational Health and Safety Act), Working hours, HR contact details, etc.
- Workers must not be allowed barefoot on site

Lockers:

- Adequate in number to accommodate all workers
- Ability for workers to secure/lock their personal possessions in the lockers

CODE

3

TFG Minimum Standard

TFG

3

**HEALTH AND SAFETY**

Workers must be provided with a clean & safe work environment & ensure appropriate facilities are provided for breaks with clean, potable water. Regular fire & safety training must be provided.

Ablution (Toilet/washroom) facilities:

- Workers to have access to segregated toilet facilities
- Facilities to be regularly cleaned
- All toilet facilities to have a door
- Functional with a seat
- Functional and adequate number of wash basins (1 wash basin per 20 workers)
- Adequate number of toilets to accommodate all workers. (1 toilet per 12 workers)
- Toilet paper to be provided

Canteen facilities:

- Table and chairs with back rest
- Canteen area to be suitably undercover to protect workers from the elements
- Access to Hot water for beverages
- Sanitary facilities for food storage
- Access to potable clean drinking water on the production floor

CODE

3

TFG Minimum Standard

TFG

3

**HEALTH AND SAFETY**

Workers must be provided with a clean & safe work environment & ensure appropriate facilities are provided for breaks with clean, potable water. Regular fire & safety training must be provided.

Production Sections:

High Risk Area to be clearly demarcated:

- Boilers
- Chemicals
- Walkways
- Loading areas
- Electrical DC boards

Cutting Room:

- No Loose cables or wires on the floor - wire management above the cutting tables is required
- Relevant PPE to be worn
- Sufficient LED Lights
- Fabric rolls and cut parts to be stored on pallets and or in shelving and not directly on the floor

Sewing Floors & Pressing Area:

- No exposed cables
- Sufficient LED Lights
- Adequate ventilation
- Clippers to be secured to sewing machines
- Machinist must be provided with a suitable chair e.g. back rest
- Enough space between machinists to move around
- Machines must have safety guards
- Sewing lines to be demarcated

CODE

3

TFG Minimum Standard

TFG

3

**HEALTH AND SAFETY**

Workers must be provided with a clean & safe work environment & ensure appropriate facilities are provided for breaks with clean, potable water. Regular fire & safety training must be provided.

Packing & Despatch:

- Cartons must be stored on pallets
- Cartons to be packed at a safe height
- PPE to be worn when operating any machine, e.g. Forklifts
- Trained workers to operate any machinery, e.g. Forklifts

Product Quality & Safety:

- Garment Contamination – garments must be stored in baskets or containers and not placed directly on the floor
- Conveyor Metal Detector – compulsory for the manufacture of childrenswear . The machine needs to be regularly calibrated and equally needs to be set up in a post box concept. It should not be freestanding on a factory floor
- Broken Needle Policy and register – compulsory and to be regularly maintained
- No Food or beverages to be stored or consumed at production workstations

CODE

3

TFG Minimum Standard

TFG

3

**HEALTH AND SAFETY**

Workers must be provided with a clean & safe work environment & ensure appropriate facilities are provided for breaks with clean, potable water. Regular fire & safety training must be provided.

General First Aid & Safety:

All Facilities must have:

- A Senior Member of Staff to be appointed to oversee Health and Safety for all manufacturing facilities
- Fire extinguishers and Hoses that are regularly serviced
- Sufficient fire extinguishers throughout the site
- Regular fire drills for the workers (e.g. every 6 months)
- Allocated Evacuation Assembly Point clearly demarcated
- Trained Fire Marshalls
- Detailed Evacuation Plan visible throughout the facility
- Unblocked Fire Exits clearly demarcated, with visible, accessible keys
- Detailed records
- Trained First Aiders
- Fully stocked first aid kits – allocated throughout the site
- Well-ventilated sick room
- Clean sick bed

CODE

3

SA8000 Standard

3

**HEALTH AND SAFETY**

Workers must be provided with a clean & safe work environment & ensure appropriate facilities are provided for breaks with clean, potable water. Regular fire & safety training must be provided.

Health & Safety (Criteria):

- The organisation shall provide a safe and healthy workplace environment and 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. It shall minimise or eliminate, so far as is reasonably practicable, the causes of all hazards in the workplace environment, based upon the prevailing safety and health knowledge of the industry sector and of any specific hazards.
- The organisation shall assess all the workplace risks to new, expectant and nursing mothers including those arising out of their work activity, to ensure that all reasonable steps are taken to remove or reduce any risks to their health and safety.
- Where hazards remain after effective minimisation or elimination of the causes of all hazards in the workplace environment, the organisation shall provide personnel with appropriate personal protective equipment as needed at its own expense. In the event of a work-related injury the organisation shall provide first aid and assist the worker in obtaining follow-up medical treatment.
- The organisation shall appoint a senior management representative to be responsible for ensuring a safe and healthy workplace environment for all personnel and for implementing this Standard's Health and Safety requirements.

