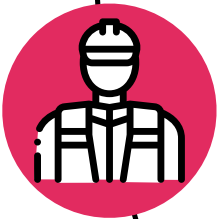


Nike Code Leadership Standards



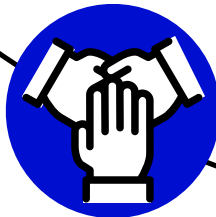
Active



Safe



Sustainable



Respected



Fair



Commitment Is Everything

At Nike, we believe that although there is no finish line, there is a clear starting line. The Nike Code of Conduct (Code) and Code Leadership Standards (CLS) lay out the minimum standards we expect each supplier facility to meet. We expect all suppliers to share our commitment to the welfare of workers and to use natural resources responsibly and efficiently. These minimum standards are integral to Nike's supplier strategies – how we evaluate baseline performance and determine the suppliers with which Nike will continue to engage and grow our business. We work with suppliers who show a commitment to managing their business responsibly and sustainably and who seek to move beyond minimum standards.



Our Expectations

We expect all suppliers to share Nike's commitment to respecting the rights of workers and advancing their welfare, with particular care for people with unique vulnerabilities such as women, migrants, and temporary workers. We also expect suppliers to use natural resources responsibly and efficiently, focusing on areas such as carbon and waste reduction. As part of Nike's growth strategy, we seek suppliers who are building agile and resilient management systems which enable them to drive sustainable business growth through developing an engaged and valued workforce, fostering a strong culture of safety, and minimizing their environmental impacts.



Our Vision for Collaboration

Nike recognizes that achieving our vision of a more responsible and sustainable supply chain will require increased collaboration and joint action not only with our suppliers, but with other brands and all stakeholders in the supply chain. We believe that relationships based on transparency, collaboration, and mutual respect are integral to making this happen. We will work with our suppliers as we continue to expand engagement with civil society, unions, governments, and others to affect systemic change to labor, health and safety, and environmental conditions in communities where our suppliers operate.



Nike Code Leadership Standards

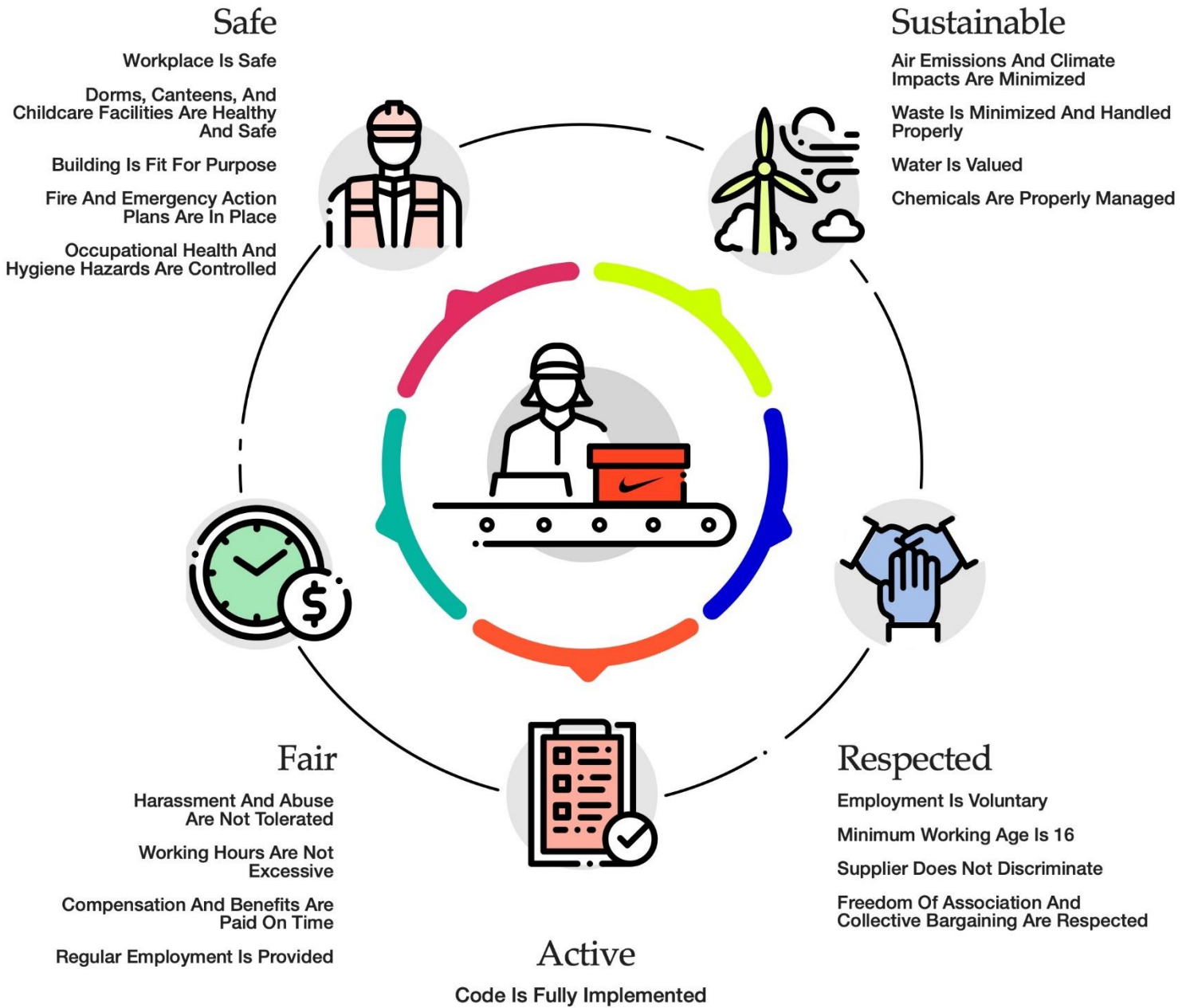


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About this Document

General

Throughout the document:

- Nike and Nike Affiliates are referred to as Nike.
- Nike Code of Conduct is referred to as Code.
- Nike Code Leadership Standards is referred to as CLS.
- Specific CLS are referenced as, for example, Code is Fully Implemented CLS.
- Specific CLS requirements are referred to as standards.

The CLS set minimum standards, except where specifically identified as a **recommended practice**.

The most recent version of the Code and CLS will be used for guidance, and supersedes and replaces all previous versions, effective commencing on the date of release to supplier.

Definitions

The below definitions are inclusive of all CLS.

A

Aboveground storage tank is a stationary container used for the storage of fuels or other chemicals which has a capacity greater than 55 gallons (approximately 200 liters) and is situated completely above the ground surface.

Abrasive blasting is one of several finishing techniques used to create a worn look for denim and other apparel products. This process is characterized by using compressed air to accelerate impact of a solid abrasive.

Abrasive blasting equipment is machinery and tools used in the abrasive blasting process, including blasting cabinets, hopper bins, and spray hoses.

Abrasives are a solid substance used to wear away a material that may contain crystalline silica, even in trace amounts. Examples of common abrasives include sand, aluminum oxide, garnet, aluminum silicate, copper slag, and iron slag.

Acclimatization is the body's adaptation to working in different environments (for example, noise, smell, and temperature).

Affected workers are those working with hazards and special equipment that require additional controls.

ANSI is the American National Standards Institute.

Asbestos containing material (ACM) is any material that contains more than 1% asbestos by weight. Asbestos mineral types include crocidolite, amosite, chrysotile, anthophyllite, tremolite and actinolite.

Asbestos is a naturally occurring mineral, made up of long thin fibers. These fibers can be dangerous if inhaled as dust and are known to contribute to increased risk of lung cancer.

Autonomous vehicles (AV) also known as self-driving vehicles, driverless cars, connected and autonomous vehicles (CAV), robotic automated machines, and robot cars, are a form of emerging technology that may provide facilities with alternatives to powered industrial trucks (PIT).

B

Bargain in good faith is to meet regularly and discuss with a willingness to reach an agreement.

Biological hazard is an airborne organic contaminant that is either generated by, or is itself, a living organism (also known as a bio-aerosol). Common bio-aerosols include bacteria, virus, fungi, molds, mildews, dust mites, spores, legionella, and pollen.

Blacklisting is creating, maintaining, using, and/or communicating lists of workers or potential workers for the purpose of denying employment or other penalty based on legally protected status or non-job-related criteria.

Bloodborne pathogens are pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV). In addition to blood, pathogens can also be found in other fluids like saliva, nasal secretion, sweat, urine and feces.

Bonded labor is a form of indenture in which a loan or debt of the worker or their family, is repaid by direct labor and the value of labor provided as reasonably assessed is not applied toward the liquidation of the debt, or the length and nature of the labor is not appropriately limited or defined.

Bundled REC is an instrument that sells the environmental attributes of renewable generation with its associated energy.

C

Canister or **cartridge** is a container with a filter, sorbent, or catalyst, or combination of these items, which removes specific contaminants from the air passed through the container.

CE Declaration of Conformity is a machine vendor's self-declaration (may be done by third party as well) that a machine is compliant with European/international machine safety standards (and risk is managed to an acceptable level). Machines will meet this standard or local law – whichever is greater.

Certified inspector is a person who based on training and experience can evaluate a machine to international machine safety standards. Typically, this person has been certified by a reputable third party.

Chemical hazard is a hazard caused by a chemical; this can be a physical or health hazard.

Chlorofluorocarbons (CFC) are fully or partly halogenated paraffin hydrocarbons that contain only carbon (C), chlorine (Cl), and fluorine (F). Commonly used as refrigerants in air conditioning units or chillers, example types of CFC include R-11 and R-12. CFCs are potent GHGs that are more effective at trapping heat than CO₂ and have a global warming potential hundreds to thousands times greater than CO₂.

Closed loop recycling is a form of recycling where solid waste is recycled by a Nike-approved external vendor back into the same or similar material or component as that originally supplied to Nike.

