




AMNESTY INTERNATIONAL SUPPLIER CODE OF CONDUCT

Issued: October 2023

AMNESTY
INTERNATIONAL





**AMNESTY INTERNATIONAL
IS A GLOBAL MOVEMENT
FOR HUMAN RIGHTS.
WHEN INJUSTICE HAPPENS
TO ONE PERSON, IT
MATTERS TO US ALL.**

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VISION & MISSION

Amnesty International's **vision** is of a world in which every person enjoys all of the human rights enshrined in the Universal Declaration of Human Rights and other international human rights instruments.

In pursuit of this vision, Amnesty International's **mission** is to undertake research and action focused on preventing and ending grave abuses of these rights.

VALUES



Equality & Inclusion



Transparency & Accountability



Boldness & Innovation

ABOUT THIS CODE

Amnesty International is committed to ensuring that its vision, mission and values are reflected in all elements of its value chain.

This Supplier Code of Conduct (“Code”) establishes the minimum human rights, labour and environmental standards that must be met by any entity that supplies products or services to Amnesty International.

In this Code:

“**Supplier**” means a company or any other entity (excluding any individuals such as sole traders, consultants and freelancers, to which a separate code of conduct applies) that provides goods or services to Amnesty International Thailand.

“**Workers**” are defined as any employees, contractors, freelancers, consultants, or temporary workers engaged by the Supplier for any duration.

“Amnesty International is committed to ensuring its vision, mission & values are reflected in its value chain”

The Supplier shall use reasonable endeavours to:

- make its Workers aware of this Code and facilitate compliance with this Code or the Supplier's own Code of Conduct of at least an equivalent standard;
- provide training to its Workers on the contents of this Code;
- ensure that entities in its own value chain abide by the spirit of this Code.

Amnesty International Thailand may amend this Code from time to time, giving the Supplier at least 30 days' notice.

HUMAN RIGHTS

The Supplier must follow the [UN Guiding Principles on Business and Human Rights](#) and adhere to all internationally recognised human rights conventions.

For guidance, the key human rights instruments for Suppliers to be aware of are:

- [The Universal Declaration of Human Rights](#);
- All [subsequent core human rights conventions](#) listed on the linked website including, but not limited to, the International Covenants on Civil and Political Rights and Economic, Social and Cultural Rights, the Convention on the Rights of the Child, the Convention on the Elimination of All Forms of Discrimination Against Women, the Convention on the Rights of Persons with Disabilities and the Convention on the Elimination of All Forms of Racial Discrimination;
- [The International Labour Organisation's \(ILO\) 11 Fundamental Conventions](#); and
- [Additional ILO conventions which provide protection against specific sectoral risks as applicable to the Supplier](#), such as working time safeguards, health, safety, and welfare conditions and provisions for specific categories of Workers.

The Supplier is encouraged to refer to the following materials for further guidance:

- the [Ethical Trading Initiative's Base Code](#) which builds on the ILO's conventions;
- [Organisation for Economic Co-operation and Development \(OECD\) Guidelines for Multinational Enterprises](#)

HUMAN RIGHTS VIOLATIONS AND ABUSES

The Supplier must ensure that any goods that they produce, trade or deal in are not, and have not been, implicated in human rights violations by military, security or police forces or other state agents or abuses by non-state actors, including equipment which may be used in relation to the death penalty.

HIRING & EMPLOYMENT PRACTICES

The Supplier must ensure that Workers retain their rights to freedom of movement at all times. The Supplier must not confiscate Workers' original identification documents.

The Supplier must not charge any recruitment fees or related costs to its Workers or permit recruitment agents or agencies to do the same. Any recruitment agents or agencies suspected to have charged such fees must be comprehensively investigated and appropriately sanctioned by the Supplier. See the section REMEDIAL ACTION for more information.

The Supplier must provide Workers with regular, reliable employment to the extent possible. The Supplier must avoid using zero-hours contracts wherever possible.