CODE

3

SA8000 Standard

3

**HEALTH AND SAFETY**

Workers must be provided with a clean & safe work environment & ensure appropriate facilities are provided for breaks with clean, potable water. Regular fire & safety training must be provided.

Health & Safety (Criteria):

- A Health and Safety Committee, comprised of a well-balanced group of management representatives and workers, shall be established and maintained. Unless otherwise specified by law, at least one worker member(s) on the Committee shall be by recognised trade union(s) representative(s), if they choose to serve. In cases where the union(s) does not appoint a representative or the organisation is not unionised, workers shall appoint a representative(s) as they deem appropriate. Its decisions shall be effectively communicated to all personnel. The Committee shall be trained and retrained periodically in order to be competently committed to continually improving the health and safety conditions in the workplace. It shall conduct formal, periodic occupational health and safety risk assessments to identify and then address current and potential health and safety hazards. Records of these assessments and corrective and preventive actions taken shall be kept.
- The organisation shall provide to personnel, on a regular basis, effective health and safety training, including on-site training and, where needed, job-specific training. Such training shall also be repeated for new and reassigned personnel, where incidents have occurred, and when changes in technology and/or the introduction of new machinery present new risks to the health and safety of personnel.

CODE

3

SA8000 Standard

3

**HEALTH AND SAFETY**

Workers must be provided with a clean & safe work environment & ensure appropriate facilities are provided for breaks with clean, potable water. Regular fire & safety training must be provided.

Health & Safety (Criteria):

- The organisation shall establish documented procedures to detect, prevent, minimise, eliminate or otherwise respond to potential risks to the health and safety of personnel. The organisation shall maintain written records of all health and safety incidents that occur in the workplace and in all residences and property provided by the organisation, whether it owns, leases or contracts the residences or property from a service provider.
- The organisation shall provide, for use by all personnel, free access to: clean toilet facilities, potable water, suitable spaces for meal breaks, and, where applicable, sanitary facilities for food storage.
- The organisation shall ensure that any dormitory facilities provided for personnel are clean, safe and meet their basic needs, whether it owns, leases or contracts the dormitories from a service provider.
- All personnel shall have the right to remove themselves from imminent serious danger without seeking permission from the organisation.

CODE

4

TFG Minimum Standard



4

**EMPLOYMENT
REQUIREMENTS**

To be in line with National Government regulations. Supported by a clear and understandable employment contract.

Work performed must be based on a recognised employment relationship, established through the country's national law and practice.

Suppliers and manufacturing sites must have an effective management systems in place to identify and monitor the hiring and management of all migrant workers, contract workers, agency workers, temporary or casual labour.

All workers including Foreign Nationals / Migrant Workers must:

- Receive a detailed employment contract and must reflect the agreed payment and terms.
- The wording in the contract must be in a language that the worker understands
- Signed copy of the contract must be provided for the worker
- Employed at the site must have a valid work permit and passport
- Not be subjected to any recruitment fees or be required to make deposits, provide guarantees or any other payments to obtain employment

CODE

4

TFG Minimum Standard



4

**EMPLOYMENT
REQUIREMENTS**

To be in line with National Government regulations. Supported by a clear and understandable employment contract.

All workers must:

- Have the freedom to form, join or organise a trade union of their choice, and not be victimised
- Choose their own worker representative or shop steward
- Workers' representatives must be protected from any type of discrimination and must be free to carry out their representative functions in their workplace
- Have the freedom to report any corruption, theft or intimidation, etc. e.g. Suggestion Box, or a Tip-off Line
- Freely voice their concerns to management and communicate between workers.

CODE

5

SA8000 Standard

5


**RESPECT FOR
FREEDOM
OF ASSOCIATION**

All workers must have the right to form or join a union and to freely elect their own representative.

Freedom of Association & Right to Collective Bargaining (Criteria):

- All personnel shall have the right to form, join and organise trade union(s) of their choice and to bargain collectively on their behalf with the organisation. The organisation shall respect this right and shall effectively inform personnel that they are free to join a worker organisation of their choosing without any negative consequences or retaliation from the organisation. The organisation shall not interfere in any way with the establishment, functioning or administration of workers' organisation(s) or collective bargaining.
- In situations where the right to freedom of association and collective bargaining are restricted under law, the organisation shall allow workers to freely elect their own representatives.
- The organisation shall ensure that union members, representatives of workers and any personnel engaged in organising workers are not subjected to discrimination, harassment, intimidation or retaliation for being union members, representative(s) of workers or engaged in organising workers, and that such representatives have access to their members in the workplace.

CODE

6

TFG Minimum Standard

TFG

6

**TRANSPARENCY**

All manufacturing sites must be declared & within a defined timeline hold a valid, accredited 3rd Party Social & Ethical audit.

