

# **Supplier Ethical Employment Practice Guidelines**

**2021**



**BW OFFSHORE**

# **BW Offshore**

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We acknowledge and are committed to conduct our business in accordance with all applicable laws and regulations to reflect and provide a high standard of business ethics in connection with the employment of labour and preservation of human rights as stated in the [BW Offshore Supplier Code](#). In this regard:

1. Suppliers must ensure that child labour and forced labour is not used in the performance of work.
2. Suppliers must ensure that they have checked and retained official documentation validating the age and legal status of workers.
3. Workers must have access to a grievance reporting mechanism which provides multiple avenues of reporting and anonymity. If unavailable, workers must be informed of the [BW Offshore "Speak Up" Channel](#) which they can use to voice their concerns related to work performed for BW Offshore.
4. Workers contracts, with the terms of employment, and other notification documents (ie notification of how to access the grievance mechanism) are to be provided in a language workers can understand.
5. Supplier must not engage in the withholding of identity documents or deposits given by workers.
6. No fees or other payments are permitted to be taken by the Supplier, or their agent(s), from the employee, in order to facilitate the recruitment.
7. In accordance with applicable laws and regulations and high standards of business ethics: Wages amounting to at least the minimum living wage\* must be paid directly to workers working hours must be compliant, not excessive and should not exceed the local stipulated maximum number of working hours.
8. Workers must be afforded an employment environment that is free from physical, psychological, and verbal harassment or abusive conduct, living conditions should be acceptable in relation to housing, sanitation, electricity and water supply, transport and communications.

Notes:

- *The term “living wage” refers to a socially acceptable level of income which commensurates with the nature and scope of work of the relevant employee and allows such employee to earn sufficient income for a satisfactory standard of living, based on the requirements and cost of living in their country of residence. In essence, it provides an employee with means to afford adequate shelter, food, childcare, health care and other basic necessities to support them without falling into poverty.*
- *Commitment to the foregoing applies in relation to all dealings with BW Offshore companies whether in reference to the current work or any future work requested by BW Offshore.*
- *BW Offshore shall be entitled to periodically audit the supplier on compliance with these guidelines.*