

AVON

the company for women

Avon Social Responsibility Guidebook for Suppliers

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Guidebook for Suppliers
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AVON SOCIAL RESPONSIBILITY PROGRAM GUIDEBOOK FOR SUPPLIERS

I. Introduction:

Avon places a great deal of importance on the relationships that we have developed with our Suppliers. It is this reason that we aim to assist our Suppliers to continue to improve working conditions for every worker who helps create our products. It is important that our Suppliers and factories adhere to the laws and the cultures in which they operate, as well as respecting the workers who manufacture Avon products. Avon expects its Suppliers to act responsibly in all respects and to do their utmost to ensure that no abusive, exploitative or illegal conditions exist at their and their factories' workplaces. Avon requires that Suppliers act in accordance with all applicable laws and regulations, as well as the standards set out in the accompanying Avon Supplier Code of Conduct. Where local or industry practices exceed the requirements of the Code, the higher standard applies.

This guidebook provides information on Avon's Social Responsibility program and related sourcing policies. Avon has selected Bureau Veritas Consumer Products Services (BV) as their third-party social responsibility monitor. In addition to the third party monitor, Avon may use their own internal staff to conduct audits as part of the program.

A. About Bureau Veritas

Bureau Veritas is a leading global provider of testing and inspection services. BV's services cover a broad spectrum of quality and process assurance services assisting clients with effectively managing all aspects of risk including product performance, regulatory compliance, capacity and capability assessments, social responsibility, and security compliance. In the areas of social responsibility and factory security, BV is a market leader. The BV team has deep experience in all elements of compliance – from the design, development and implementation of compliance programs for many of the highest profiled companies in the social responsibility arena through the execution of on-site monitoring to assess compliance with elements of codes of conduct and security standards.

II. General Requirements:

A. In Scope Suppliers and factories:

All new and existing factories that are subject to a social responsibility audit are as follows:

1. All factories producing finished goods for Avon including those in final form but not yet packaged ;
2. All factories producing any product/components that are Avon branded (items where the Avon name/logo or a name/logo of any of our brands is present or items that are recognizably Avon in another way).

All new factories must have an audit conducted and meet program guidelines before any business can be awarded. Avon reserves the right to audit factories that are not in scope if there is reason for concern.

Existing suppliers and factories should report any name or address changes to Avon in order to update our records. Any change of manufacturing location will mean a further full

social audit is required. Working conditions will need to be acceptable before Avon business can commence.

B. Audit Costs:

Effective June 1, 2014, **ALL** Social Responsibility audits – initial, follow up and 2 year cycle audits – whether performed by designated third party (Bureau Veritas) or an Avon representative, will be paid by suppliers.

Once an audit request is received with the completed Factory Details Form (Exhibit 1), BV will send the Supplier an invoice for the planned visit with detailed payment instructions.

- Payment can be made by check or wire transfer. It is critical that the BV invoice number is referenced with the payment – whether wire transfer or check – to BV in order to ensure timely processing and application. Failure to include the invoice number will cause delays in the scheduling process.

Avon requests that payment be submitted within fifteen (15) business days of receipt of the invoice. (Please note that wired payment for BV may take up to 5 business days to clear the bank transaction process, and checks may take longer.)

If payment for the initial audit is not remitted within the agreed upon terms, then:

1. The factory presented will not be authorized for Avon production;
2. Avon may debit any existing payables owed to a supplier for audit costs; and/or
3. A re-examination of the existing business relationship will occur which can exclude a supplier from bidding on future projects and/or severing any existing relationship.

For follow up audits, the timing of the visit will be consistent with the Avon remediation guidelines and the information communicated with the associated Corrective Action Plan.

Please be advised that BV and Avon cannot schedule an audit until full payment has been received from the Supplier – and the payment status of open invoices will be reported to Avon on a regular basis for follow-up.

If a factory does not allow either BV and/or Avon representatives into the factory to complete an audit, withholds required documents during an audit, or cancels an audit within 72 hours of the monitoring visit date, it will be considered an access denied visit. The full fee will then be applied to the factory and the factory will still be subject to an audit.

C. Documents:

Avon requires all Suppliers to sign and return the Global Supplier Code of Conduct Acknowledgement Form and where applicable, the Subcontractor Details Form.

When a factory is required to have an initial audit, the Avon Factory Details Form (Exhibit 1) must also be completed and returned to Avon

D. Business Conduct:

1. Prohibited Countries: Avon production is NOT permitted in:

- Bangladesh
- Pakistan

2. US Trade Sanctions:

a. **Countries:** Avon production is NOT permitted in :

- **Cuba**
- **Iran**
- **North Korea**
- **Sudan**
- **Syria**

b. **Groups and People:** Business with the following groups and persons is NOT permitted.

Anyone listed on the Specially Designated Nationals List (“SDN List”) <http://www.treas.gov/offices/enforcement/ofac/sdn/>). In general, the groups and persons on the SDN List include designated persons who are known terrorists, narcotics traffickers or involved in the proliferation of weapons of mass destruction.

E. FAD Program:

1. The Factory Authorization Document (FAD) is utilized with Fashion & Home (F&H) Suppliers to ensure production is occurring within the originally authorized factory. Penalties are administered if Supplier fails to present the factory to Avon or uses an unauthorized factory.
2. Once a factory has successfully completed the audit process and has been authorized to produce for Avon, they will be issued a FAD form (Exhibit 2).
3. Information for the FAD form will come from the information provided on the Factory Details Form.
4. The FAD form should be shown to the third party inspection agency and/or internal Avon inspectors during the final random inspection of finished goods.
5. Avon will review any exceptions reported with Sourcing/Product Development and decide next steps.
6. Failure to produce an accurate and current FAD form will result in the imposition of penalties and/or debits against the supplier for failing to control where Avon production is occurring and for damaging and/or putting the Avon brand at risk. Such penalties and/or debits will escalate with each occurrence and may include amounts for damages and consequential business losses suffered by Avon, and may further include a business termination with the supplier and the factory.
7. Any Supplier or factory name or address changes must be immediately reported to Avon in order to update our records and prevent unnecessary penalties.

F. Remediation/Termination:

Avon supports remediation over termination. Based on the nature, severity and prevalence of any identified compliance issues, Avon may require up to two follow up audits to confirm the remediation. Factories are expected to address and correct all identified compliance issues as a condition of continued business.

Avon reserves the right to terminate its business relationship with **any Supplier or factory** who is unwilling or unable to address any identified compliance issues from initial to subsequent follow up audits.

If terminated and a new factory, no orders will be placed and the factory will be placed on probation for one year. If it is an existing factory, no additional orders will be placed, Avon will terminate all agreements, exit the factory and the factory will be placed on probation for one year. In both cases, to be considered for future Avon business, the factory must undergo a re-qualifying audit(s) which meets Avon's social responsibility requirements at their expense.

