

Summary of Workplace Code Standards

- I. Throughout this Workplace Code Standards (“Code”) the term “Licensee” shall include all persons or entities which have entered into a written “License Agreement” with Collegiate Licensing Company (“CLC”) to manufacture “Licensed Articles” (as that term is defined in the License Agreement) bearing the names, trademarks and/or images of the University of Pittsburgh. The term “Licensee” shall for purposes of the Code, and unless otherwise specified in the Code, encompass all of Licensee’ contractors, subcontractors or manufacturers which produce, assemble or package finished Licensed Articles for the consumer.
- II. Standards: Licensee shall operate work places and contract with companies whose work places adhere to the standards and practices described below. CLC and the University of Pittsburgh prefers that Licensee exceeds these standards.
 - A. Legal Compliance: Licensee must comply with all applicable legal requirements of the country (ies) of manufacture in conducting business related to or involving the production or sale of Licensed Articles. Where there are differences or conflicts with the Code and the laws of the country (ies) of manufacture, the higher standard shall prevail, subject to the following considerations. In countries where law or practice conflicts with these workplace standards, Licensee shall consult with governmental, human rights, labor and business organizations and take effective actions as evaluated by CLC, the University of Pittsburgh or their designee, and the applicable Licensee(s) to achieve the maximum possible compliance with each of these standards. Licensee further shall refrain from any actions that would diminish the protections of these labor standards.
 - B. Employment Standards: Licensee shall comply with the following standards:
 1. Wages and Benefits: Licensee recognizes that wages are essential to meeting employees’ basic needs. Licensee shall pay employees, as a floor, at least the minimum wage required by local law or the local prevailing industry wage, whichever is higher, and shall provide legally mandated benefits.¹
 2. Working Hours: Except in extraordinary business circumstances, hourly and/or quota-based wage employees shall (i) not be required to work more than the lesser of (a) 48 hours per week and 12 hours overtime or (b) the limits on regular and overtime hours allowed by the law of the country of manufacture or, where the laws of such country do not limit the hours of work, the regular work week in such country plus 12 hours overtime; and (ii) be entitled to at least one day off in every seven day period.
 3. Overtime Compensation: In addition to their compensation for regular hours of work, hourly and/or quota-based wage employees shall be compensated for overtime hours at such a premium rate as is legally required in the country of manufacture or, in those countries where such laws do not exist, at a rate at least equal to their regular hourly compensation rate.
 4. Child Labor: Licensee shall not employ any person at an age younger than 15 (or 14, where, consistent with International Labor Organization practices for developing

¹CLC and the University of Pittsburgh will continue to monitor these issues and will promote studies that examine conditions and factors related to minimum and prevailing wages and employees’ basic needs.

countries, the law of the country of manufacture allows such exception). Where the age for completing compulsory education is higher than the standard for the minimum age of employment stated above, the higher age for completing compulsory education shall apply to this section. Licensee shall consult with governmental, human rights and nongovernmental organizations, and to take reasonable steps as evaluated by CLC, the University of Pittsburgh or their designee, and the applicable Licensee(s) to minimize the negative impact on children released from employment as a result of implementation or enforcement of the Code.

5. **Forced Labor:** There shall not be any use of forced prison labor, indentured labor, bonded labor or other forced labor.
 6. **Health and Safety:** Licensee shall provide a safe and healthy working environment to prevent accidents and injury to health arising out of, linked with, or occurring in the course of work or as a result of the operation of Licensee facilities.
 7. **Nondiscrimination:** No person shall be subject to any discrimination in employment, including hiring, salary, benefits, advancement, discipline, termination or retirement, on the basis of gender, race, religion, age, disability, sexual orientation, nationality, political opinion, or social or ethnic origin.
 8. **Harassment or Abuse:** Every employee shall be treated with dignity and respect. No employee shall be subject to any physical, sexual, psychological or verbal harassment or abuse. Licensee will not use or tolerate any form of corporal punishment.
 9. **Freedom of Association and Collective Bargaining:** Licensee shall recognize and respect the right of employees to freedom of association and collective bargaining.
- C. **Environmental Sustainability:** Licensee shall adopt responsible measures to mitigate negative impacts that the workplace has on the environment.