Coal is a combustible black or brownish-black sedimentary rock with a high amount of carbon and hydrocarbons. It is a non-renewable fuel commonly used in steam production.

Compensation are the wages and benefits (monetary and non-monetary) provided by the supplier to the worker.

Composting means the controlled biological decomposition of organic material.

Compressed air system is a group of subsystems comprised of integrated sets of components, including air compressors, air treatment equipment, controls, piping, pneumatic tools, pneumatically powered machinery, and process applications utilizing compressed air.

Compressed gas cylinder is a type of storage container for chemicals. Proper storage, handling and disposal of these containers is important, and specific Nike requirements may be found in Chemical Management.

Confined space is any space that is large enough for a person to enter, has limited means for entry and exit and is not designed for continuous occupancy. Examples include manholes, sewers, tunnels, boilers, storage tanks and pits.

Construction project is an organized process of constructing, renovating, refurbishing a building, structure, or infrastructure. A construction project generally includes any construction activity as distinguished from manufacturing, furnishing of materials, or servicing and maintenance work. A construction project refers to new buildings or other substantial Improvements to be constructed, or the alteration of existing Improvements, and may include greenfield, brownfield, expansion, and satellite facilities.

Construction subcontractor is a person or business that performs work under a contract with a general contractor. Subcontractors typically do specialty work such as plumbing or electrical installation.

D

Dead load is the load due to weight of all permanent structural and nonstructural components of a building or structure. Examples include walls, floors, roof, and fixed service equipment.

Direct discharge is the discharge of wastewater to streams, lakes, oceans, or land. Municipal and industrial facilities that introduce pollution through a defined conveyance or system such as outlet pipes are classified as direct discharges. This includes using treated wastewater for on-site irrigation purposes.

Document or **documentation** is printed, written or electronically stored information. It includes, but is not limited to, contracts and agreements, reports, notices, announcements, workers' grievances and complaints, computer files, emails, personnel files, payroll and timekeeping records, production records, and other correspondence.

Domestic migrant workers are supplier's production or operations workers who migrate or have migrated from their place of residence to another state or province within the same country of their permanent residences for specific purpose of employment.

Domestic wastewater is wastewater, also known as sanitary wastewater, generated from household activities including kitchens, dormitories, toilets, sinks and showers and is of insufficient quality for further use.

Dormitory is a housing facility in which a single room contains a number of single beds, often with shared bathroom facilities.

Downcycling is a form of recycling where an external, third-party recycles solid waste for use by parties other than Nike and Nike-sponsored partners.

E

EHS is Environment, Health and Safety.

EHS Competent Person can identify existing and predictable hazards in the surroundings or working conditions, which are unsanitary, hazardous, or dangerous to workers, and who has authorization to take prompt corrective measures to eliminate them. The Competent Person designation requires the individual to have the authority to take prompt corrective action.

EHS Practitioners implement strategy and actions usually designed by an EHS Professional. The EHS Practitioner supports a safe working environment by maintaining EHS administrative processes, conducting training and using a range of state-of-the-art tools, processes and common practice solutions to EHS risks and drive monitoring and compliance in with technical requirement, applicable laws, and behavioral risk controls.

EHS Professional is the designer of strategy relating to the organizational capabilities and management of EHS within the wider context of business processes and external regulatory, market and societal influences. The EHS Professional provides broad-based advice, support, and analysis to the organization regarding enterprise and facility risks. The EHS Professional has the responsibility to designate the

organization's EHS Competent Person.

Electronic waste or **E-waste** is electronic equipment that has reached the end of its useful life, including all components, sub-assemblies, and consumables which are part of the electronics equipment at the time of discarding.

Electric and Magnetic Field (EMF) Radiation is electric and magnetic forces surrounding any electrical device. Research has found potential health effects associated with high levels of EMF.

Elevator is a lifting device consisting of a platform or cage that is raised and lowered mechanically in a vertical shaft in order to move people or materials from one floor to another in a building.

Employment eligibility fees are all fees and costs associated with recruitment (including recruitment fees and related costs) and employment (such as uniforms, job tools or safety gear).

Energy recovery is a process in which all or a part of solid waste is processed to use the heat content, or other forms of energy, from the material.

Environmental Attribute (EA) refers to recognition of GHG emission reductions from a particular project or instrument.

Ergonomics is the science of designing equipment and operating procedures to maximize the safe and efficient interaction between people and their work.

Extraordinary circumstances are situations outside the control of the supplier typically understood as force majeure. This includes acts of nature (such as fire, flood, earthquake, or other natural disaster), hostilities or civil unrest and interruption or failure of essential utilities such as electricity.

F

Fall protection system refers to multiple, approved safety equipment components such as body harnesses, shock absorbing lanyards, deceleration devices, vertical lifelines, and anchorages, interconnected in order to stop a free fall.

Finishing technique is changing the appearance or texture of a consumer product, using physical, biological, or chemical agent.

First aid is minor medical treatment administered to an injured person. It may be used alone or as an initial treatment until the person can get professional medical care.

Fit test is a protocol to evaluate the fit of a respirator qualitatively or quantitatively on an individual. See also Qualitative Fit Test (QLFT) and Quantitative Fit Test (QNFT).

Forced labor is any work or service obtained under the threat of penalty or for which the person concerned has not offered himself or herself voluntarily. Examples include involuntary servitude and bonded labor.

Foreign migrant workers are supplier's production or operations workers who are recruited, either directly or through a third-party, and migrate or have migrated from their country of origin to another country where they are not permanent residents for specific purposes of employment.

Foreman is a skilled tradesperson who is in charge of a construction team with the same or similar skills. The foreman is generally a senior person.

Freshwater includes sources of incoming water - total municipal/city water, ground water, surface water, rainwater, and condensate use where condensate is from an external steam source that is collected or obtained for use on site in operations.

Fugitive emissions are unintentional releases of air pollutants from human activity. Examples include tank emissions, pipe leaks, and construction dust.

G

Garment finishing facilities are facilities that have manufacturing processes included in producing garments and may include fabric cutting, stitching, sewing, ironing, screen printing, embroidery.

General contractor is the main or prime contractor who is responsible for the day-to-day oversight of a construction site, management of vendors and tradespeople, and the communication of information to all involved parties throughout the course of a construction project.

Greenhouse Gas (GHG) is the atmospheric gases responsible for causing global warming and climate change. The major GHG are carbon dioxide (CO₂), methane (CH₄) and nitrous oxide (N₂O). Less common but very potent GHG are hydrofluorocarbons (HFCs), perfluorocarbons (PFC) and sulfur hexafluoride (SF₆). GHG emissions are commonly associated with the combustion of fossil fuels, such as coal, oil, and natural gas, to produce electricity or thermal energy, as well as from industrial processes or unintended equipment leaks.

H

Hazardous energy is any stored or residual energy that may cause harm as a result of unexpected energizing start up or release of stored energy. This includes electrical energy, thermal energy, chemical reactions, hydraulic energy, mechanical motion, and any other form of potential or stored energy.

Hazardous material is a substance or material that presents a risk to health, safety, environment, or property when used, stored, or transported by itself, or through interaction with other factors.

Hazardous waste is waste that exhibits one or more of the following characteristic properties – ignitability, corrosivity, reactivity or toxicity – which presents a risk to health, safety, environment, or property when improperly treated, stored, or transported.

Hazardous waste subcontractor is a third-party vendor who the supplier subcontracts with for handling, managing, transporting, treating, or disposing of hazardous waste.

Hearing conservation program is a written plan designed to prevent initial occupational hearing loss, preserve, and protect hearing, and equip workers with the knowledge and hearing protection devices necessary to safeguard themselves.

Heat stress is the broad term for several medical conditions such as heat exhaustion, heat cramps (muscle pain or spasms) and heat stroke, caused by working in hot areas.

Heavy fuel oil is the residual oil that remains after the distillation and subsequent cracking of crude oil. Compared to other types of fuel oil, carbon emissions during combustion of heavy fuel oil are much greater than other types of fuel oils. Heavy fuel oil is non-renewable and is often used for steam production in industrial applications.

Hot work is any welding, cutting, grinding or any other activity involving open flames, sparks or other ignition sources which may cause smoke or fire, or which may trigger detection systems.

Hourly workers are workers, such as production and operations workers that are required by local law to be compensated on an hourly basis (non-exempt workers). Hourly workers do not include management staff or others paid on a salaried basis as allowed by local law.

Hydrochlorofluorocarbons (HCFC) are fully or partly halogenated paraffin hydrocarbons that contain only carbon (C), hydrogen (H), chlorine (Cl), and fluorine (F). Commonly used as refrigerants in air conditioning units or chillers, example types of HCFC includes R-21 and R-22. HCFCs are potent GHGs that are more effective at trapping heat than CO₂ and have a global warming potential hundreds to thousands times greater than CO₂.

Hydrofluorocarbons (HFC) are fully or partly halogenated paraffin hydrocarbons that contain only carbon (C), hydrogen (H), and fluorine (F). Commonly used as refrigerants in air conditioning units or chillers, example types of HFCs includes R-410A and R-134a. Unlike CFCs and HCFCs, HFCs do not destroy ozone. HFCs are potent GHGs that are more effective at trapping heat than CO₂ and have a global

warming potential hundreds to thousands times greater than CO₂.

I

Incineration is a process in which solid waste is combusted without energy recovery. Combustion is controlled in chambers engineered to transform waste into ashes, fully oxidize combustion gases, and control air emissions.

Indirect discharge is the discharge of wastewater from a facility to a treatment facility not owned and operated by the facility discharging the wastewater, such as a municipal wastewater treatment plant or an industrial park treatment plant.

Indoor air quality is the condition of the air inside buildings, including emissions caused by smoke, dust, fumes, mist, biological hazards and gases and chemicals from materials, processes, and appliances.

