



## **RESPONSIBILITY SA8000 POLICY**

### ***"Effective - Continual Improvement - Sustainable Development"***

The board of directors of CASABLANCA announces and commits to comply with the social responsibility standard under SA8000 standard, according to international conventions, Vietnamese labor law and the terms of customers..

Our company commits to implement the following requirements in the system SA8000:

#### **1. Child labor:**

1.1 Our company only employs workers at the age of 18 years old and older

1.2 If any violation is detected on child labor, the company will be responsible for supporting and providing adequate conditions for children to stay in school until the age of majority.

1.3. Our company may acquire young labor but should note the following issues:

- Gentle nature of work: folding pocket, taking out stitches...
- Working time: No overtime
- Support and prioritize learning conditions: Supporting materials such as money, pens, books.....

#### **2. Forced and compulsory labor:**

2.1 Our company does not participate in or support the use of forced and compulsory labor, nor requires laborers to mortgage property or to hand in their identification documents for the company.

2.2 Our company does not seize a portion of wages, welfare, property; or pay salary late, nor force workers to work overtime ....

2.3 Workers have the right to leave work when finishing the working day as prescribed and be entitled to terminate the labor contract with proper notice to the employer.

2.4 Our Company does not participate in or support trafficking in persons

#### **3. Health and Safety**

3.1 Our company provides environment ensuring the safety and health for workers and minimize the causes of danger.

3.2 Our company has appointed a Committee for Health and Labor Safety.

3.3 Conducting training on labor safety, first aid, preventing and fighting fire for all officers and employees in the factory

3.4 Our company carries out the procedures specifying the identification and risk assessment for occupational safety and health of workers..

3.5 Our company implements Labor Protection Council to ensure that workers are equipped with appropriate conditions and job threats

#### **4. Freedom of association and collective bargaining rights**

4.1 Our company has established Labor Union. Workers voluntarily take part in the organization and select the union president.

4.2 There is no case that employees or worker representatives taking part in the Labour Union are discriminated, disturbed and retaliated.

#### **5. Discrimination**

5.1 Our company does not discriminate in the hiring process, salary payment, training, promotion or retirement based on racism or national or social origin, age or any conditions arising discrimination.

5.2 Our Company does not undergo any virginity or pregnancy tests on female workers in any other situations..

#### **6. Practice discipline**

6.1 Our company always treats properly and respects employees. We do not apply or cover up the use of coercive measures mentally or physically or insult employees..

#### **7. Working time**

7.1 Our company complies with the regulations of working hours and holidays, which are specified in the current labor law and clearly disclosed in collective labor agreements and related policies.

7.2 Our company full complies with requirements for working time, overtime allowance, and workers are arranged a day off per a working week.

7.3 Overtime must be based on a voluntary basis and no more than: 4 hours a day, 12 hours a week, 30 hours a month and not frequently.

#### **8. Salary**

8.1 Adhere to the minimum wage guidelines based on regions, areas and types of work as stipulated by law..

8.2 No making deductions from the salary due to disciplinary purposes.

8.3 Workers understand the payroll calculation method and are delivered paycheck for comparison. Paying salary through ATM network or paying in cash, which is more convenient for the workers to use, is selected.

8.4 Overtime wages are higher than normal and calculated in accordance with regulations: 150% ,200%,300%.

#### **9. Management system SA8000**

Social responsibility policy of the company is made in writing and informed to all the officers and employees and placed in highly visible place in the company and, when necessary, informed to customers and parties who are interested in..

Note: Contact with organizations to ensure global standards SA8000:

**Social Accountability International (SAI)**

15 West 44th Street, Tầng 6  
New York, NY 10036  
Điện thoại: 212-684-1414  
Email: [info@sa-intl.org](mailto:info@sa-intl.org)

**Social Accountability Accreditation Services**

15 West 44th Street, 6th Floor New York, NY 10036  
tel: (212) 391-2106 fax: (212) 684-1515  
[saas@saasaccreditation.org](mailto:saas@saasaccreditation.org)

**SGS Viet Nam Company**

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-Issue time: 1

-Save: ISO Dept, Factory

*Bac Giang, 02 date 01 months 2017 Years*

**Chaiman**

**Tran Van Viet**

**(Signed)**