The Supplier must respect, and must not interfere with, Workers' rights to freedom of association and assembly with groups of their choice, including the right to form or join trade unions and to engage in collective bargaining. Where the right to freedom of association and collective bargaining is restricted under law, the Supplier must facilitate, and not hinder, the development of other means for independent and free association and bargaining.

The Supplier must ensure that Workers are free to terminate their employment according to applicable local laws or contractual terms.

In addition to protecting the rights of their own Workers, Suppliers must take reasonable steps to ensure that Workers employed or otherwise engaged by the entities in their value chain:

- retain their rights to freedom of movement;
- are free to terminate their employment; and
- retain their original identification documents.

RESPONSIBLE WAGES & HOURS

The Supplier must pay workers in a timely manner and must not use wage deductions as a disciplinary measure.

The Supplier must ensure that:

- working hours do not exceed the relevant country statutory limits and/or the [ILO's Standards on Working time](#), whichever is the lesser; and
- overtime is not compulsory and is properly compensated according to relevant regulations in the country or international standards. Workers must not be penalised for declining to work overtime.

The Supplier must compensate all Workers with wages, including overtime premiums, and benefits that, at a minimum, meet the higher of:

- the minimum wage and benefits established by applicable law;
- collective agreements; or
- an amount sufficient to cover a reasonable standard of living where the Workers are based.

The Supplier must review remuneration at least annually to ensure that wages meet the required standards.

HEALTH AND SAFETY

The Supplier must provide a safe, hygienic, healthy and sanitary working environment and comply with Thailand health and safety laws or applicable local laws and regulations where it operates. This includes, but is not limited to, implementing industry-specific procedures and safeguards to prevent workplace hazards and work-related accidents and injuries. The Supplier must provide Workers with appropriate personal protective equipment to protect against hazards typically encountered in the scope of work.

The Supplier must provide information and training on health and safety in a language or languages that Workers can understand.

The Supplier must ensure that Workers are free to report any health and safety concerns without (fear of) reprisals.

The Supplier must use reasonable endeavours to provide access to adequate healthcare for Workers facing health issues relating to their working conditions.

The Supplier must ensure that any accommodation it provides to Workers is clean, safe, hygienic and of an adequate standard to ensure Workers have a fair and dignified quality of life.

CHILD LABOUR

The Supplier must not use or profit directly or indirectly from child labour. Amnesty International defines child labour as per [ILO Convention 138 and 182](#), whereby the minimum age for admission to employment or work is 15 years or higher (depending on local legislation) and the minimum age for hazardous work is 18 years.

HUMAN TRAFFICKING AND MODERN SLAVERY

The Supplier must comply with all applicable anti-slavery and human trafficking laws, statutes, regulations and codes.

The Supplier must not support, engage or profit directly or indirectly from any [forced labour, modern slavery and human trafficking](#) or any other form of servitude or exploitation.

The Supplier must train its Workers on modern slavery risks and have a robust mechanism in place for reporting and addressing concerns relating to human trafficking and modern slavery.

HUMANE TREATMENT

The Supplier must ensure that Workers are not subject to any forms of torture, cruel, degrading or inhumane treatment, or any other gross human rights violations or abuses, such as sexual abuse.

The Supplier's operating activities must not cause or contribute to the commission of serious human rights abuses, whether by state agents or by non-state actors, including torture, cruel, inhuman, or degrading treatment, or gross abuses amounting to crimes under international law including war crimes and crimes against humanity.

DISCRIMINATION, BULLYING & HARASSMENT

The Supplier must create and maintain a working environment where all individuals are treated equally, fairly and with dignity.

The Supplier must not:

- violate a Worker's or another individual's dignity;
- create an intimidating, hostile, degrading, humiliating or offensive working environment; or
- engage in conduct or omit to take action which results in unfair treatment or

discrimination of a Worker or any person in hiring, compensation, training, advancement or promotion, termination, retirement or any employment practice on any grounds but not confined to, sex, gender identity or expression, pregnancy or maternity, sexual orientation, religion or beliefs, marital status, civil partnership status, race, ethnic origin, colour, nationality, national or ethnic origins, disability or age, political viewpoints, membership or non-membership of a trade union, or any other grounds/personal characteristics (whether prohibited by legislation or otherwise).