If, during any rolling 12 month time frame, three (3) Confirmed Minimum Age Violations are identified at a **Supplier's** factories, no additional orders will be placed with the **Supplier**, Avon will terminate all agreements with the **Supplier**, cancel all orders, reject all shipments from factories with Confirmed Minimum Age Violation(s), develop an exit strategy from **Supplier's** remaining factories and the **Supplier** will be placed on probation for one year. Thereafter, to be considered for future Avon business, all of the **Supplier's** factories supplying goods for Avon must undergo re-qualifying audits at the **Supplier's** expense which meet Avon's social responsibility guidelines.

If an inactive factory is to be re-activated in the future, the appropriate Product Development/Sourcing manager should be contacted. All normal audit procedures would still apply for submitting a factory audit request.

G. Regularity of Audits:

Once authorized for production, a factory is subject to random social responsibility checks and will need a full audit as requested by Avon, typically within two years of the initial audit. Avon reserves the right to change the cycle audit timeframe.

III. Audit Process:

A. Scheduling:

The completed Factory Details Form should be submitted to Sourcing/Product Development (PD) for review. For F&H Suppliers, all new audit requests will be reviewed and approved by Sourcing/PD prior to submitting for audit processing.

Upon receipt of the completed Factory Details Form, either a local BV scheduler or an Avon representative will contact the factory to confirm the reported location where Avon products will be manufactured and to arrange for the initial monitoring visit. They will provide the factory contact with a one-week window in which the audit will be conducted. At Avon's request, the scheduler is not permitted to disclose the exact audit date to the factory representative.

During the given audit window and on the actual day of the audit, please ensure that at least one member of the factory's management team is present to provide the appropriate documents and allow full access to the factory. BV or the Avon representative will need to be able to conduct the full monitoring visit even if the owner or contact person is not available. If a factory cancels an audit within 72 hours of the monitoring visit date, it will be considered an access denied visit. The full fee will then be applied to the factory and the factory will still be subject to an audit

Please note, the factory information that you provide will be treated in confidence, and will only be disclosed to Avon staff where necessary. The factory information may also be

passed to appointed third parties such as Bureau Veritas as required for the administration of the program.

B. Audit Execution:

The audit will be performed by either BV auditors or Avon Internal Staff on an unannounced date within the one-week window communicated during the scheduling process.

In anticipation of the audit, factory management is expected to review the Document Request List (Exhibit 5) and ensure the related documentation will be available during the audit window. Management – including the factory manager, appropriate human resources personnel and accounting staff – should also be available during the audit whenever possible. It is critical that BV auditors and/or Avon staff are given unrestricted access to all areas of the factory, to all relevant documentation, and to randomly selected employees for private interviews. Denying access to any of these required elements of the audit will result in a red overall audit rating.

Depending on the location and size of the factory, management can generally expect either two monitors to spend one day or one monitor to spend two days at the factory assessing compliance with Avon's Supplier Code of Conduct and local law. During the audit, the monitors will do the following:

- Conduct an opening meeting with management
- Walk through the facility and dormitories, if applicable, conducting visual inspections
- Review records and documentation as per Document Request List (Exhibit 5)
- Conduct private employee interviews
- Conduct a closing meeting with management summarizing any findings

The audit is a fact-finding process designed to help you identify areas within the factory's operations that could be improved to ensure that the factory is in compliance with country-specific legal requirements and the Avon Supplier Code of Conduct.

Avon urges all Suppliers to be open and honest about workplace conditions – and fully transparent during the execution of the audit.

C. Reporting:

At the conclusion of the audit, the BV auditors and/or Avon representatives will conduct a closing meeting with factory management, summarizing any findings. The findings will be presented in a Summary of Findings document – a copy of which will be provided to factory management in the local language. Avon expects factory management to begin implementing corrective actions upon receipt of the Summary of Findings during the closing meeting.

The results of the monitoring visit will be reported to Avon through a comprehensive report including a description of all identified compliance issues and an overall rating based on the findings. The overall ratings are as follows:

- **Green:** A green overall rating indicates full compliance.

- **Yellow:** A yellow overall rating is assigned when none of the requirements are met for Minor Risk issues. A completed Corrective Action Plan (Exhibit 4) must be submitted within 15 days which includes remediation of all issues within 90 days.
- **Orange:** An orange overall rating is assigned when any one of the requirements are not met for Major Risk. A Completed Corrective Action Plan must be submitted within 15 days. Facilities with an orange overall rating generally require a follow-up visit within 90 days to evaluate remediation of issues.
- **Red:** A red rating is assigned when any one of the requirements have not been met for Critical Risk issues. A Completed Corrective Action Plan must be submitted within 15 days. Facilities with a red overall rating generally require a follow-up visit within 60 days to evaluate remediation of issues. Depending on the severity of the issues, facilities with a red rating may be subject to immediate termination.

No certificate will be provided at the completion of the audit, and the audit does not automatically authorize the factory for production for any other brands or retailers, or qualify the factory for membership in any industry associations or collaborative programs.

D. Remediation:

Avon expects factory management to begin implementing corrective actions upon receipt of the Summary of Findings during the closing meeting. In addition to the Summary of Findings document, the Supplier will also receive a Corrective Action Plan (CAP) Report. Factories are expected to complete the Corrective Action Plan (CAP) in English and return within 15 days from the date of the monitoring visit responding to all compliance issues identified. The timetable for corrective action will depend on the nature, severity and prevalence of the identified findings.

RESPONSIBILITIES OF SUPPLIERS

- **Responsible Official.** Allocating responsibility for Social Responsibility issues to an official within the business who will act as a point of contact for Avon. Details of this contact must be provided to Avon.
- **Code of Conduct Confirmation.** Confirming acceptance of and compliance with the Supplier Code of Conduct.
- **Identification of Factories.** Supplying the details of all production sites involved in the manufacture of products for Avon. Required details will include, but are not limited to, factory names, addresses, contact information, workforce breakdown etc. Only factories authorized by Avon can be utilized for the production of Avon products.
- **Information and Training.** Ensuring that factories manufacturing goods for Avon have received and understand the Supplier Code of Conduct and Avon's Social Responsibility requirements. Suppliers may also be required to send a representative to seminars presented by Avon or outside parties to assist in understanding Avon's Social Responsibility requirements and expectations.
- **Monitoring.** Facilitating Avon's Social Responsibility monitoring program and ensuring that the factory respects and actively engages with the program.
- **Remediation.** Supporting factories to ensure that identified non-compliances and deficiencies are appropriately addressed by factory managers within the timescales set.

- **Discuss FAD form and program with F&H factories.** Provide any name or address changes to Avon.
- **Audit Charges.** Suppliers are responsible for the cost of all Social Responsibility audits – initial, follow up and cycle audits.