Industrial wastewater is wastewater created as a byproduct of a manufacturing process and is of insufficient quality for further use in the manufacturing process. If domestic and industrial wastewater are mixed, the resultant mixture is considered industrial wastewater. Treated industrial wastewater used for toilet flushing is still considered industrial wastewater.

In-House recycling is a form of recycling where solid waste is reprocessed on-site for incorporation back into the supplier's production process.

Infectious and contagious diseases are caused by pathogenic microorganisms, such as bacteria, viruses, parasites, or fungi; the diseases can be spread, directly or indirectly, from one person to another.

Involuntary servitude is work or services performed under the actual or perceived threat of serious harm, physical restraint, or abuse of the legal process

Ionizing radiation is a form of radiation released as electromagnetic waves and/or subatomic particles with enough energy to break chemical bonds in molecules or remove tightly bound electrons from atoms. Examples include: X-ray, alpha and beta particles, and gamma radiation.

L

Labor agents are private employment agencies (PEAs), recruitment agencies, labor recruiters, dispatch agencies, labor brokers, and any other third parties involved in the recruitment, selection, hiring, transportation, and/or management of supplier's workers.

Landfilling is a solid waste management method where solid waste is placed on or below land surface, in an engineered facility designed, constructed, and operated in a manner that minimizes impacts to public health and the environment.

Light Amplification by Stimulated Emission of Radiation (LASER) is a device which produces a powerful narrow beam of light that differs from ordinary light in that it is monochromatic (one color), organized and directional. LASERs are commonly used for cutting materials.

Live load is the load superimposed by the use and occupancy of a building.

Local law or legal requirements includes all applicable legal and regulatory requirements from the country level down that apply to a facility's operation there. Examples include federal, regional, state, provincial, and city legal and regulatory requirements.

Lockout/Tagout (LOTO) refers to specific practices and procedures to safeguard workers from the unexpected energization or startup of machinery and equipment, or the release of hazardous energy during service or maintenance activities.

M

Machine guarding are physical devices used to protect the operator and other workers interacting with machines from hazards such as ingoing nip points, rotating parts, flying debris and sparks. Examples of guarding methods are barrier guards, two hand tripping devices, and interlocks.

Machine safety focuses on the safe design of a machine and includes electrical safety and machine guarding.

Management representative is the senior-most management within the facility and could be the manager, supervisor, or a departmental lead which manages, monitors, evaluates and coordinates operations.

Manufacturing restricted substances list (MRSL) is a list of chemical substances banned from intentional use.

Modern Slavery is used as an umbrella term covering practices such as forced labor, debt bondage and human trafficking.

Motorized passenger vehicle is a motorized vehicle intended for the carriage of passengers. Examples include microcars (golf carts and other vehicles that need no permit to be driven), taxis, passenger cars, passenger buses, pickup trucks, box trucks, semi-trucks, and motorbikes.

N

Near miss is an unplanned event that did not result in injury, illness, or property or equipment damage - but had the potential to do so.

Night work in the absence of local legal definition, is defined as any work carried out, in whole or in part, between the hours of 22:00 and 05:00.

Nike sponsored recycling is a form of recycling where solid waste is managed by a Nike-sponsored external vendor for recycling into secondary products.

Nike Restricted Substances List (RSL) is the standard for chemical compliance in finished materials, products, and related items. The RSL is available at www.nikeincchemistry.com.

NIOSH is the National Institute for Occupational Safety and Health in the United States of America.

Non-permit required confined space is a confined space that does not contain any hazard capable of causing death or serious physical harm and has no actual or potential atmospheric hazard.

Non-point source emissions are sources of emissions which are distributed from many diffuse sources and may be either anthropogenic or natural in cause.

Non-production worker is a worker in a support role, not involved in direct manufacturing of product. This includes administrative office staff, food service, custodial, in-house sales staff, apprentices not involved in production roles and security guards.

O

Occupational noise is sound in the workplace and is one of the most common occupational health and hygiene hazards. Prolonged exposure to excessive occupational noise can result in irreversible damage to a person's hearing and a reduction in their quality of life.

On-site contractor or **subcontractor** is a person or business performing work under a direct or indirect contract with the supplier. On-site subcontractor has a contractual agreement with the on-site contractor and performs work under the direction of the on-site contractor. Examples of typical work include cleaning, security, plumbing, or electrical installation.

Operations worker is a worker whose primary professional responsibility is to work with the handling of product in the facility. This includes but is not limited to picking, packing, receiving, storage, and powered industrial truck driving. Temporary operations workers employed through a third party are also included.

OSHA is the Occupational Safety and Health Administration in the United States of America.

Overtime is work performed in addition to regular working hours as defined by local law.

P

Permit-required confined space has one or more of the following characteristics:

- A potential to contain a hazardous atmosphere.
- Material that can cause the engulfment of a worker.
- An internal configuration that might cause a worker to be trapped or asphyxiated by inwardly converging walls or by a floor that slopes downward and tapers to a smaller cross section.
- Contains any other recognized serious health or safety hazard.

Personal protective equipment (PPE) is protective equipment for eyes, face, head, and extremities, protective clothing, and protective shields and barriers to protect from bodily harm through absorption or physical contact.

Physical abuse includes use or threat of physical discipline (corporal punishment).

Physical hazards are unsafe conditions that can cause injury, illness, and death. Examples include unguarded machinery, electrical hazards, heat, excessive noise, slip and fall hazards.

Point source emissions refer to air flow which is controlled in some way and released to the atmosphere from a single source such as a stack.

Pollutants generally are any substance introduced into the environment that adversely affects the usefulness of a resource.

Pollution control equipment is any equipment or process that scrubs air exhausts or treats wastewater prior to final discharge. For air, the primary method is scrubbing using freshwater. For freshwater and wastewater treatment, the general methods include physical treatment (examples include oil/freshwater separators), chemical treatment (pH neutralization) and biological treatment.

Polychlorinated biphenyls (PCB) are a group of synthetic organochlorine compounds that are nonflammable and stable. They were widely used as coolants and lubricants in electrical equipment (transformers, capacitors, light ballasts), hydraulic fluids, flame retardants, paints, inks, pesticides, and surface coatings. PCB do not degrade in the environment and are extremely toxic to wildlife and humans.

Potable water is water that is clean and healthy to drink.

Potential to emit (PTE) is the maximum capacity of a stationary source to emit under its maximum physical and operational design (does not include treatment/abatement).

Powered industrial trucks (PIT) include any mobile, power-propelled vehicle used to carry, push, pull, lift, stack, or tier materials. Common examples include forklifts, pallet trucks, tractors, platform lift trucks, motorized hand trucks, autonomous vehicles, rider trucks, fork trucks and lift trucks.

Pressure vessel and system is a container or pipeline designed to hold or transfer gases or liquids at a pressure substantially different from the ambient pressure. Equipment includes steam boilers and associated pipework, pressurized hot-water boilers, air compressors, air receivers and associated pipework, autoclaves, dye machines, gas storage tanks and chemical reaction vessels.

Pretreatment is the reduction, alteration, or elimination of pollutants in wastewater prior its discharge into a central or common wastewater treatment plant that is not owned and operated by the facility.

Prevailing wage is the level of wage generally paid in the relevant country or region of the country for work in the same sector and for comparable levels of responsibility and experience.

Production worker is a worker whose primary professional responsibility is to manufacture or directly support the manufacture of product. This includes workers in the following scenarios: line workers, packing, quality, sample room, warehouse, maintenance, and mechanic. This includes apprentices involved in production work and production workers employed through a third party or some other employment/contractual relationship.

Psychological and verbal abuse is the use of words or actions that attempt to diminish worker self-esteem and includes screaming, threatening, or use of demeaning words toward workers.

Psychosocial hazard, also known as a workplace stressor, is any occupational factor that has the potential to harm mental health and wellbeing of workers. Psychosocial hazards may lead to a wide range of mental and related physical harm including burnout, depression, anxiety, social isolation, violence, psychosocial-related health symptoms such as fainting, musculoskeletal conditions, disturbance of the gastrointestinal and cardiovascular system.

Q

Qualified Machine is a machine that has been evaluated by a certified inspector to follow international machine safety standards and has reduced machine related risks to an acceptable level.

Qualitative fit test (QLFT) is a pass/fail fit test to assess the adequacy of a respirator fit that relies upon the individual's response to the test agent.

Quantitative fit test (QNFT) is an assessment of the adequacy of respirator fit by numerically measuring the amount of leakage into the respirator. A QNFT is necessary for respirators that will achieve a fit factor greater than 10.

R

Radio Frequency (RF) Radiation is non-ionizing radiation between the frequencies of 300 kHz and 100 GHz. Thermal effects are the main health hazard. Example industrial applications include heat sealers and high frequency welders.

Raw wastewater is wastewater that has not yet been treated prior to direct or indirect discharge, or recycling efforts. This wastewater does not meet the quality standards for beneficial use.

Recycling means any process by which solid waste is used as material to manufacture a new product.

Renewable Energy Credit (REC) is a market-based instrument that represents the property rights to the environmental, social, and other non-power attributes of renewable electricity generation. RECs are issued when one megawatt-hour (MWh) of electricity is generated and delivered to the electricity grid from a renewable energy resource.

Respirator is a type of PPE that covers the nose and mouth or the entire face or head to guard the wearer against hazardous atmospheres. Respirators may be:

- Tight-fitting: half masks which cover the mouth and nose or full-face masks that cover the face from the hairline to below the chin.
- Loose-fitting: such as hoods or helmets that cover the head completely.

In addition, there are two major classes of respirators:

- Air-purifying, which remove contaminants from the air.
- Atmosphere-supplying, which provide clean, breathable air from an uncontaminated source. As a general rule, atmosphere-supplying respirators are used for more hazardous exposures.