CONFLICTS OF INTEREST

The Supplier must take reasonable steps to operate an internal policy on conflicts of interest which covers how such conflicts, and anything that could lead to the perception of a conflict of interest, should be handled.

The 4Ds Approach – Disclose, Distance, Delegate and Disassociate – is recommended.

SPEAKING UP

Amnesty International is committed to achieving the highest possible standards of openness, transparency and accountability in its operations.

To this end, the Supplier must use reasonable endeavours to:

- prepare and implement a speaking up policy under which its Workers can make protected disclosures to someone in authority about allegations of serious malpractice or wrongdoing on the part of another person;
- implement a process for making disclosures safely and confidentially with no repercussions for individuals making disclosures;
- provide a hotline or reporting platform for its Workers and entities in its value chain.

EQUALITY, DIVERSITY & INCLUSION

The Supplier must use reasonable endeavours to:

- actively engage in building an equal, diverse and inclusive workplace for all Workers with the aim of promoting greater representation of women, Black and Indigenous people of colour, unrepresented and underrepresented groups at all levels of the organisation;
- remove systemic barriers for all Workers;
- monitor and report on the diversity of their own workforce to show improvements; and
- monitor the diversity of the entities in its value chain and seek ways to open supply opportunities to smaller businesses or companies owned and operated by members of historically underserved or underrepresented populations.

BRIBERY, FRAUD AND CORRUPTION

The Supplier must comply with all applicable laws, statutes, codes and regulations relating to the prevention of bribery, fraud and corruption. To that end, the Supplier must not accept, offer, promise, pay, permit or authorise:

- bribes, facilitation payments, kickbacks or illegal political contributions;
- money goods, services, entertainment, employment, contracts or other things of

- value, in order to obtain or retain an improper advantage; or
- any other unlawful or improper payments or benefits.

CONFLICT MINERALS

The Supplier must not support, directly or indirectly, non-state armed groups through the extraction, transport, trade, handling or export of minerals. This includes not procuring minerals from, making payments to, or otherwise providing logistical assistance or equipment to, non-state armed groups or their affiliates.

If supplying goods, the Supplier must use reasonable endeavours to comply with the [OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas](#) or implement due diligence processes of an equivalent or higher standard.

Suppliers of electronics are encouraged to sign up to the [Responsible Minerals Initiative](#).

ENVIRONMENT

Amnesty International is committed to reducing its adverse environmental and social impacts across all of its operations and recognises that one of the greatest opportunities for improving its sustainable performance is through its procurement of goods and services.

Suppliers must use reasonable endeavours to:

- put in place and publish policies that set out their approach to sustainable business and minimise any negative impacts on the environment;
- set, and publicly report on their progress against, clear, science-based targets for environmental improvements;
- reduce their energy usage and carbon emissions (both operational and embodied);
- use responsibly and ethically sourced materials with a focus on procuring locally sourced materials;
- re-use materials and prioritise materials with a high recycled content;
- promote reuse, recycling, and recovery of materials and support a [circular economy](#);
- minimise waste, use durable materials and recycle;
- avoid [toxic or hazardous materials](#) and refrigerants with a high global warming potential;
- use vehicles and logistics efficiently, including by using renewable or low carbon power;
- seek accreditation or certification according to recognised environmental standards.

Suppliers must approach their own procurement activities fairly, ethically, openly and in a transparent, non-discriminatory manner and considering the effects of procurement decisions on quality of life, the environment and society in general.

MANAGEMENT SYSTEMS

Suppliers must implement, maintain, and adequately resource, effective policies and processes for ensuring adherence to all applicable laws and regulations, and compliance with this Code of Conduct, or the supplier's own Code of Conduct of an equivalent or higher standard. Suppliers must also commit to continuous improvement of ethical and sustainable business conduct.