RESPONSIBILITIES OF FACTORIES

- **Responsible Official.** Allocating responsibility for Social Responsibility issues to an official within the factory who will ensure that Avon’s Social Responsibility requirements are met and who will act as a point of contact for Avon and the Supplier. Details of this contact must be provided to Avon.
- **Standards and Applicable Law.** Understanding all applicable laws, regulations and standards relating to their operations. In addition, factories are also expected to fully understand Avon’s requirements as set out in the Supplier Code of Conduct.
- **Monitoring Obligations:**
 - The factory’s representatives must refrain from interfering in the monitoring process. Interference may include, but is not limited to, discouraging or punishing employees who speak to Avon or Avon’s representatives, coaching workers to give specific answers to questions, attempting to influence the choice of workers selected for interview.
 - The factory’s representatives must not offer any incentives to Avon or Avon’s representatives to influence the outcome of the monitoring process. Incentives may include, but is not limited to, gifts, meals, transportation or money. Attempts to influence the result of the monitoring process will be immediately reported to Avon and will be grounds for the termination of the business relationship.
- **Record Keeping and Transparency.** Maintaining true and accurate records relating to compliance with the Supplier Code of Conduct. This may include, but is not limited to, records pertaining to the names, ages, hours worked and wages paid for all employees. ALL records must be made available to Avon and Avon’s representatives during monitoring visits or on request. Failure to be transparent may have a significant adverse effect on the business relationship with Avon.
- **Employee Awareness and Education.** Communicating to employees the factory’s obligations to them according to local laws and Avon’s Supplier Code of Conduct.
- **Corrective Action.** Working to ensure that identified non-compliances and deficiencies are appropriately addressed within the timescales set. Avon supports remediation, not termination and is willing to work with factories that are willing to address Social Responsibility issues in an appropriate way.
- **Show FAD form to third party agency or internal inspectors during final inspection for F&H products.**

FACTORY COMPLIANCE SELF-ASSESSMENT

In order to support factories' efforts to ensure compliance with the standards in the Avon Supplier Code of Conduct and provide information to support effective preparation for an audit, the following self-assessment questionnaire is provided. While this is not considered all encompassing, the questionnaire is intended to provide an effective framework for factories in the development of policies, procedures, practices and records to accomplish and effectively demonstrate compliance with the Avon Supplier Code of Conduct.

If, after completing the self-assessment, you feel that there are areas where your production site may not meet Avon's social responsibility requirements then please get in touch with one of the Avon Social Responsibility team members to discuss this in more detail before any social audits take place.

Policies, Procedures, and Record Retention			
Does the site have written policies and procedures relating to all areas of the Avon Supplier Code of Conduct?	Yes	No	Don't know/ N/A
Does the site know and apply all current and applicable laws and regulations for the country in which it operates?	Yes	No	Don't know/ N/A
Does the site maintain personnel files for all current workers?	Yes	No	Don't know/ N/A
Does the site maintain personnel files for former employees? (Note - records for former employees should be retained for a period consistent with payroll record retention section and any local laws)	Yes	No	Don't know/ N/A
Does each personnel file include the following:	Yes	No	Don't know/ N/A
• Proof of age	Yes	No	Don't know/ N/A
• Proof of citizenship or work permit (where necessary by law)	Yes	No	Don't know/ N/A
• Medical records (where necessary by law)	Yes	No	Don't know/ N/A
• Executed employment contract (where necessary by law)	Yes	No	Don't know/ N/A
• Termination letter (where necessary by law)	Yes	No	Don't know/ N/A
• Record of disciplinary actions	Yes	No	Don't know/ N/A
• Authorization for all voluntary deductions (if applicable)	Yes	No	Don't know/ N/A
Does the site have their rules and regulations certified by the department of labor (where applicable)?	Yes	No	Don't know/ N/A
Are workers aware of all rules and regulations?	Yes	No	Don't know/ N/A
If Yes – do workers receive a copy of the rules and regulations – for example in a staff handbook?	Yes	No	Don't know/ N/A
Are the terms of any probationary period outlined in the employee's employment contract?	Yes	No	Don't know/ N/A
Are all records relevant to Avon Supplier Code of Conduct maintained for at least 12 months?	Yes	No	Don't know/ N/A

Does the site use agency labor?	Yes	No	Don't know/ N/A
If Yes – does the site have an agreement with all agencies to ensure that the terms provided to agency workers meet all applicable legal requirements?	Yes	No	Don't know/ N/A
Are workers aware of the Avon Supplier Code of Conduct standards?	Yes	No	Don't know/ N/A
Child Labor			
Are any workers younger than the legal age of employment? (note – this includes apprentices)	Yes	No	Don't know/ N/A
Are any workers younger than the minimum age for leaving school in your country? (note – this includes apprentices)	Yes	No	Don't know/ N/A
What is the minimum age for employment in your country?	___ years of age	What is the minimum school leaving age in your country?	___ years of age
When hiring workers do you check proof of age documentation?	Yes	No	Don't know/ N/A
If yes , are you able to confirm that the documentation you have seen is genuine/authentic?	Yes	No	Don't know/ N/A
Are copies of age documentation kept in personnel files?	Yes	No	Don't know/ N/A
Do you employ any workers under 18, but older than the minimum working age, or minimum age for leaving school?	Yes	No	Don't know/ N/A
If yes – are any of these workers involved in any hazardous production processes or job roles?	Yes	No	Don't know/ N/A
If you employ workers under 18, are their working conditions (e.g. hours, overtime, duties) in line with all legal requirements?	Yes	No	Don't know/ N/A
Are any children ever present on site?	Yes	No	Don't know/ N/A
If yes – are these children in designated child care areas (i.e. crèche facilities, or nurseries)?	Yes	No	Don't know/ N/A
Employment practices			
Are all workers employed of their own free will?	Yes	No	Don't know/ N/A
Are there any prisoners working at the site?	Yes	No	Don't know/ N/A
Do you subcontract any work or production processes to prisons/penitentiaries?	Yes	No	Don't know/ N/A
Do you employ any workers from refugee camps?	Yes	No	Don't know/ N/A
Do you employ migrant workers?	Yes	No	Don't know/ N/A
If yes – did you fulfil all of the legal requirements and hiring checks when employing these workers?	Yes	No	Don't know/ N/A
Are any restrictions placed on workers movements?	Yes	No	Don't know/ N/A
Do you hold any original copies of government issued identification documents or travel documents for any workers?	Yes	No	Don't know/ N/A
If yes – is this required by law?	Yes	No	Don't know/ N/A