Restricted substance list (RSL) is a list of chemicals restricted in materials and products either by law or through voluntary limitations.

S

SAFE Machine is the metric Nike uses to capture the overall safety of machines at a facility. It is calculated as:

- A percentage of total machines and is inclusive of machines that are qualified machines
- + Facility risk assessment (with machine impacts)

- + Job hazard analysis
- + Safety standard work
- + Job instruction training/certification.

All elements would be inclusive of operations and maintenance.

Safety Data Sheet (SDS) is a summary document, often required for sale and transport, which provides information about the hazards of a product, chemical composition, legal requirements, safety precautions, and emergency measures for both workers and the environment.

Sanitation is the hygienic means of promoting health through prevention of human contact with the hazards of wastes. Hazards can either be physical, microbiological, biological, or chemical agents of disease. Wastes that can cause health problems are human and animal feces, solid wastes, domestic wastewater, industrial wastes, and agricultural wastes.

Scope 1 GHG Emissions are direct GHG emissions that occur from sources that are owned or controlled by the company. Scope 1 emissions include the following:

- Generation of electricity, heat, or steam
- Physical or chemical processing
- Transportation of materials, products, waste, and employees
- Fugitive emissions

Scope 2 GHG Emissions are indirect GHG emissions from the generation of purchased electricity consumed by the company. Purchased electricity is defined as electricity that is purchased or otherwise brought into the organizational boundary of the company. Scope 2 emissions physically occur at the facility where electricity is generated.

Sexual harassment or abuse includes, but is not limited to:

- Unwelcome sexual comments, including comments about a person's body, appearance, or sexual activity, and advances or propositions of a sexual nature.
- Unwelcome physical conduct including assault, impeding, or blocking movement or physical interference, and offensive gestures.
- Offering preferential work assignments or treatment in actual or implied exchange for a sexual relationship.
- Subjecting workers to prejudicial treatment in retaliation for refused sexual advances.

Short-term contract is a contract that is one-year duration or less in the absence of local law definition.

Solid waste is discarded material, generated at the supplier's facilities, from the consumption of goods and services and the manufacture of goods. This definition does not include hazardous waste. Examples of solid waste include cutting and molding scraps, food and yard/garden waste, paper, cardboard, cloth, leather, product packaging, glass, and metal containers.

Solid waste subcontractor is a third-party vendor who the supplier subcontracts with to handle, manage, transport, treat, recycle, or dispose of solid waste such as transporters, waste management centers, down-cyclers, and disposal facilities.

Source is where an emission originates. Examples include ventilation system in a paint room, dryer vents, and boiler exhaust.

Source reduction is a solid waste management method where waste is prevented at the source. This also includes repurposing or reusing the product or material before it reaches the end of its useful life and without changing its identity.

Steam boiler is a closed vessel in which water or other fluid is heated. The heated or vaporized fluid exits the boiler for use in various processes or heating applications, including manufacturing processes, water

heating, central heating, and cooking.

Stormwater is surface water resulting from precipitation such as heavy rainfall or snow. If collected and used stormwater is considered a freshwater source.

Subcontractor is an off-site location, third party operated, or supplier owned, involved in the manufacture of materials, or finished goods.

T

Temporary worker is a production or operations worker who works on the supplier's premises, but who is paid by a third-party, such as a temporary employment agency.

Type A Standards are international machine safety standards that cover general safe design requirements for all machinery (ISO12100 – Safety of Machinery).

Type B Standards are international machine safety standards that address specific aspects of safeguarding (EIC 60204-1 – Electrical Equipment of Machines).

Type C Standards are international machine safety standards that apply to specific types of machines (an example includes a sewing machine).

U

Unbundled REC is an instrument that sells the environmental attributes of renewable generation separately from the underlying energy. Unbundled RECs can provide more flexibility in meeting renewable energy goals since it does not rely on local projects for sourcing; however, it typically does not result in additionality.

Underage worker is a worker whose age is below either the minimum legal working age established by local law or the minimum age required by the applicable standard.

Underground storage tank is a tank used for the storage of fuels or other chemicals which has 10% or more of the structure (including underground piping) located beneath the ground surface.

Union or trade union references throughout the CLS may also apply to other worker organizations.

W

Wastewater is water no longer considered usable for a given operational purpose that is directly or indirectly discharged from the supplier.

Wastewater treatment sludge is the residual solid, semisolid, or slurry material produced as a by-product of wastewater treatment processes. It is commonly generated from chemical precipitation, sedimentation, biomass, and other biological / physical / chemical treatment processes. Any other sludge or solid waste mixed into this wastewater sludge prior to sludge treatment or disposal shall be considered co-mingled and fall under definition of wastewater treatment sludge.

Widespread violations are those that are pervasive within the facility and/or represent a systemic failure that has adversely affected a large portion of workers.

Worker representative is a non-managerial position elected by their peers to represent the workers point of view in joint labor/management committees.

Work Related Injury or Illness is an event or exposure in the workplace that either caused or contributed to an injury or illness or aggravated a preexisting injury or illness.

Z

Zero Discharge of Hazardous Chemicals (ZDHC) is a global multi-stakeholder initiative of more than 160 contributors within the fashion and footwear industry, including Nike, aiming to eliminate the discharge of hazardous chemical substances into water bodies.

Active

1 Code is Fully Implemented

The following Code is Fully Implemented CLS is applicable to the entire CLS.

1.1 STANDARD

As a condition of doing business with Nike, the supplier will implement and integrate the Code, accompanying CLS and local law into its business, including development of effective management systems, and submit to verification and monitoring. The supplier will develop an internal code of conduct that includes, at a minimum, all requirements in the Nike Code. The supplier will post its code of conduct in the local language(s) of all workers and include information about its code of conduct in worker training and orientation.

1.2 REQUIREMENTS

1.2.1 APPLICABILITY

The Code and CLS apply to all suppliers (including their subcontractors) manufacturing, handling, and storing Nike product as part of Nike's end-to-end supply chain.

As the employer, the supplier is responsible for the employment relationship with its workers and fostering a safe and healthy workplace. The supplier will comply with the higher of applicable local law or CLS and are encouraged to continue to develop their own practices which provide greater protection for their workers and the communities in which they operate.

All relevant provisions of the CLS apply to:

- Production/operations workers (including workers employed through a third party or any other relationship) referred to as "worker(s)" and/or "supplier's worker(s)" throughout this document.
- On-site contractors, on-site subcontractors, and other individuals on the supplier's premises.
- Buildings (including non-manufacturing/distribution facilities such as dormitories, canteens, and childcare centers).
- Shared and multi-floor facilities.

1.2.2 LICENSEE AND AGENTS

Licensees and agents will ensure compliance with the Code and CLS and local laws in connection with the manufacturing, handling, or storage of Nike product, and comply with other requirements set forth in the current licensee and agent manual or policy.

1.2.3 INTEGRATION OF STANDARDS INTO SUPPLIERS BUSINESS PRACTICES

The supplier will adopt and adhere to rules and conditions of employment that respect its workers and, at a minimum, safeguard their rights under local law and international standards. More specific guidance is outlined in the Requirements section in each CLS.

1.2.4 POLICIES AND PROCEDURES

The supplier will have written policies and practices and maintain proper and accurate records governing all aspects of employment including, but not limited to recruiting, hiring, discipline, through to retrenchment and termination processes.

The supplier will assign responsibility for administration of human resources to clearly defined and adequately qualified staff members.

Please refer to the applicable CLS for further clarification of requirements and recommended practices for policies and procedures regarding implementation of these requirements.

As recommended practice, the supplier is encouraged to implement a regular review process of policies, procedures and their implementation and amend when warranted.

1.2.5 MONITORING AND REMEDIATION

Monitoring

The supplier will submit to, and cooperate with, Nike and/or designated third-party representatives, to verify compliance with the CLS and local law with or without prior notice.

Submission to verification and monitoring includes:

- Granting physical access of auditors or other designated representatives – immediately upon request – to supplier’s manufacturing/distribution premises, support facilities such as canteens, dormitories and storage, or any premises where pertinent documents are located. If needed for determining the actual status of working conditions on the premises, this may include areas of the workplace usually restricted from visitors for safety or intellectual property reasons.
- Facilitating unrestricted access to supplier’s workers for purposes of confidential verification interviews. The suppliers will not coach workers with respect to potential auditor questions or interfere with or retaliate against workers in connection with audits or verification visits.
- Making available documentation required to be maintained by the CLS or otherwise needed to demonstrate compliance with the Code, CLS, and applicable local law.

Transparency

The supplier is expected to be fully transparent (open and honest) regarding its implementation of and compliance with the Code and CLS. Documentation will be maintained in an original, unaltered condition. Information and documents may not be falsified or misrepresented.

For example, the supplier is prohibited from maintaining double books containing false or misleading information on wages or hours worked.

Remediation

The supplier will exercise its best efforts to timely address and remediate any issues of non-compliance identified during an audit. Failure to do so may result in sanctions within the framework of the applicable supplier or sourcing agreement, including a reduction in orders or possible divestment.

1.2.6 UNAUTHORIZED SUBCONTRACTING IS PROHIBITED

The supplier may not subcontract the production or distribution of Nike product to third-parties or supplier-owned facilities not previously approved, in writing, by Nike.

1.2.7 ETHICS

The supplier will comply with all applicable anti-bribery and anti-corruption laws and regulations, including but not limited to the US Foreign Corrupt Practices Act. The supplier will not engage, directly or indirectly, in the offer, payment, or promise of a bribe, kickback or other improper benefit in connection with the business conducted with, or services provided, to Nike. The supplier will not solicit or accept a bribe, kickback, or other improper benefit in connection with the business conducted with, or services provided, to Nike. Even if bribery is common in local practice, it does not relieve the supplier, Nike employees, or its representatives from complying with anti-corruption laws and the CLS. The supplier shall maintain an effective anti-bribery compliance program to ensure compliance with anti-corruption laws.