Management systems for achieving, monitoring and communicating compliance with this Code or its equivalent should be proportionate to the size of the organisation and may include:

- publicly available policies such a Human Rights Policy or a Supply Chain Policy;
- risk mapping of the supply chain;
- risk-based due diligence on suppliers;
- contractual clauses with suppliers to achieve compliance;
- dedicated staff to monitor ethical compliance;
- regular training of relevant staff and engagement with supplier key contacts on the topics contained in this Code;
- commitment from Senior Management to continuous improvement of ethical and sustainable business conduct;
- Key Performance Indicators (KPIs) to track progress;
- certifications from or memberships to organisations promoting ethical and sustainable conduct;
- unannounced independent audits of supplier sites such as factories or warehouses; and
- publicly available reports on supply chain due diligence or Corporate Social Responsibility (CSR) reports.

Amnesty International Thailand may, but has no obligation to, conduct audits and inspections to verify the Supplier's compliance with this Code. Permission will be sought from Suppliers in advance. Permission must not be unduly withheld.

DISCLOSURES AND SUPPORT

As a human rights organisation, Amnesty International is acutely aware of the prevalence of human rights abuses in value chains globally. Suppliers must commit to combatting human rights violations and abuses in the provision of goods and services by reporting such issues.

Suppliers must report to Amnesty International Thailand:

- any breaches (actual or suspected) of this Code in their own operations; and
- any human rights abuses that come to light in their own value/supply chain.

Reporting this information will allow Amnesty International Thailand to carry out a risk assessment and to make an informed decision about how to proceed with the supplier relationship. Amnesty International Thailand may also be able to offer support to the disclosing organisation through recommending appropriate resources and actions if this is requested.

The Supplier must report the abuse to their normal point of contact at Amnesty International Thailand within 10 working days of becoming aware of the breach.

Reports must include the following information:

- a description of the breach that has occurred;
- the timeline of events;
- the name of the entities involved;
- the actions the Supplier has taken since being aware of the breach;
- any further planned actions; and
- contact details in case of questions.

The Supplier must not retaliate or take disciplinary action against any Worker that has, in good faith, reported breaches of this Code or questionable behaviour, or who has sought advice regarding this Code.

CONSEQUENCES OF A BREACH

Amnesty International Thailand's course of action after becoming aware of a breach will depend on:

- the nature and magnitude of the breach;
- the Supplier's size and resources;
- the type of goods or services that the Supplier provides to Amnesty International Thailand; and
- the position of the entity responsible for the breach in the value chain.

Where Amnesty International Thailand becomes aware of a breach of this Code by the Supplier, Amnesty International Thailand may require the Supplier to produce a remediation plan specifying the actions that the Supplier will take that will lead to compliance with the Code, and present it to Amnesty International Thailand within 14 days of being requested to do so. If the Supplier fails to produce the remediation plan within this timeframe or fails to implement it within a reasonable time, Amnesty International Thailand may immediately terminate its business relationship with the Supplier (including any contracts).

Where Amnesty International Thailand becomes aware that an entity in its value chain has been involved in an incident that would constitute a breach of any of the requirements under this Code, were they bound directly by it, Amnesty International Thailand may require the Supplier to remedy that incident (or incidents) with that entity in its value chain. If the Supplier is not able to remedy such incident with that entity within a reasonable time, Amnesty International Thailand may immediately terminate its business relationship with the Supplier (including any contracts).

REMEDIAL ACTION

Amnesty International supports the use of remedial action, whereby the Supplier uses their strategic leverage in their own value chain to address and mitigate against any human rights abuses that they become aware of. This approach is preferred over automatic termination of a contract which can often be a missed opportunity to prevent further human rights abuses from occurring.

The Supplier must use reasonable endeavours to provide effective access to remedy, including repayment of any unlawful fees, payment of compensation, support (including rehabilitation) and justice for any victims of abuses identified in its own value chain. The remedial action must be proportionate to the size and resources of the Supplier and the extent to which the Supplier has caused or contributed to these abuses.

**THANK YOU FOR SUPPORTING AMNESTY INTERNATIONAL
IN UPHOLDING HUMAN RIGHTS BY COMPLYING WITH THIS CODE**