- All manufacturing sites must be declared and approved by TFG
- No subcontracting allowed without prior written authorisation from TFG
- No PRISON work allowed
- All sites over a defined period must hold a valid accredited 3rd Party Social & Ethical audit
- Suppliers of merchandise must actively engage their supply chain to increase transparency therein
- Suppliers and manufacturing sites must not manipulate or forge any files or records to alter the verification process regarding compliance with this Code
- Suppliers and manufacturing sites must not offer nor accept any remuneration or gifts of any kind to affect the outcome of any inspections and compliance audits in connection with this Code.

CODE

7

TFG Minimum Standard

TFG

7

**NO BRIBERY OR CORRUPTION**

TFG and all its subsidiaries will not tolerate corrupt practices or partake in any bribery with Suppliers & their associated supply chain.

Suppliers and Manufacturing Sites must:

- Introduce anti-corruption policies and programmes within their organizations and their business operations
- Carry out their activities in an honest and transparent way
- Refrain from making or receiving any payment, gifts, offers or promises to/from TFG employees which might infringe the provisions of TFG's Gifting Policy

It is the policy of TFG that no gifts are accepted by its employees from suppliers but rather that the funds which would be used for that purpose be donated to charity

Some examples of what could constitute as a bribe:

- Offer of lunch, gifts, money, holidays, entertainment, accommodation, etc.

CODE

8

TFG Minimum Standard

TFG

8

**RESPECTFUL WORKING ENVIRONMENT**

An inclusive working environment must be promoted. No employee will be discriminated against in any form.

There should be no discrimination:

- In the recruitment of workers
- Compensation & promotions
- Training

Workers must not be discriminated based on:

- Religion
- Culture
- Race
- Sexual orientation
- Marital status
- Nationality
- Gender
- Age
- Disability
- or any other orientation

Workers must not be subjected to:

- Harsh or inhumane treatment
- Verbal abuse
- Sexual harassment
- Intimidation
- Pregnancy tests
- Forced Contraception
- Forced vaccination

8



RESPECTFUL WORKING ENVIRONMENT

An inclusive working environment must be promoted. No employee will be discriminated against in any form.

Discrimination (Criteria):

- The organisation shall not engage in or support discrimination in hiring, remuneration, access to training, promotion, termination or retirement based on race, national or territorial or social origin, caste, birth, religion, disability, gender, sexual orientation, family responsibilities, marital status, union membership, political opinions, age or any other condition that could give rise to discrimination.
- The organisation shall not interfere with the exercise of personnel's rights to observe tenets or practices or to meet needs relating to race, national or social origin, religion, disability, gender, sexual orientation, family responsibilities, union membership, political opinions or any other condition that could give rise to discrimination.
- The organisation shall not allow any behaviour that is threatening, abusive, exploitative or sexually coercive, including gestures, language and physical contact, in the workplace and in all residences and property provided by the organisation, whether it owns, leases or contracts the residences or property from a service provider.
- The organisation shall not subject personnel to pregnancy or virginity tests under any circumstances.

Disciplinary Practises (Criteria):

- The organisation shall treat all personnel with dignity and respect. The organisation shall not engage in or tolerate the use of corporal punishment, mental or physical coercion or verbal abuse of personnel. No harsh or inhumane treatment is allowed.

CODE

9

TFG Minimum Standard

TFG

9

**RESPONSIBLE
SOURCING**

Raw Materials, components and products must not be sourced from high-risk areas, contain harmful chemicals, or be tested on animals during or after production.

- Suppliers are responsible for all products supplied to TFG and warrant that their products comply with all applicable safety standards and laws, so to ensure that Merchandise products do not pose any risk of harm to customers.
- Manufacturing and raw material suppliers are recommended to establish an environmental management system (e.g., ISO 14001) to meet environmental compliance obligations and mitigate impacts.
- Suppliers must treat animals well and exercise respect for the Five Freedoms of Animal Welfare.
- Suppliers must have high standards of environmental stewardship and must work towards a more sustainable fashion system.

CODE

1

TFG Minimum Standard

TFG

10



REDUCE ENVIRONMENTAL IMPACT

Must endeavor to maximize sustainable initiatives to decrease carbon footprint & to align with environmental laws and standards.

The Site must work towards the following environmental practises:

- Water Harvesting
- Recycling of Waste material
- Responsible wastewater management
- Electrical Saving - e.g. smart light bulbs - use of LED lights
- Suppliers must have an environmental action plan and monitor their environmental impacts

Suppliers, together with their manufacturing sites, must set targets, record / track and share the data relating to the below areas with

TFG:

- Resource reduction
- Waste reduction
- Water dependency reduction
- Pollution Prevention
- Energy Usage & Greenhouse Gas (GHG) Emissions
- Chemicals
- Biodiversity