The supplier will maintain accurate and transparent books and records so all payments can be honestly described and documented. If the supplier becomes aware of any violation of the foregoing or any anti-bribery or anti-corruption laws or regulations in connection with the business conducted with, or services

provided, to Nike, the supplier will give notice to Nike. The supplier is aware and will make aware its employees and subcontractors providing services to Nike, of Nike's [Speak Up Portal](#) for reporting of Code and CLS concerns.

On an annual basis, the supplier agrees to provide Nike with assurances and certifications regarding the supplier's activities on its compliance with anti-bribery and anti-corruption requirements.

Gifts, Hospitality and Other Payments Policy

Unless more restrictive local laws apply, the supplier is prohibited from offering gifts of any value, or hospitality in excess of \$200 USD, to any person or entity in connection with a legitimate business purpose conducted with, or services provided, to Nike. For clarity, this is also applicable when interacting with Nike employees or its representatives.

No Auditor Bribery

Notwithstanding the above, the supplier may not offer a gift of any value (including product or product samples) to any Nike employee or designated third-party representative performing activities to monitor compliance with the Code and CLS including the following:

- Gratuity
- Entertainment
- Favor
- Cash or cash equivalents.

1.2.8 COMMUNICATION AND TRAINING:

Worker Communication

Workplace rules, policies, and practices will be communicated to workers in all languages that the workers can understand, including those languages spoken by foreign and domestic migrant workers.

Worker Orientation and Training

The supplier will provide an orientation to new workers at the time of hiring, which includes explanations of the supplier's code of conduct, rules, policies and procedures, culture, benefits, other entitlements, human resources policies, industrial relations, including respect of the right to freedom of association, and health and safety requirements. Training will be updated on a regular basis and when any policies and procedures are revised. Training should be conducted in all languages that the workers can understand, including those languages spoken by foreign and domestic migrant workers. When a worker is transferred to a different role within the organization with different requirements, an orientation should also be provided.

Supervisor Training

The supplier will make sure that supervisors are trained in applicable local laws, Code and CLS.

1.3 DOCUMENTATION

The supplier will maintain all documentation needed to demonstrate compliance with the Code and CLS and applicable laws and specific documentation identified in each CLS. Such documentation will be maintained on the supplier's premises and organized to be readily identifiable and easily accessible by Nike employees or designated third-party representatives.

Documentation will be retained for at least 12 months or as required by local law, whichever period is longer. This includes, but is not limited to, reports, notices, announcements, computer files, emails and production records.

Any additional requirements are outlined below:

- Personnel files will be maintained throughout employment. Copies of resigned workers files will be maintained for at least three years after resignation.
- Payroll and time keeping records will be maintained for a minimum of three years.
- Worker grievances and complaint resolutions will be maintained for a minimum of three years.
- Training record, documenting topics trained, date and attendees names will be maintained for a minimum of three years.
- Incident records will be maintained for a minimum of five years.
- Confidential and secure medical records will be maintained for a minimum length of employment plus 30 years. Medical records will not be disclosed without worker's written consent, except as required by local law.
- Calibration records for testing equipment will be maintained for a minimum of three years.
- Maintenance records will be maintained for the life of equipment.
- Fire evacuation drills will be maintained for a minimum of three years.
- Current playbooks, technical documents, training, and fact sheets will be available upon request.

1.4 RESPONSIBILITIES

The following responsibilities are applicable to supplier facilities. Documentation is required if one person occupies more than one role.

Facility managers define roles and responsibilities within the CLS. They ensure that the CLS is effectively implemented and maintained, including providing required resources.

Subject matter professionals establish, maintain, and introduce the CLS. Examples include EHS professionals, EHS practitioners and HR professionals.

Supervisors ensure that workers are trained and adhere to the requirements of the CLS.

Workers, on-site contractors, and on-site subcontractors adhere to the requirements of the CLS.

1.5 REFERENCES

The Code, accompanying CLS and all applicable local laws

2 Environment, Health and Safety Management System

The following Environment, Health and Safety Management System CLS is only applicable to the EHS CLS, aligned to [Sustainable](#) and [Safe](#) in the Code.

2.1 STANDARD

The supplier will develop and implement an EHS management system to identify and eliminate or reduce risks associated with operations.

As recommended practice, the health and safety management system should be equivalent to the framework outlined in ISO 45001 or the ILO guidelines on Occupational Health and Safety. The environment management system should be equivalent to the framework outlined in ISO 14001.

2.2 REQUIREMENTS

2.2.1 RISK ASSESSMENT

The supplier will conduct a comprehensive risk assessment aligned to its enterprise risk assessment and incorporating all CLS-specific risk assessment requirements.

Enterprise risk assessment provides a systematic and forward-looking analysis completed at the highest level of the organization to identify material threats, critical risks and impacts to consider when developing the labor, environmental, health and safety strategy.

Facility risk assessment aligns with the enterprise risk assessment and provides a systematic and forward-looking analysis completed at the facility level to identify material threats, critical risks and impacts to integrate into facility policies, procedures, and operations.

CLS-specific risk assessment outlines risk assessments specific to applicable CLS to incorporate in the facility risk assessment.

2.2.2 POLICIES AND PROCEDURES

Each supplier will have a written EHS policy signed by the senior location or general manager. The policy will include at a minimum:

- Statement of intent
- Commitment from senior management to comply with relevant EHS regulations and other applicable requirements
- Commitment to continuous improvement
- Framework for setting and measuring EHS goals

The EHS policy will be:

- Documented and reviewed every two years
- Communicated to all workers
- Available to the public

As recommended practice, a management of change system should be implemented.

2.2.3 ENVIRONMENT, HEALTH AND SAFETY STRATEGY

Each supplier will have a written EHS strategic plan which includes EHS objectives that are:

- Developed taking into consideration high risks (as identified in the risk assessment), legal and other requirements, technological options, financial, operational, and business requirements, and views of stakeholders
- SMART (specific, measurable, achievable, realistic and time bound) objectives

The plan may be separate or part of the overall business plan for the facility. The plan will have an assigned owner responsible for implementation.

2.2.4 DOCUMENT CONTROL

Each supplier will have a written document management plan for all EHS related documents that requires at a minimum:

- Documents are legible, have the version number and the effective date of each revision (version control).
- The current version of documents can be located when needed.
- Documents are reviewed and revised as necessary by authorized individuals at least every two years or when any significant changes occur.

- Obsolete documents are promptly removed from points of use to prevent unintended use and destroyed or archived in accordance with a written record retention program.

2.2.5 SELF-ASSESSMENT

Each supplier will have a documented self-assessment process to evaluate all aspects of their EHS management system. The frequency of the self-assessment is determined by the overall risk of the facility and may change as the risk increases or decreases.

2.2.6 NON-COMPLIANCE

Each supplier will have developed and implemented procedures for identifying, prioritizing, investigating, and resolving noncompliance with any aspect of the EHS management system. Procedures will include at a minimum:

- Method for assigning responsibility for corrective and preventative actions.
- Description of actions required to resolve and prevent noncompliance.
- Date actions will be completed by.
- Date of completion.

2.2.7 MANAGEMENT REVIEW

Each supplier will have developed and implemented procedures for an annual review of the EHS management system. At a minimum, management will include a critical review of:

- Progress against EHS strategic plan.
- Roles and responsibilities for implementing the EHS management system and EHS strategic plan.
- Implementation of processes and procedures.
- The EHS policy (every two years).
- Audit results, recommendations, noncompliance's, and corrective and preventive actions.
- Key performance indicators or metrics.
- The adequacy and effectiveness of the EHS management system.

2.2.8 COMMUNICATION

Each supplier will properly inform workers about EHS. At a minimum, suppliers will:

- Have an EHS notice board or website for communicating EHS information to workers.
- Communicate monthly EHS information to all workers.

2.2.9 TRAINING

Each supplier will have a documented training plan that identifies training programs to make sure the management system functions effectively. In addition, all workers will be effectively trained on each written procedure developed as part of the EHS management system, described in each CLS.

2.3 DOCUMENTATION

Current copy of EHS Policy

Current EHS Strategic Plan

Current Training Plan

ISO 45001 or ILO based Occupational Health and Safety Standard

Internal audit records will be maintained for a minimum of three years

Non-compliance records will be maintained for a minimum of three years

Management review records and related documents will be maintained for a minimum of three years

2.4 REFERENCES

[Lean 2.0 Playbook](#)

Guidelines on Occupational Safety and Health Management System, ILO-OSH 2001
ISO 45001 and ISO 14001

3 Environment, Health and Safety Committee

The following Environment, Health and Safety Committee CLS is only applicable to the EHS CLS, aligned to Sustainable and Safe in the Code.

3.1 STANDARD

The supplier will develop and implement EHS Committee processes and procedures to improve EHS conditions in each facility.

3.2 REQUIREMENTS

3.2.1 POLICIES AND PROCEDURES

EHS Committees are a forum to bring together people with different roles and different perspectives to discuss and recommend actions to improve health, safety, and wellbeing of the entire population. Each supplier will have one or more EHS Committees and will have documented procedures that require at a minimum:

Membership

- Committee will have at least two members if the location has 20 people or less and at least four members if the location has more than 20 people.
- Committee will be balanced with close to an equal number of management and worker representatives.
- Committee members will be representative of the major work activities.
- Committee members will serve a continuous term of at least one-year whenever possible.
- Temporary workers are expected to participate in the committee for at least a one-year term when possible.
- Participation in the committee is voluntary through an application/selection process and will not be forced.