Do workers ever get financial penalties (fines) for bad behavior or for any other disciplinary violations?	Yes	No	Don't know/ N/A
Are physical punishments ever used for disciplinary purposes?	Yes	No	Don't know/ N/A
Do managers and supervisors treat workers with respect at all times?	Yes	No	Don't know/ N/A
Are employment decisions based on ability?	Yes	No	Don't know/ N/A
Are disciplinary processes ever based on personal characteristics?	Yes	No	Don't know/ N/A
Is pregnancy testing or any other clinical testing a condition of initial or continued employment?	Yes	No	Don't know/ N/A
Wages and Benefits			
Are all workers paid at least the legally applicable minimum wage (as set out in national law, local law, or any applicable collective bargaining agreements)? (note – this is before the calculation of any attendance, production or other bonuses)	Yes	No	Don't know/ N/A
What is the lowest rate of pay for workers?	_____ per hour	What is the legal minimum wage in your country and/or industry?	_____ Per hour
Are all piece rate workers guaranteed at least the legally applicable minimum wage? (note – this is before the calculation of any attendance, production or other bonuses)	Yes	No	Don't know/ N/A
Is overtime compensated at the rate required by law?	Yes	No	Don't know/ N/A
Are workers paid at least every month?	Yes	No	Don't know/ N/A
Are workers always paid on time?	Yes	No	Don't know/ N/A
Are wages/salaries ever withheld for disciplinary purposes?	Yes	No	Don't know/ N/A
Are workers able to query what they have been paid if they have concerns things are not correct?	Yes	No	Don't know/ N/A
If yes – is there a proper procedure for this?	Yes	No	Don't know/ N/A
Are workers paid for all time worked?	Yes	No	Don't know/ N/A
Do payroll records include all of the following:			
• Pay rates for standard time	Yes	No	Don't know/ N/A
• Pay rates for overtime	Yes	No	Don't know/ N/A
• Calculations of any benefits – e.g. holiday pay; annual leave; sick leave	Yes	No	Don't know/ N/A
• Details of any mandatory (legally required) deductions from wages (e.g. tax, social insurance)	Yes	No	Don't know/ N/A
• Acknowledgment of receipt by workers, or confirmation of transfer to workers' nominated account	Yes	No	Don't know/ N/A
Are paystubs/payslips provided to all workers?	Yes	No	Don't know/ N/A
Are paystubs/payslips given free of charge?	Yes	No	Don't know/ N/A
Are paystubs/payslips provided in workers' native language?	Yes	No	Don't know/ N/A

Do paystubs/payslips include the following:			
• Total work in standard time (normal work hours)	Yes	No	Don't know/ N/A
• Total overtime hours	Yes	No	Don't know/ N/A
• Gross wages (before taxes and deductions)	Yes	No	Don't know/ N/A
• Net wages (after taxes and deductions)	Yes	No	Don't know/ N/A
• Any bonuses	Yes	No	Don't know/ N/A
• Any allowances	Yes	No	Don't know/ N/A
• Any mandatory (legally authorized) deductions	Yes	No	Don't know/ N/A
Are any non-mandatory deductions made from workers' wages?	Yes	No	Don't know/ N/A
If yes – have workers given permission?	Yes	No	Don't know/ N/A
If yes, is workers' permission in their personnel file?	Yes	No	Don't know/ N/A
Do you provide paid holidays/vacation days as required by law?	Yes	No	Don't know/ N/A
Do you provide all other benefits as require by law?	Yes	No	Don't know/ N/A
Working Hours			
Are scheduled regular work hours posted?	Yes	No	Don't know/ N/A
Are scheduled overtime hours posted?	Yes	No	Don't know/ N/A
Are regular (standard) work hours in line with national and/or local laws or regulations?	Yes	No	Don't know/ N/A
Are overtime hours in line with national and/or local or regulations?	Yes	No	Don't know/ N/A
Is all overtime voluntary	Yes	No	Don't know/ N/A
Do all workers have at least 1 rest day in every consecutive 7 day period?	Yes	No	Don't know/ N/A
Do working hours/attendance records include time in and time out records for all days worked?	Yes	No	Don't know/ N/A
Do time in/time out records include times for meal and rest breaks?	Yes	No	Don't know/ N/A
Is overtime clearly shown in time records?	Yes	No	Don't know/ N/A
Are working hours records recorded by employees themselves?	Yes	No	Don't know/ N/A
If No – do workers confirm/acknowledge a summary of their working hours at least every week?	Yes	No	Don't know/ N/A
Are working hours recorded using an automatic time recording system?	Yes	No	Don't know/ N/A
Work Environment			
Is there a policy prohibiting any form of harassment in the workplace?	Yes	No	Don't know/ N/A
Do supervisors/managers treat workers with respect at all times?	Yes	No	Don't know/ N/A
Is there a procedure for workers to raise complaints/concerns if they feel they have not been treated properly?	Yes	No	Don't know/ N/A
Does the site provide training to all workers on health and safety issues?	Yes	No	Don't know/ N/A
Are there medical care facilities available on-	Yes	No	Don't know/ N/A

site?			
If No, is this required by national or local law?	Yes	No	Don't know/ N/A
Are first-aid kits with proper medical supplies available and easily accessible to employees?	Yes	No	Don't know/ N/A
Are employees provided with all necessary safety equipment (e.g. masks, metal mesh glove for cutters etc.)?	Yes	No	Don't know/ N/A
If Yes – are these provided free of charge?	Yes	No	Don't know/ N/A
Are records kept of all injuries or accidents on site?	Yes	No	Don't know/ N/A
Do employees have unrestricted access to restrooms/toilets during the workday?	Yes	No	Don't know/ N/A
Are the number of restrooms/toilets sufficient for the number of employees on site?	Yes	No	Don't know/ N/A
Are the restrooms/toilets kept in a clean condition and stocked with necessary provisions?	Yes	No	Don't know/ N/A
Is there a source of drinking water available to employees?	Yes	No	Don't know/ N/A
Do employees take all rest breaks they are entitled to by law?	Yes	No	Don't know/ N/A
Is there a cafeteria/canteen on site?	Yes	No	Don't know/ N/A
If Yes – are these facilities kept in a clean and sanitary condition?	Yes	No	Don't know/ N/A
Does the site have the necessary permits/certificates for any canteen facilities?	Yes	No	Don't know/ N/A
Is there adequate lighting and proper ventilation in the site?	Yes	No	Don't know/ N/A
Are aisles marked and free from any obstructions?	Yes	No	Don't know/ N/A
Is all electrical wiring safe and well maintained?	Yes	No	Don't know/ N/A
Are all electrical control panels marked with appropriate warning signs?	Yes	No	Don't know/ N/A
Do all machines have the necessary machine guards to provide protection to workers?	Yes	No	Don't know/ N/A
Are there an adequate number of fire extinguishers located around the site?	Yes	No	Don't know/ N/A
Are the fire extinguishers mounted on the walls at the proper height and accessible at all times?	Yes	No	Don't know/ N/A
Have all employees received fire safety training?	Yes	No	Don't know/ N/A
Are all fire extinguishers correctly charged?	Yes	No	Don't know/ N/A
Are all fire extinguishers checked regularly and serviced at least every 6 months?	Yes	No	Don't know/ N/A
Are all fire/emergency exits clearly marked?	Yes	No	Don't know/ N/A
Are all fire/emergency exits unlocked and unblocked at all times?	Yes	No	Don't know/ N/A
Does the site have a clear evacuation plan for all areas of the site?	Yes	No	Don't know/ N/A
If Yes - Are evacuation plans posted in each area of the site?	Yes	No	Don't know/ N/A
Are evacuation routes clearly marked/defined?	Yes	No	Don't know/ N/A
Are evacuation routes kept clear at all times?	Yes	No	Don't know/ N/A

