



SUPPLIER MIGRANT WORKER POLICY

Introduction

This policy is to set out the principles to ensure that Dr. Martens and its suppliers respect the responsible recruitment and employment of migrant workers. The policy and the guidelines are based on UN Guiding Principles on Business and Human Rights, core ILO standards, and on Dhaka Principles developed by the Institute of Human Rights and Business.

It is also intended to help business and suppliers safeguard the rights and welfare of migrant workers in their supply chain and manage the associated risks and responsibilities.

Definitions

A **Migrant Worker** is an individual that migrates from his or her own country to another country in order to seek employment; **Recruitment Agency** are private employment agencies, labour recruiters, labour brokers and any other parties involved in the recruitment, selection, hiring, transportation, and/or in some cases management of migrant workers in sending or receiving countries;

Sending Country is the migrant worker's country of origin and citizenship;

Receiving country is the country where the business operation is located and where the migrant worker is working;

The Principles

These principles are additional to the Supplier Code of Conduct and Workplace Standards and should be applied to migrant workers in the same way it applies to non-migrant workers.

- 1- Migrant workers must have a legal right to work in the receiving country with an identifiable and legitimate employer.
- 2- Migrant workers must be treated equally and without discrimination.
- 3- Recruitment agencies and labour providers must be government authorised, responsible, and reputable.
- 4- Migrant workers must not be charged any fee or loan to obtain work. The employer must bear the full costs of recruitment and placement
- 5- Wages must be paid regularly, directly and on time to the individual.
- 6- When recruiting migrant workers from another country, their contracts must be written in a language that worker understand with all terms and conditions explained simply and clearly and the worker's assent obtained without coercion prior to their departure from the sending country.
- 7- Migrant workers' passport and identity documents can be checked but cannot be detained. They must have free and complete access to their own passport, identity documents and residency papers and enjoy freedom of movement.
- 8- Working and living conditions must be safe and hygienic. Safe transport must be provided between the workplace and accommodation. They must not be denied freedom of movement or confined to their living quarters.
- 9- Migrant workers must have access to credible grievance procedures which are conducted in accordance with local laws and regulations, without fear of recrimination or dismissal.
- 10- When recruiting from another country, migrant workers must be guaranteed provision for return home on contract completion and in exceptional situations. They must not, however, be prevented from seeking or changing employment in the receiving country on completion of first contract or after two years, whichever is less.
- 11- Training for migrant workers must be well defined. Trainings must be adequate and in language they understand.

Please refer to the Migrant Worker Implementation Guideline for practical steps on complying with this policy.



Migrant Worker Policy
Statement of Acknowledgement

We acknowledge receipt of the Dr. Martens Migrant Worker Policy. We confirm that we have read and that we understand these standards and will actively strive to ensure are met in our operation sites.

Factory.....

Name.....

Signed.....

Position.....

Date.....