Committee Functions

The EHS Committee will at a minimum:

- Annually elect a chairperson and may identify and elect other positions to facilitate committee functions.
- Conduct a site inspection at least one time every quarter as described below.
- Hold meetings one time a month except months when quarterly inspections are conducted.
- Document and maintain minutes from the meeting which include list of attendees, issues discussed, open and resolved action items and next meeting date.
- Identify an effective way of communicating about the committee's work and making the meeting minutes available to all workers.
- Establish a system to allow the committee members to receive and report safety, health, and wellbeing suggestions from the entire workforce.
- Create a process in which management responds to all committee recommendations before the

next meeting, or within 30 days, whichever happens first.

- The committee will review and implement procedures for investigating all EHS related incidents including injury accidents, illnesses, deaths, chemical spills, and fires.
- The committee will assess the committee process annually and make corrections and/or improvements as necessary for making the process more efficient and effective.

3.2.2 EHS COMMITTEE MEETING AGENDA

The EHS Committee meeting will cover and document the following at a minimum:

- Roll call and attendance
- Review all open action items, starting with the previous month's action items.
- Workplace safety inspection outstanding issues.
- Review new significant incidents or trends.
- Review worker suggestions.

3.2.3 QUARTERLY WORKPLACE SAFETY INSPECTIONS

The EHS Committee will make sure that the quarterly workplace inspections occur. At a minimum, the workplace inspections will:

- Document the inspection results.
- Recommend how to eliminate hazards and unsafe work practices in the workplace.
- Track non-compliances until completion.

3.2.4 TRAINING

All EHS Committee members will be trained in the following:

- Purpose and operation of the EHS Committee.
- Committee procedures.
- Methods of conducting committee meetings.
- How to access all regulatory and CLS that apply to the facility.
- Hazard identification in the workplace.
- Conducting effective accident and incident investigations.

3.3 DOCUMENTATION

EHS Committee meeting minutes and workplace safety inspections will be maintained for a minimum of three years.

Sustainable

Air Emissions and Climate Impacts are Minimized

The supplier follows all legal requirements and Nike-accepted industry standards for air emissions and energy systems management. Routine monitoring and reporting are required for: greenhouse gases, volatile organic compounds, hazardous air pollutants, particulates, ammonia, ozone depleting chemicals and combustion by-products. The supplier will maintain all relevant purchasing and inventory records. Routine performance monitoring of all emissions generating processes and equipment is required. The supplier will strive to minimize emissions through improved efficiency and use of renewable energy sources.

This section includes the following CLS:

- Air Emissions
- Greenhouse Gas Emissions

4 Air Emissions

4.1 STANDARD

The supplier will make sure that air emissions are characterized, routinely monitored, controlled, and treated according to the legal requirements and Nike-accepted industry standards. The program minimizes indoor and outdoor air pollution through program development, policy implementation, and regular training for the entire facility and process generated air emissions.

4.2 REQUIREMENTS

4.2.1 RISK ASSESSMENT

Each supplier will conduct and document an annual air emissions risk assessment which includes at a minimum:

- Identify all air emissions including source locations and characterize pollutants.
- Identify air pollution control equipment and test and/or calculate impact to emission.
- Determine the potential to emit (PTE) and test and/or calculate actual pollution emitted.
- Compare tested and/or actual pollution levels to applicable legal requirements and industry standards.

4.2.2 POLICIES AND PROCEDURES

Each supplier will have implemented procedures to reduce or eliminate the risk of air emissions which will cover at a minimum, the following:

- Maintain compliance with all legal requirements for air emissions.
- Evaluate effectiveness, at least annually, of all ventilation/exhaust systems and all air pollution control devices.
- Test all point sources, at least annually, to make sure that the emissions are within legal requirements and meet accepted industry standards and human health guidelines.
- Test all non-point sources, as needed to make sure that the emissions are within legal requirements and meet accepted industry standards and human health guidelines.
- Procedures will be established for incident reporting and investigation of any event or system failures which impact facility or process generated air emissions.

4.2.3 TRAINING

Workers that are near chemicals or air emissions systems will be trained when they are hired, annually, and anytime hazards, processes, or procedures change. This training will include:

- How to identify air emission sources, their locations, and any pollution control equipment in place.
- How to implement policies and procedures.
- How to create an implement an emergency response plan for unplanned air emissions or ventilation and pollution control failures.

Air Emissions Maintenance

Workers who maintain and analyze system performance of pollution control equipment will receive training on the specific operating requirements and protocols.

4.3 DOCUMENTATION

Refer to [1.3](#) Documentation.

Current risk assessment

Current point source inventory

Current pollution control devices

Current SDS for all chemicals emitted to air

Archived SDS will be maintained for length of chemical use plus 30 years

Annual documented testing for exhaust systems and pollution control devices

Current emergency response plan

5 Greenhouse Gas Emissions

5.1 STANDARD

The supplier will demonstrate a consistent and competent approach to GHG (greenhouse gas) emissions management at facilities. Efforts to quantify, track and report GHG emissions will be consistent with best practices and international standards.

5.2 REQUIREMENTS

5.2.1 RISK ASSESSMENT

Each supplier will conduct and document an annual GHG emissions risk assessment which will at a minimum:

- Identify all potential EHS hazards associated with GHG emissions.
- Determine risks to human health and environment.
- Determine measures necessary to prevent identified risk.
- Verify subcontractors have not installed new coal-fired thermal systems after January 1, 2025.
- Verify subcontractors are not using heavy fuel oil as a fuel source by any thermal systems.

5.2.2 POLICIES AND PROCEDURES

The supplier should, to the extent possible, include actions to reduce GHG emissions in line with the goals of the United Nations Framework Convention on Climate Change (UNFCCC) Paris Agreement, United Nations Environment Programme Montreal Protocol on Substances that Deplete the Ozone Layer and

United Nations Fashion Industry Charter for Climate Action. This includes:

Coal-fired Energy Systems

Installation of new coal-fired thermal systems, such as boilers, at any facility including materials and finished goods is prohibited beginning January 1, 2025.

Use of coal as a fuel source by any on-site energy system (examples include boilers, and combined heat and power) used to supply heat, steam or electricity for any facility including materials and finished goods is prohibited beginning January 1, 2030.

Heavy Fuel Oil

Use of heavy fuel oil (examples include Fuel Oil No. 6 – Bunker C) as a fuel source by any on-site energy system (examples include boilers, and combined heat and power) to supply heat, steam, or electricity for any facility including materials and finished goods is prohibited.

CFC

Use of chlorofluorocarbons (CFC) for any facility including materials and finished goods is prohibited, including for cooling systems and machines.

HFC

Purchase of equipment that use hydrofluorocarbons (HFC) for any facility including materials and finished goods is discouraged.

HCFC

Use of hydrochlorofluorocarbons (HCFC) for any facility including materials and finished goods is prohibited beginning January 1, 2030.

GHG Inventory

Maintain an accurate electronic inventory of all Scope 1 and Scope 2 GHG emissions in accordance with the GHG Protocol standards.

Environmental Attributes

EA will meet specified criteria to be admissible towards facility GHG emissions reduction. EA can only be claimed for electricity consumed by the facility. Three common scenarios and corresponding requirements are:

- On-site generation: On-site renewable energy sources such as rooftop solar photovoltaic (PV).
- Off-site generation: A dedicated transmission that is not interconnected with local grid.
- Off-site generation: A local transmission and distribution grid.

As recommended practice, the supplier should use the following guidance with claiming EA for off-site generation:

- **Electricity purchase contract should be based on open access direct (sleeved) or virtual power purchase agreement (PPA) regulatory framework.**
- **When open access regulatory framework is not available, it may still be possible to recognize the EA towards facility GHG emissions reduction, provided the generation point (renewable energy power plant) and consumption point (the facility) are in same or interconnected grids in the same country. This follows GHG Protocol Scope 2 Guidance as long as there is clear documentation and linkage of the generated electricity, EA, and consumed electricity.**
- **The above two examples are non-exhaustive, but the same framework should be used while interpreting other configurations.**

- In all cases wherein the generation equipment is owned by a third-party (examples include developer or independent power producers), the contract or PPA between such third-party and the electricity consuming facility will explicitly state that the consuming facility takes ownership of all EA (now existing or recognized in the future). If no regulatory mechanism exists for EA, the contract will stipulate that such third-party will transfer, retire or confirm EA to the consuming facility at the latter's reasonable request, and that they will not take action that prevents the facility from claiming EA associated with the use of generated renewable energy.
- For better traceability and documentation, the consuming facility should register the EA with a REC registry and subsequently retires those REC to claim the GHG reduction where available.
- Unbundled REC are technically recognized under the Science Based Targets initiative, but they are a lower priority option as they are less likely to result in additionality. For this reason, Nike discourages relying on unbundled REC to achieve renewable energy commitments. Unbundled REC should only be considered a temporary measure where no other options are possible (note that Nike's RE100 strategy does not currently include unbundled REC).

5.2.3 TRAINING

Workers who maintain records and analyze GHG emissions information will receive training that includes how to develop GHG emissions inventory following internationally recognized standards.

5.3 DOCUMENTATION

Refer to [1.3](#) Documentation.

GHG Inventories

GHG inventories and associated documentation will be kept for a minimum of three years. Records will meet internationally recognized standards and/or guidelines.

Other Records

Current risk assessment

Current point source inventory

Current pollution control devices

Annual documented testing for exhaust systems and pollution control devices

5.4 REFERENCES

[The Greenhouse Gas Protocol](#)

[UNFCCC Paris Climate Agreement](#)

[The Montreal Protocol](#)

[Science Based Targets Initiative](#)

[UN Fashion Charter for Climate Action](#)

The following CLS:

- Air Emissions
- Machine Safety

Waste is Minimized and Handled Properly

The supplier properly segregates, manages, transports, and disposes of all solid and hazardous waste in compliance with local law and regulations and the CLS. The supplier obtains all required permits and verifies solid and hazardous waste subcontractors are properly qualified and licensed. The supplier measures and continuously strives to minimize waste generation.