Does the site conduct fire/emergency evacuation drills at least once per year?	Yes	No	Don't know/ N/A
Is there a working fire alarm system in all parts of the site?	Yes	No	Don't know/ N/A
Is the fire alarm warning used only for emergency purposes?	Yes	No	Don't know/ N/A
Does the site have an inventory of hazardous chemicals stored on site?	Yes	No	Don't know/ N/A
Are there Material Safety Data Sheets (MSDS) available for all hazardous chemicals stored on site?	Yes	No	Don't know/ N/A
If Yes – are MSDS available in local language?	Yes	No	Don't know/ N/A
Are all hazardous chemicals stored with some form of secondary containment?	Yes	No	Don't know/ N/A
Are all buildings structurally sound?	Yes	No	Don't know/ N/A
Do you provide any dormitory facilities for workers?	Yes	No	Don't know/ N/A
If Yes – are all relevant health and safety requirement mentioned above satisfied for dormitories?	Yes	No	Don't know/ N/A
Do you use any sandblasting processes in production?	Yes	No	Don't know/ N/A
Environment			
Does the site have all mandatory permits, certificates or reports relating to any environmental regulations or laws?	Yes	No	Don't know/ N/A
Are all forms of industrial waste – liquid, solid, airborne –properly disposed of?	Yes	No	Don't know/ N/A
Subcontracting			
Does the site subcontract any production or production processes?	Yes	No	Don't know/ N/A
If Yes – is this applicable to any Avon related production?	Yes	No	Don't know/ N/A
If Yes – has this been communicated to Avon (using the Subcontractor Details Form included in this document)?	Yes	No	Don't know/ N/A
Is there any outside contract manufacturing in people's homes (homework) for Avon production?	Yes	No	Don't know/ N/A



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AVON PRODUCTS, INC.

SUPPLIER GLOBAL CODE OF CONDUCT

At Avon, we believe in five core values: Trust, Respect, Belief, Humility and Integrity. While each plays an integral role in our global business operations, the value of Integrity holds a special place in Avon's culture and serves to anchor our company in an increasingly complex and demanding world. Avon defines Integrity as setting and observing the highest ethical standards and always doing the right thing. In remaining true to this value, we fulfill a duty of care, not only to our Independent Representatives and customers in the communities we serve, but to our colleagues and ourselves.

Avon upholds these values in its own operations and is committed to working with reputable business partners who demonstrate the same dedication to ethical business standards and practices as Avon does.

To help fulfill this commitment, the Avon Supplier Global Code of Conduct (hereby referred to as the "Code of Conduct") was created and applies to any company, its factories, manufacturers, vendors or agents (hereby referred to as "Suppliers") that produce goods and/or provide services for Avon Products, Inc. or any local affiliate thereof. This Code of Conduct, issued on October 13 of 2015 supersedes all previous Supplier Global Codes of Conduct.

While Avon recognizes that there are different legal and cultural environments in which Suppliers operate throughout the world, this Code of Conduct sets forth the minimum expectations under which Avon and our worldwide Suppliers are required to operate.

Further, Avon strongly encourages Suppliers to exceed the requirements set forth in this Code of Conduct and to promote best practices and continuous improvement.

1. Laws and Regulations: Notwithstanding anything herein and to the contrary, Suppliers must operate in full compliance with all compulsory laws and regulations of the countries in which they operate.

2. Child Labor: Suppliers must not employ workers younger than the greater of (i) 15 years of age, or 14 where the local law allows such exception consistent with International Labor Organization guidelines, or (ii) the age for completing compulsory education, or (iii) the minimum age established by law in the country of manufacture.

In addition, Suppliers must comply with all legal requirements for authorized young workers, particularly those pertaining to hours of work, wages, and working conditions.

3. Forced Labor: Suppliers will not use forced labor, whether prison, bonded, indentured or otherwise and will not engage in or support trafficking in human beings. Forced overtime is also prohibited.

- 4. Discipline:** All workers must be treated with respect and dignity. No worker shall be subject to corporal punishment, physical, sexual, psychological or verbal harassment or abuse as defined by applicable law. In addition, Suppliers will not use monetary fines as a disciplinary practice.
- 5. Hours:** Suppliers will not require workers to work in excess of the lesser of (i) the limits on regular and overtime hours allowed by the law of the country where the worker is located, or (ii) 60 hours a week on a regularly scheduled basis, including overtime, and, except under extraordinary business circumstances, 72 hours a week as an absolute maximum. In addition, Suppliers will ensure all workers are entitled to at least 1 day off every consecutive seven-day period.
- 6. Wages/Benefits:** Suppliers must ensure that they pay workers at least the legal minimum wage, as well as the legally mandated overtime premium, for all hours worked and that there will be no monetary fines for poor performance. Suppliers must also ensure that all legally mandated benefits are being provided and that there will be no illegal deductions for benefits.
- 7. Discrimination:** While Avon recognizes and respects cultural differences, Suppliers must ensure employment (including hiring, remuneration, benefits, advancement, termination and retirement) is based on ability and not on race, color, religion, sex, age, national origin, disability, pregnancy, marital or partnership status, sexual orientation, gender identity, veteran's status, or any other personal characteristics protected by law in each locality. Suppliers must comply with all applicable country and local laws governing non-discrimination in employment.
- 8. Freedom of Association/Collective Bargaining:** Workers should be free to join organizations, such as trade unions, of their own choosing, and to refrain from joining such organizations if that is their wish. Suppliers must not threaten or penalize workers for their efforts to organize or bargain collectively where permitted by the laws of the country where the worker is located, nor may they discriminate against workers as a result of any such organization affiliation.
- 9. Health and Safety:** Suppliers must provide their workers with a clean, safe and healthy work environment in compliance with all applicable, legally mandated standards for workplace health and safety in the countries in which they operate. This includes residential facilities, if applicable. In addition, Avon encourages Suppliers to strive to implement industry best practices, where applicable.
- 10. Environmental Management:** Suppliers must comply with all local environmental laws applicable to their operations. In addition, Avon encourages Suppliers to have environmental policies and environmental management systems containing goals with targets that are focused on the continuous improvement of overall environmental performance.
- 11. Subcontractors:** Suppliers must not use subcontractors in the production of Avon products or product components without Avon's prior written approval, and only after the subcontractor has agreed in writing to comply with this Code of Conduct, as well as any other terms that Avon may require.
- 12. Communication:** Suppliers must communicate the provisions of this Code of Conduct to their workers and supervisors. Avon will periodically conduct Supplier seminars on how to implement and uphold its Code of Conduct.
- 13. Monitoring and Compliance:** Avon will undertake affirmative measures such as announced and unannounced on-site inspections of Supplier premises and production facilities, to monitor

compliance with this Code of Conduct. Suppliers must maintain on site all documentation necessary to demonstrate compliance with this Code of Conduct. Suppliers must allow Avon's associates and/or its third party monitoring firms full access to premises and production facilities, worker records and workers for confidential interviews in connection with monitoring visits.