Additional Applicable Workplace Code Standards

Full Public Disclosure:

Licensee shall disclose to the University of Pittsburgh, CLC, or another designee, if applicable, the location (including factory name, contact name and job title, address, phone number, e-mail address, products produced, and nature of business association) of each factory used in the production of all items which bear Licensed Indicia. Such information shall be updated upon change of any factory site location. The University of Pittsburgh reserves the right to disclose this information to third parties, without restriction as to its further distribution.

Women's Rights:

1. Women workers will receive equal remuneration, including benefits, equal treatment, equal evaluation of the quality of their work, and equal opportunity to fill all positions as male workers.
2. Pregnancy tests will not be a condition of employment, nor will they be demanded of employees.
3. Workers who take maternity leave will not face dismissal nor threat of dismissal, loss of seniority or deduction of wages, and will be able to return to their former employment at the same rate of pay and benefits.
4. Workers will not be forced or pressured to use contraception.
5. Workers will not be exposed to hazards, including glues and solvents, that may endanger their safety, including their reproductive health.
6. Licensee shall provide appropriate services and accommodations to women workers in connection with pregnancy and childbirth, including, but not limited to, maternity leaves of absence.

Wages:

Compensation: Licensee recognizes that wages are the principal means of meeting the basic needs of employees and their families, and therefore shall pay a wage that enables employees to satisfy their basic needs and provide legally mandated benefits. Licensee shall ensure that wages and benefits for a standard working week meet at least legal minimum standards and industry averages, whichever is greater, and that net compensation is at least sufficient to meet the worker's basic needs, which may also include supports that address cultural and social needs of workers. Compensation standards will be adjusted periodically based on experience and increased knowledge concerning local labor markets and living conditions.

Fair Labor Association Membership

Licensee shall comply in full with the affiliation requirements of the Fair Labor Association's (FLA) Collegiate Licensee Program.

Incorporated in 1999, FLA is a collaborative effort of socially responsible companies, colleges and universities, and civil society organizations to improve working conditions in factories around the world. The FLA has developed a Workplace Code of Conduct, based on ILO standards, and created a practical monitoring, remediation and verification process to achieve those standards.

The FLA is a brand accountability system that places the onus on companies to achieve the FLA's labor standards in the factories manufacturing their products. Collegiate Institutions affiliated with the FLA seek to ensure that the licensees supplying their Licensed Articles manufacture or source those products from factories in which workers' rights are protected.

The FLA's Collegiate Licensee Program and its requirements for affiliates are outlined at the following weblink:

<http://www.fairlabor.org/fla/go.asp?u=/pub/mp&Page=CollegiateLicensees>

The Fair Labor Association may be contacted at the following address:

Fair Labor Association
1111 19th St. NW, Suite 401
Washington, DC 20036
Tel: +1-202-898-1000
Fax: +1-202-898-9050

Worker Rights Consortium Membership

Licensee shall cooperate with the Worker Rights Consortium (WRC).

The WRC is an independent labor rights monitoring organization that conducts investigations of working conditions in factories on behalf of its affiliate Collegiate Institutions. The WRC conducts independent, in-depth labor rights investigations at factories producing Licensed Articles; issues reports of its findings to affiliate Collegiate Institutions and the public; and, where needed, aids workers to ensure that violations of Collegiate Institution Codes of Conduct are corrected.

Collegiate Institutions that are affiliates of the WRC have agreed to the requirements for affiliation, found at the following weblink:

<http://www.workersrights.org/howto/>

The WRC may be contacted at the following address:

Worker Rights Consortium
5 Thomas Circle NW, Fifth Floor
Washington, DC 20005
Phone: (202) 387-4884
Fax: (202) 387-3292
lynette.dunston@workersrights.org