This section includes the following CLS:

- Hazardous Waste
- Solid Waste (Non-Hazardous Waste)

6 Hazardous Waste

6.1 STANDARD

The requirements in this section apply to the generation, storage, transportation, and disposal of hazardous waste.

The supplier will develop and implement policies and procedures to minimize hazardous waste generation and to minimize risks to human health and the environment associated with hazardous waste management and disposal.

The supplier will develop and implement processes and procedures for selecting licensed and qualified hazardous waste transporters, recyclers, and disposal facilities, and verifying that they exercise responsible environmental management practices. Examples include not allowing open disposal to land or water.

6.2 REQUIREMENTS

6.2.1 RISK ASSESSMENT

Each supplier will conduct and document an annual hazardous waste risk assessment which includes at a minimum:

- Identify all potentially hazardous waste generated.
- Determine the amount and location of hazardous waste generated.
- Determine risks to human health and environment.
- Determine measures necessary to prevent identified risk.

6.2.2 POLICIES AND PROCEDURES

Each supplier generating or storing 100 kg (220 lbs) or more of hazardous waste per month will implement procedures to reduce or eliminate the risk associated with hazardous waste which will cover at a minimum, the following:

- Obtaining all required permits for hazardous waste generation, storage, and disposal in accordance with local laws and regulations.
- Document and implement a hazardous waste reduction and minimization program, including any generation of hazardous waste from building operations (examples include paints or PCB).

As recommended practice, the supplier should develop an annual plan to reduce hazardous waste generation.

- Storage area requirements:
 - Storage areas will be secured.
 - Storage areas will be covered and enclosed on all five sides to protect and secure contents

- from weather, animals, and unauthorized access.
- Storage areas will have appropriate signage.
- Storage areas will have adequate ventilation.
- Storage areas will have accessible emergency eyewash and/or shower stations.
- Storage areas will have appropriate fire prevention and protection equipment.
- Eating, smoking, and drinking are not permitted in storage areas.
- There will be secondary containment for materials >55 gallons (approximately 200 liters).
- Secondary containment will be at least 110% of the volume of the largest container.
- Adequate aisle space will be maintained between containers.
- Flammable and combustible materials will be stored away from ignition sources.
- Incompatible materials will be segregated.
- Hazardous and solid waste will be segregated and stored in separate, non-adjacent areas.
- Spill response equipment including necessary personal protective equipment (PPE) will be located near storage areas.
- Workers will use appropriate PPE when in storage areas.
- Waste will be stored on impervious surfaces.
- Container requirements:
 - Containers with hazardous contents or chemicals will be stored on impervious surfaces.
 - Containers and their contents will be compatible.
 - Containers will be in good condition.
 - Containers will be clearly labeled.
 - Containers will be closed at all times when not in use.
 - Flammable material containers will be bonded and grounded/earthed.
 - Containers will be safely stacked.
 - Containers with hazardous contents will be secured to prevent falling.
 - Containers with hazardous contents will be clearly labeled as hazardous and identify the contents and associated hazards.
- Conduct and document weekly inspections of hazardous waste storage areas to make sure that they consistently conform to CLS requirements.
- Hazardous waste will be disposed within reasonable time limits. If limits are not specified in local law, refer to US EPA to ensure disposal within 180-270 days as a small quantity generator (generating less than 1,000 kg/month) or within 90 days as a large quantity generator (generating more than 1,000 kg/month) Use licensed and permitted hazardous waste transporters, treatment, and disposal facilities.

As recommended practice, the supplier should use a thorough and consistent process for qualifying and monitoring hazardous waste subcontractors.

Qualification processes could include:

- **Prequalification form completed by hazardous waste subcontractor which includes:**
 - **Historical performance**
 - **Liability insurance coverage**
 - **Evidence of legally required permits and licenses**
- **Criteria for accepting and rejecting hazardous waste subcontractors**
- **On-site evaluations and inspections of hazardous waste subcontractor's facilities**

- **Annual evaluation of hazardous waste subcontractor's operations consistent with Nike Waste Vendor Management and Evaluation Guidelines**
 - **Periodic review of selection process based on annual evaluation of hazardous waste subcontractors and risk assessment**
- Nike reserves the right to conduct its own review of hazardous waste subcontractors. In addition, Nike may require the supplier to provide Nike with documented verification of observed disposal practices.
 - On-site burning or disposal of hazardous waste as defined herein is prohibited.
 - Disposal of hazardous waste into the environment is prohibited.

6.2.3 TRAINING

Hazardous Waste Management

Workers working with hazardous waste will be trained upon hire, annually and anytime hazards, processes, or procedures change. This training will include:

- How to identify all potentially hazardous wastes.
- How to determine the amount and location of hazardous waste generated.
- How to determine measures necessary to prevent identified risk.
- How to implement policies and procedures.
- How to create and implement a spill response plan for hazardous waste.

6.3 DOCUMENTATION

Refer to [1.3](#) Documentation.

Disposal Records

Hazardous waste records will include:

- The material name.
- The physical state.
- Any associated hazards (flammable, corrosive, toxic or reactive).
- Date and quantity shipped for treatment/disposal.
- The business name and address of the generator, transporter, intermediate storage facilities, and final disposal site.
- Copy of shipping manifest signed by final disposal facility certifying receipt of the shipment.

Records will be maintained for a minimum of five years.

Other Records

Current risk assessment

Regulatory permits as required

List of licensed/permitted hazardous waste subcontractors used

Current hazardous waste inventory

Current spill response plan

6.4 REFERENCES

Nike Waste Vendor Management and Evaluation Guidance

The following CLS:

- Chemical Management
- Fire Safety Management

7 Solid Waste (Non-Hazardous Waste)

7.1 STANDARD

The supplier will develop and implement processes and procedures for the minimization and management of solid waste.

The supplier will develop and implement processes and procedures for selecting licensed and qualified waste transporters, recyclers, and disposal facilities, and verify that they exercise responsible environmental management practices. Examples include not allowing open disposal to land or water, improper disposal of waste byproducts such as incinerator ash or leachate or uncontrolled burning or emissions.

7.2 REQUIREMENTS

7.2.1 RISK ASSESSMENT

Each supplier will conduct and document an annual solid waste (non-hazardous waste) risk assessment which includes at a minimum:

- Identify all potential EHS hazards associated with handling, storage, transportation, recycling, and disposal of solid waste.
- Determine risks to human health and environment.
- Determine measures necessary to prevent identified risk.

7.2.2 POLICIES AND PROCEDURES

Each supplier will develop and implement procedures that include, at a minimum, the following:

- An inventory of all streams of solid waste. The inventory will include types and quantities of waste generated, recycled, and disposed, and names and locations of disposal facilities.
- Segregation of waste into reusable, recyclable and non-recyclable categories. Clean, dedicated containers will be provided for each of these waste categories.
- Document and implement a solid waste reduction and minimization program.

As recommended practice, the supplier should manage solid waste according to the Nike waste stewardship hierarchy, starting with waste reduction as the primary strategy and incineration as a last resort:

1. Source reduction
 2. In-house recycling
 3. Closed-loop recycling
 4. Nike Sponsored Program Recycling
 5. Down cycling
 6. Energy recovery
 7. Landfilling
 8. Incineration
- Storage area requirements:
 - Storage areas will be secured.
 - Storage areas will be covered and enclosed on all five sides to protect and secure contents

- from weather, animals, and unauthorized access.
- Storage areas will have appropriate signage.
- Storage areas will have adequate ventilation.
- Storage areas will have accessible emergency eyewash and/or shower stations.
- Storage areas will have appropriate fire prevention and protection equipment.
- Eating, smoking, and drinking are not permitted in storage areas.
- There will be secondary containment for materials >55 gallons (approximately 200 liters).
- Secondary containment will be at least 110% of the volume of the largest container.
- Adequate aisle space will be maintained between containers.
- Workers will use appropriate PPE when in storage areas.
- Waste will be stored on impervious surfaces.
- Container requirements:
 - Containers and their materials will be compatible.
 - Containers will be in good condition.
 - Containers will be clearly labeled.
 - Containers will be safely stacked.
- Use licensed and permitted solid waste transportation, recycling, and disposal companies.
 - Electronic waste (E-waste) will be recycled in accordance with Nike E-Waste Recycler Standard and this standard.

As recommended practice, facilities that are generating more than 4,000 kg (8,818 lbs.) of solid waste per month should use a thorough and consistent process for qualifying and monitoring solid waste subcontractors. Qualification processes could include:

- **Prequalification form completed by solid waste subcontractor which includes:**
 - **Historical performance.**
 - **Liability insurance coverage.**
 - **Evidence of legally required permits and licenses.**
- **Criteria for accepting and rejecting solid waste subcontractors.**
- **On-site evaluations and inspections of solid waste subcontractor's facilities.**
- **Annual evaluation of solid waste subcontractor's operations consistent with Nike Waste Vendor Management and Evaluation Guidelines.**
- **Periodic review of selection process based on annual evaluation of solid waste subcontractors and risk assessment.**
- On-site burning or disposal of solid waste as defined herein is prohibited.
- Disposal of solid waste into the environment is prohibited.

7.2.3 TRAINING

Solid Waste Management

Workers working with solid waste will be trained upon hire, annually and anytime hazards, processes, or procedures change. This training will include:

- How to distinguish between solid waste and hazardous waste.
- How to identify and prevent contamination of materials collected for recycling.
- How to implement policies and procedures.

- How to properly handle, store, document, and dispose of solid waste.
- Specific operational procedures for source reduction.
- How to use PPE.

7.3 DOCUMENTATION

Refer to [1.3](#) Documentation.

Disposal and Recycling Records

Solid waste disposal and recycling records will be maintained for a minimum of three years. Records will include shipping manifest with waste description, volume, date shipped, shipping destination, and if it was shipped to disposal or recycling.