14. Integrity and Anti-Corruption: Suppliers must conduct business with honesty and integrity and demonstrate the highest standards of business ethics. Suppliers must not engage in bribery, corruption, or other unethical or illegal practices whether in dealings with government officials (which includes government employees or officers at any level, employees or officers at government-controlled or owned entities, employees or officers of public international organizations, and political officials or candidates or anyone acting on such a person's behalf), political parties or others, including individuals in the private sector. This includes, directly or indirectly, paying, giving, offering, promising, or authorizing money or anything of value to anyone to seek to obtain an undue or improper advantage. This also includes any unethical business activities or arrangements between Supplier and any Avon Associate or any other company or individual.

15. Accuracy of Business Records: Suppliers will record and report information accurately and honestly and will not hide, fail to record, or make false entries. All books, records and accounts must accurately reflect transactions, payments and events, and conform to generally accepted accounting principles, good internal controls and all applicable laws and regulations.

16. Responsible Sourcing: Suppliers will be committed to the sourcing of raw materials, goods and services with the same fundamental support of human rights, labor, health and safety, environment, and ethics -- unbounded by specific materials or locations, and develop and/or maintain the capability to identify all materials contained in its products for Avon.

- Where applicable, we expect our suppliers to take steps to determine if their products contain conflict minerals (tin, tantalum, gold, and tungsten) and if so, implement supply chain due diligence processes to identify sources of these minerals and support efforts to eradicate the use of conflict minerals which directly or indirectly finance or benefit armed groups in the Democratic Republic of Congo or adjoining countries.
- Avon is committed to helping end deforestation through the Avon Palm Oil Promise and the Avon Paper Promise. To that end and where applicable, Suppliers shall work in collaboration with Avon to help ensure: (i) palm oil, palm kernel oil (PKO), and palm/PKO derivatives used in Avon products globally meet the guidelines outlined in the Avon Palm Oil Promise; and (ii) paper and wood fiber products used in Avon's brochures, literature and products meet the guidelines outlined in the Avon Paper Promise.

The signatory of the Acknowledgment of The Supplier Code of Conduct, on behalf of the Supplier, acknowledges their understanding of, and their compliance with, all applicable laws and this Code of Conduct. Suppliers are expected to take necessary corrective actions to remediate promptly any noncompliance. Avon reserves the right to terminate its business relationship with any Supplier who is unwilling to comply with this Code of Conduct.



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AVON PRODUCTS, INC.

GLOBAL CODE OF CONDUCT

DEFINITIONS OF KEY CODE TERMS

The standards embodied in the Avon Code of Conduct are generally objective, measurable and tied to applicable local laws. However, in certain provisions of the code, there are terms, which could require clarification. The definitions of key terms included in the Code are intended to provide clarity to Avon's Suppliers with respect to the requirements outlined in the Code of Conduct. The Code provisions and the related terms being defined are presented below.

Hours of Work -- *Extraordinary Business Circumstances*

Extraordinary Business Circumstances – which allow for working hours up to 72 hours per week – are limited to the following instances:

- Natural disasters, including but not limited to earthquakes, hurricanes and fires, directly affecting a Supplier.
- Unforeseeable disruption in production resulting from a natural disaster at a Supplier -- e.g., a hurricane disrupts the production at a textile facility, which has a direct impact on a sewing facility's operation.
- Unforeseeable business events, including but not limited to peak season machine malfunction, at a facility.

It is important to recognize that the exceptions provided under *Extraordinary Business Circumstances* do **not** provide a basis for exceeding the limitations on hours of work – or consecutive days worked – in accordance with local laws.

Hours of Work – *Regularly Scheduled Basis*

Regularly Scheduled Basis – which allows for working hours in excess of 60 hours per week – is limited to the following instances:

- Hours of work in excess of the limits prescribed in the Code of Conduct will be considered regularly scheduled to the extent that these events occur more than 25% of time as measured in any 12 week period.

For example, in any 12 week period, to the extent hours or work exceed the requirements of the **code or workers are not provided one day off in each seven day period in more than 3 instances, these events would be considered regularly scheduled and in violation of the requirements of the Code.**

It is important to recognize that the exception provided under *Regularly Scheduled Basis* does **not** provide a basis for exceeding the limitations on hours of work or consecutive days worked in accordance with local laws.

Discrimination -- *belief or any other personal characteristics.*

Beliefs and other personal characteristics include, but are not limited to, the following:

- Race
- Color
- Religion
- Sex
- Age
- National origin
- Disability
- Pregnancy
- Marital or partnership status
- Sexual orientation
- Gender identity
- Veteran's status
- Caste
- Political Opinion

Health and Safety -- *a clean, safe and healthy work environment in compliance with all applicable, legally mandated standards*

Clean, safe and healthy work environment includes all requirements of the applicable local law – e.g. OSHA for factories in the United States. The principle areas of focus in this regard will initially comprise:

- Fire Safety
 - ✓ Fire Extinguishers
 - ✓ Fire Exits
 - ✓ Evacuation Plans
 - ✓ Fire Drills
- Machine Guards
- Personal Protective Equipment
- Lighting, Temperature and Ventilation
- Toilet facilities

Subcontracting – *subcontractors in the manufacture of Avon products to whom the Code of Conduct will apply.*

In scope:

- All factories producing finished goods for Avon including those in final form but not yet packaged;
- All factories handling or producing any products/components that are Avon branded (items where the name/logo of any Avon brands is present or items that are recognizably Avon in any way).

Communication – *communicate* this Code and the provisions to workers and supervisors.

Necessary steps to ensure the terms of the Supplier Code of Conduct are presented to employees in languages understood by all employees. This can be accomplished through meetings and presentations on the requirements, and/or posting of the code.



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AVON PRODUCTS, INC.

ACKNOWLEDGMENT OF THE GLOBAL SUPPLIER CODE OF CONDUCT

As an authorized representative of _____ (“the Company”), I acknowledge that I have read and understand the provisions of the Avon Supplier Code of Conduct. I confirm the following:

1. Except as noted below, the Company and the factories utilized by the Company for the production of Avon products – all of which are identified on the attached Supplier Factory Listing – are currently in compliance with the Avon Supplier Code of Conduct.
2. Except as noted below, I am not aware of any violations of the Avon Supplier Code of Conduct by the Company or any of the factories utilized for the production of Avon products – or in the supply chain of any factory utilized in the production of Avon products.
3. To the extent the Company suspects or becomes aware of any violation of the Avon Supplier Code of Conduct by the Company or any of the factories utilized for the production of Avon products – or in the supply chain of any factory utilized in the production of Avon products – this information will be immediately reported to Avon.

