

Workplace Code of Conduct

Forced Labor: There shall not be any use of forced labor, whether in the form of prison labor, indentured labor, bonded labor, or otherwise.

Child Labor: No person shall be employed at an age younger than 15, or younger than the age for completing compulsory education, and the law in the State of Oregon.

Harassment or Abuse: Every employee shall be treated with respect and dignity. No employee shall be subject to any corporal punishment, threats of violence or other forms of physical, sexual, psychological or verbal harassment or abuse.

Nondiscrimination: No person shall be subject to any discrimination in hiring or employment practices including hiring, salary, benefits, advancement, discipline, termination or retirement, on the bases of gender, race, religion, age, disability, sexual orientation, nationality, political opinion or social or ethnic origin.

Internet Usage: Participating in on-line gambling or chain letters, or accessing or disseminating pornographic material is strictly prohibited. It is likewise prohibited to send messages with sexual content, overtones, or messages that would tend to disparage or harass others on the basis of gender, race, age, disability, religion, sexual orientation, or national origin.

Health and Safety: Employers shall provide a safe and healthy working environment to prevent accidents and injury to health arising out of, linked with, or occurring in the course of work, or as a result of the operation of employer facilities.

Freedom of Association and Collective Bargaining: Employers shall recognize and respect the rights of employees to freedom of association and collective bargaining.

Wages and Benefits: Employers recognize that wages are essential to meeting employee's basic needs. Employers shall pay employees, as a floor, at least the minimum wage required by local law or the prevailing industry wage, whichever is higher, and shall provide legally mandated benefits.

Hours of work: Except in extraordinary business circumstances, employees shall not be required to work more than: the lessor of 48 hours per week and 12 hours of overtime, or the limits on regular and overtime hours allowed by the law of the USA and/or the State of Oregon. Employees must be entitled to one day off in every seven day period.

Overtime compensation: In addition to their compensation for regular hours of work, employees shall be compensated for overtime hours at such premium rate as is legally required in the USA and/or the State of Oregon.

Employer will take appropriate steps to ensure that the provisions of this Code of Conduct are communicated to employees, including the prominent posting of a copy of this Code of Conduct in the local language and in a place readily accessible to employees at all times.