Signature

Date

Authorized Representative’s Name

Title

Company Name and Address

Name, Title & E-mail of Individual Responsible for the Company’s Compliance with the Avon Supplier Code of Conduct

Exceptions, if any:

See Attached Supplier Factory Listing



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**AVON PRODUCTS, INC.
SUBCONTRACTOR DETAILS FORM**

As an authorized representative of **[Supplier]** (“the Company”), I acknowledge that my factory must not use subcontractors in the manufacture of Avon products or product components without Avon’s approval, and only after the subcontractor has agreed to comply with the Avon Supplier Code of Conduct. Subcontractors are defined as any factory involved in the production process. Listed below are factories that are being used for subcontracting. These factories have been provided with the Avon Supplier Code of Conduct.

Subcontractor Factory Name _____

Address: _____

Phone: _____

Email: _____

Subcomponent made: _____

Does the factory handle or produce an Avon branded item or an Avon finished good? _____

Authorized Subcontractor Factory Representative Name

Title

(Signature)

Date

Submitted by Vendor/Factory _____

Address: _____

Phone: _____

Email: _____

Final assembly item produced: _____

Authorized Vendor/Factory Representative Name

Title

(Signature)

Date

Authorized Avon PD/Sourcing Name

Title

(Signature)

Date

Production Site 1	
Avon region site will be supplying	
Avon Sourcing Manager/Sourcing Contact	
Vendor Details	
Avon Vendor Number	
Vendor Name	
Vendor Address	
Vendor Contact Person	
Vendor Contact Telephone	
Vendor e mail address	
Is there a Code of Conduct that applies to all of the vendor's suppliers	
Is there a dedicated team/person responsible for implementation/monitoring of social compliance issues?	
Production Site Details	
Name	
Address	
Site contact person	
Site contact telephone number	
Site contact e mail address	
Country where based	
Has this site been used for Avon production before?	
Product Category	
Who owns the production buildings?	
Age of oldest production building	
Are any production buildings shared with other factories/entities?	
Are there dormitories for workers on site?	
Is there someone only responsible for Health and Safety based on site?	
Other social/ethical audit programs/certifications	
If 'Other' - please specify:	
Does the site have a valid ISO9001 Certificate?	
Do you use subcontractors for all or part of the production process?	
Do the subcontractors work on Avon branded components, or do they manufacture any finished products?	
Workforce Details	
TOTAL number of workers in peak period	
Number of peak season male workers	
Number of peak season female workers	
Number of management/admin staff	
Age of youngest worker on site	
Do you employ any foreign nationals?	
Do you employ any workers through a labor agency or recruitment company?	
FOR AVON INTERNAL USE ONLY:	
Completed By:	
Will factory be used for Disney or Mattel branded production for Avon?	
Expected annual purchase value (\$)	
Expected annual production units	
Cluster/Market	
Will this be sold in the brochure?	
Does/will the factory own product specific tooling?	
Is there current Avon production at this site?	

Avon Products, Inc
Model Corrective Action Plan (CAP) Report
Instructions and Example

Background

The Avon Corrective Action Plan (CAP) Report is designed to provide a mechanism for factories to communicate planned actions to address compliance issues identified during an Avon Supplier Code of Conduct audit. The Corrective Action Plan (CAP) Report has columns to be completed by the factory consistent with the instructions included below. Factories are expected to complete the Corrective Action Plan (CAP) Report within 15 days from the date of the monitoring visit and return the Corrective Action Plan (CAP) Report to Avon for evaluation. The completed CAP should be returned in English.

Instructions

The individual columns – and the instructions for completion – of the Corrective Action Plan (CAP) Report comprise the following:

Clause No. – This column identifies the number for the requirement in the Avon Scorecard report for the requirement related to the identified issue.

Original Clause Requirement – This column details the requirement from the Avon Scorecard report for the requirement related to the identified issue. .

Levels of Non-conformance – This column identifies the severity of the issued as being inconsistent with the requirements in the Avon Supplier Code of Conduct.

Audit Finding – This column identifies the issue identified during the audit which is inconsistent with the requirements in the Avon Supplier Code of Conduct. **Corrective Action Plan** – This column identifies the detailed steps and/or actions to be taken by the factory to address the identified compliance issue. Steps/actions should be presented in the form of definitive/measurable steps and should be responsive to the compliance issue. Steps/actions should correct the compliance issue and provide a mechanism to ensure the issue does not recur in the future. **This column is to be completed by the factory.**

Implementation Steps and Documentation Needs – This column identifies the expected outcome of the steps/actions to be taken by the factory to correct the identified issue. In addition, this column includes any documentation/evidence of the anticipated results to be attained upon completion of the planned steps/actions. To the extent possible, the anticipated results and documentation should be correlated to the specific steps/actions to be undertaken. **This column is to be completed by the factory.**

Responsible Individual – This column identifies the individuals at the factory responsible for the execution/completion of the identified Steps/Actions to be implemented. **This column is to be completed by the factory.**

Due Date – This column identifies the dates by which the factory is committed to complete the identified Steps/Actions to be implemented. **This column is to be completed by the factory.**

Status – This column identifies the status of the remediation of the identified issues.

Avon Products, Inc
Model Corrective Action Plan (CAP) Report
Instructions and Example

Upon initial completion of the Corrective Action Plan (CAP) Report by the factory, the Avon Social Responsibility Team will review – and accept the factory’s planned corrective actions. The acceptance of the planned actions will include consideration of the responsiveness of the planned actions to the identified issues and the timeliness of the remediation effort.

Completed Example

For illustrative purposes, a completed example of the Corrective Action Plan (CAP) Report is included on following pages.



Corrective Action Plan Report

**BUREAU
VERITAS**

Company:	ABC Garment Company
Address:	Guangzhou China
BV Reference:	1234567890
Audit Date:	1 Oct 2008
Auditor(s):	Bureau Veritas
Company Representative Acknowledgment:	Mr. Chen

Audit Standard:

Clause No.	Original Clause Requirement	Levels of Non-Conformance	Audit Findings	Corrective Action Plan (to be completed by factory)	Implementation Steps and Documentation Needs(to be completed by factory)	Responsible Individual(to be completed by factory)	Due Date(to be completed by factory)	Status
7 HEALTH AND SAFETY								
7.7	Insufficient number of properly operating fire extinguishers	Major (ORANGE)	Date of last inspection and date of last recharge not posted on 7 of 14 fire extinguishers installed in facility.	<ol style="list-style-type: none"> All fire extinguishers in the facility to be inspected and recharged as necessary Procedure to be instituted for semi-annual inspection of all fire extinguishers – with recharging as necessary 	<ol style="list-style-type: none"> All fire extinguishers to be inspected and recharged, as necessary On an on-going basis, all fire extinguishers will be inspected and recharged as necessary, to ensure future compliance <p>Documentation</p> <ul style="list-style-type: none"> ✓ Completed Fire Extinguisher inspection tags on all fire extinguishers ✓ Fire Extinguisher inspection procedures ✓ Fire extinguisher inspection log 	<ol style="list-style-type: none"> Mr. Chen – Security Manager Mr. Chen – Security Manager 	<ol style="list-style-type: none"> 1 Nov 2008 1 Nov 2008 – with first semi annual inspection on 1 March 2009 	
7 HEALTH AND SAFETY								
7.40	Other – Compliance with local laws on First Aid	Major (Orange)	First aid boxes inadequately stocked and not equipped with contents prescribed under provincial regulations	<ol style="list-style-type: none"> First Aid boxes to be inventoried and listing of required supplies – as per State regulations – to be developed All first aid boxes to be stocked with required supplies First Aid box checklist – required Suppliers – to be developed First Aid box checklist to be completed on a monthly basis – and necessary supplies to be replaced 	<ol style="list-style-type: none"> First Aid boxes to be properly stocked On an on-going basis all first aid boxes will be inspected on a monthly basis and necessary supplies will be replaced <p>Documentation</p> <ul style="list-style-type: none"> ✓ Completed First Aid box checklist 	<ol style="list-style-type: none"> Ms. Li – Factory Nurse 	<ol style="list-style-type: none"> 14 Oct 2008 20 Oct 2008 14 Oct 2008 14 Oct 2008 – with first monthly inspection on 1 Nov 	
13 COMMUNICATION								
13.1/13.2	Avon Supplier Code of Conduct is not posted and has not been communicated to workers	Minor (YELLOW)	The Avon Supplier Code of Conduct is not posted and workers are not familiar with the provisions of the Avon Supplier Code of Conduct	<ol style="list-style-type: none"> Factory will ensure copies of the Avon Supplier Code of Conduct are prominently posted in Chinese and English in areas accessible to all workers Factory will present information on the Avon Supplier Code of Conduct at a meeting for all workers Factory will include information on the Avon Supplier Code of Conduct in new hire orientation 	<ol style="list-style-type: none"> Communicate key provisions of the Supplier Code of Conduct to all workers Provide on-going information on the Supplier Code of Conduct <p>Documentation</p> <ul style="list-style-type: none"> ✓ Avon Supplier Code of Conduct – posted in English and Chinese ✓ Attendance register from factory meeting/orientation on Supplier Code of Conduct 	<ol style="list-style-type: none"> Ms. Mills – Factory Manager – HR 	<ol style="list-style-type: none"> 1 Dec 2008 15 Dec 2008 30 Jan 2009 15 Dec 2008 	

Document Request List

In preparation for the site visit, the following documents should be made available to facilitate the visit. Avon or its appointed representative will expect to review these documents as part of the monitoring process. Please indicate on the list below if these documents are available.

Document Name	Yes	No	N/A
APPLICABLE LAWS AND REGULATIONS:			
Child labor			
Restrictions on workers below the age of unrestricted employment			
Minimum wage			
Maximum daily / weekly hours			
Overtime compensation			
Annual leave and required holidays			
Other benefits and allowances			
Health and safety			
Nondiscrimination/ Harassment			
Freedom of Association			
Environment			
Other:			
FACILITY POLICIES AND RECORDS:			
Employee handbook / terms and conditions of employment			
Wage and hour policies			
Government Licenses, Certificates of Operation, Inspection Reports re: sanitation, fire safety, worker safety, structural safety, etc.			
Machinery inspection / service logs			
Policies / procedures on use of personal protective equipment			
Accident / injury log			
Emergency medical procedures			
Evacuation plan and procedures			
Timecards or other work hour support (including attendance records for temporary/agency workers if applicable)			
Payroll records for the last 12 months (e.g. piece rate records, pay stubs)			
Support for overtime calculations			
Waste disposal and environmental procedures			
WORKER DOCUMENTATION:			
Personnel file (including job application, employment contracts, discipline letters, etc.)			
Personnel identification cards, birth certificates, or other identification records			
DORMITORIES:			
Government Licenses, Certificates of Operation, Inspection Reports re: sanitation, fire safety, structural safety, etc.			
Dormitory rules and regulations			
CONTRACTS::			
Subcontractor Agreement(s) with Avon			
Contracts with any labor providers for temporary/agency labor. (Note it is expected that this would specify that workers terms and conditions are in line with all applicable labor laws)			

Appendix: Chronology of Revisions

Date:	Page	Revision Description
2/9/11	2	<ul style="list-style-type: none"> Changed two-week window to one-week window
2/9/11	3	<ul style="list-style-type: none"> Inserted confidentiality statement
2/9/11	10	<ul style="list-style-type: none"> Included additional details in factory compliance guidelines
2/9/11	25	<ul style="list-style-type: none"> Changed payroll records from the last 6 months to 12 months
8/24/11	12	<ul style="list-style-type: none"> Changed Code of Conduct, Acknowledgement Form, and added clarification of denied access, cycle audits, and additional details in factory compliance guidelines.
9/19/12	4	<ul style="list-style-type: none"> Changed cycle audit criteria, added statement about Supplier SC programs
9/19/12	18, 19	<ul style="list-style-type: none"> Added question on subcontractor form, added region to factory listing form
9/11/2013		<ul style="list-style-type: none"> Added new sourcing policies -FAD and One In/One out. Changed Factory Confirmation listing to new Factory Details Form. Added in Avon prohibited countries. Changed cycle audit criteria. Added termination guidelines. Updated format and general Requirements.
1/14/2014	4, 23	<ul style="list-style-type: none"> Changed cycle audit criteria Added statement on CL Policy for suppliers Updated FAD form
3/17/2014	2, 4,7	<ul style="list-style-type: none"> Revised to reflect a vendor paid SR program
9/30/2015		<ul style="list-style-type: none"> Revised Supplier Code of Conduct and Key Definitions
		<ul style="list-style-type: none"> Updated payment process and general requirements
		<ul style="list-style-type: none"> Updated Document Request List
		<ul style="list-style-type: none"> Changed Factory Compliance Requirements to a self assessment questionnaire
		<ul style="list-style-type: none"> Updated FAD process, changed penalties
		<ul style="list-style-type: none"> Revised definition of In scope suppliers and factories
		<ul style="list-style-type: none"> Updated format
11/10/2015		<ul style="list-style-type: none"> Updated subcontractor definition
1//8/2016		<ul style="list-style-type: none"> Update FAD penalty information
9/29/2016		<ul style="list-style-type: none"> Updated factory details form and FAD document