Other Records

Current risk assessment

Regulatory permits as required

List of licensed/permitted solid waste vendors used by the supplier

7.4 REFERENCES

Nike Waste Vendor Management and Evaluation Guidance

[Nike E-Waste Recycler Standard](#)

The following CLS:

- Chemical Management
- Fire Safety Management

Water is Valued

8 Wastewater

8.1 STANDARD

The supplier minimizes freshwater withdrawals and discharges wastewater in compliance with local law and regulations and the CLS. The supplier strives to understand and manage its water risk and promotes water reduction and efficiency in operations.

8.2 REQUIREMENTS

8.2.1 RISK ASSESSMENT

Each supplier will conduct and document an annual wastewater risk assessment which includes at a minimum:

- Identification of all wastewater sources, including domestic (dormitories, kitchens, showers, toilets), industrial wastewater, wastewater generated from other abatement systems (examples include acid scrubbers and boiler stack scrubbers), and stormwater
- Understand the quality and volumetric flowrate and characterize the EHS hazards of each type of wastewater discharge.
- Understand the potential downstream impacts of discharging non-compliant wastewater. For facilities with more than one discharge point at the property boundary, understand the downstream impact of each discharge.
- Identify control measures (examples include training, inspection, and wastewater treatment plant controls) to minimize environmental risks.

8.2.2 POLICIES AND PROCEDURES

Each supplier will define policies and implement procedures for managing wastewater that includes, at a minimum, the following:

- Discharge of untreated wastewater to the environment is strictly prohibited. This includes unlined ponds and lagoons.
- Maintain valid operating license.
- Obtain all required discharge permits and/or agreements.
- Maintain an inventory of wastewater treatment equipment, including analytical test results that demonstrate compliance with all applicable regulations, standards, and permit requirements. Inventories will be reviewed on an annual basis. The inventory, at a minimum, will:
 - Define each type of wastewater treatment equipment used and demonstrate that it is suitable for treating the contaminants in the wastewater.
 - Confirm that dilution of wastewater with freshwater, cooling water, stormwater, or clean rinse water from the manufacturing process does not occur. Dilution is not an acceptable means of pollution control.
 - A documented inspection and maintenance schedule for wastewater treatment equipment.
- Develop and publish a sampling plan for wastewater and wastewater-related sludge.
- Post local requirements/parameters in a central location within the wastewater treatment plant.
- Water reuse and minimization efforts to reduce the quantity of wastewater.
- Sample and test wastewater in accordance with the authorities having jurisdiction. In addition, each supplier will sample and test their wastewater discharges in accordance with the Nike

Wastewater requirements.

- Sample and test sludge in accordance with the authorities having jurisdiction, to determine if the sludge is classified as hazardous or non-hazardous per local regulations. Sludge of any kind cannot be used as compost, fertilizer fill material or any other land application without a regulatory permit specifically approving these uses.
- Use an ISO 17025 approved analytical testing laboratory that has demonstrated proficiency in the applicable standard methods for wastewater and sludge. In the event a supplier will meet the requirements of the ZDHC Wastewater Guideline as part of Nike's Wastewater Requirement, testing will be performed by a laboratory that is accepted/approved by the ZDHC Foundation. In case there is no accepted/approved lab in country/region, they will consult the ZDHC Foundation to identify an appropriate laboratory.
- Develop a process for resolving non-compliances. This process will include root cause analysis of the non-conformance and the development of a corrective action plan to ensure the non-conformance does not reoccur. Proactively notify Nike of any water-related non-compliances.
- Maintain documentation of the wastewater analyses for review by Nike personnel upon request and make test results available through Nike's designated reporting platform.

8.2.3 TRAINING

Each supplier will provide basic freshwater conservation and wastewater awareness training as part of their new worker orientation/onboarding training to workers. Training will include:

- Types of wastewater discharges, discharge points and sources.
- Consequences of untreated wastewater discharges to the environment.

Workers responsible for operating and maintaining the wastewater treatment system(s) will receive the same training as outlined above, as well as training in:

- The use of personal protective equipment (PPE).
- Operation and maintenance of incoming freshwater treatment equipment, including freshwater recycling equipment.
- Operation and maintenance of wastewater treatment systems, including collection of operational data.
- Proper sampling techniques and procedures.
- Troubleshooting and root-cause analysis to resolve and address excursions that result in wastewater non-compliances.
- Development of corrective action plans to resolve process excursions and non-compliances.

8.3 DOCUMENTATION

Refer to [1.3](#) Documentation.

Training Records

Documentation demonstrating that personnel responsible for operating and maintaining the water and wastewater treatment equipment are trained and qualified to perform these duties. Examples of documentation include certificates issued from institutions qualified to teach water and wastewater treatment.

Worker training records will be available and retained for at least three years.

Other Records

Current wastewater risk assessment and inventories of discharges and pollution control equipment.

Current wastewater discharge permits.

Inspections for pollution control equipment will be maintained for a minimum of three years.

Maintenance and repair records for pollution control equipment will be maintained for the life of the equipment.

Laboratory analytical results for wastewater testing will be maintained for a minimum of five years or most current results.

Disposal documents for accumulated sludge will be maintained for a minimum of five years.

8.4 REFERENCES

[Nike Wastewater CLS Requirement Guidance](#)

ZDHC Wastewater Guideline, www.zdhc.org

Chemicals are Properly Managed

9 Chemical Management

9.1 STANDARD

The supplier demonstrates a consistent, effective, and legally compliant approach for chemicals management. The program clearly identifies and mitigates chemical risk to workers, the environment, and consumers by facilitating procurement, proper handling, storage, use, and disposal of chemicals.

The standalone CLS for Restricted Substance Management, Hazardous Materials and Storage Tanks are replaced with the requirements within this CLS.

9.2 REQUIREMENTS

9.2.1 RISK ASSESSMENT

Each supplier will conduct and document an annual chemical management risk assessment which includes at a minimum:

- Identify all chemicals, hazards and potential restricted substances associated with each.
- Determine the amount and location of chemicals used and stored.
- Determine the risks to human health and environment.
- Determine the measures necessary to prevent identified risks.

9.2.2 POLICIES AND PROCEDURES

Each supplier will implement procedures to reduce or eliminate the risk associated with chemicals management including procurement, proper handling, storage, use, and disposal, which will cover at a minimum, the following:

- Maintain an accurate electronic inventory of all chemicals, including any chemicals of risk in building operations (examples include mercury or PCB).
- Maintain an accurate electronic inventory of all safety data sheets (SDS).
- Access the most up to date version of the ZDHC Manufacturing Restricted Substances List (MRSL) and Nike Restricted Substance List (RSL) and ensure that the requirements are met.
- Document the approach to procuring compliant chemical formulations including:
 - Identification of approved chemical suppliers.
 - Identification of compliant formulations.
- Identify and segregate chemical formulations, materials and products which are non-compliant with MRSL and/or RSL.
- Storage area requirements:
 - Storage areas will be secured.
 - Storage areas will be covered and enclosed on all five sides to protect and secure contents from weather, animals, and unauthorized access.
 - Storage areas will have appropriate signage.
 - Storage areas will have adequate ventilation.
 - Storage areas will have accessible emergency eyewash and/or shower stations.
 - Storage areas will have appropriate fire prevention and protection equipment.
 - Eating, smoking, and drinking are not permitted in storage areas.
 - There will be secondary containment for materials >55gal (approximately 200L).

- Secondary containment will be at least 110% of the volume of the largest container.
- Adequate aisle space will be maintained between containers.
- Flammable and combustible materials will be stored away from ignition sources.
- Incompatible materials will be segregated.
- Spill response equipment including necessary PPE will be located near storage areas.
- Workers will use appropriate PPE when in storage areas.
- Container requirements:
 - Containers will be stored on impervious surfaces.
 - Containers and their materials will be compatible.
 - Containers will be in good condition.
 - Containers will be clearly labeled.
 - Containers will be closed at all times when not in use.
 - Flammable material containers will be bonded and grounded/earthed.
 - Containers will be safely stacked.
 - Containers with hazardous contents will be secured to prevent falling.
 - Containers with hazardous contents will be clearly labeled as hazardous and include identification and hazards.
 - Containers that are also underground storage tanks will have a functioning leak detection system and overfill protection device in place.
- Follow RSL guidance on routine and random testing and comply with all chemical limits listed in the RSL.

Any material or item that fails the RSL testing will be quarantined.

- Follow the RSL failure resolution process in the event of an RSL test failure, including detailed documentation of the root cause and corrective actions.
- Ensure a documented spill response plan and applicable equipment is available where chemicals are used and stored.
- Document and implement a chemical efficiency and minimization program.

As recommended practice, the supplier should develop an annual plan to improve chemical productivity.

9.2.3 TRAINING

Workers working with chemicals will be trained upon hire, annually and anytime hazards, processes, or procedures change. In addition to annual training, specific RSL compliance training is required every two years.

Annual training includes:

- How to identify all chemicals.
- How to determine the amount and location of chemicals used.
- How to determine measures necessary to prevent identified risk.
- How to implement policies and procedures.
- How to create and implement a spill response plan for chemicals.

The following training is for all relevant workers:

- How to manage RSL compliance. Refer to the Chemistry Playbook.
- How to effectively manage chemicals. Refer to the Chemistry Playbook.
- How to inspect and transfer chemicals for above and underground storage tanks.

9.3 DOCUMENTATION

Refer to [1.3](#) Documentation.

Current risk assessment

Current chemical inventory

Archived chemical inventory will be maintained for length of chemical use plus 30 years

Current Safety Data Sheets (SDS) for all chemicals

Archived SDS for length of chemical use plus 30 years

Annual documented integrity testing for underground storage tanks kept for length of occupancy plus 30 years

Maintain RSL testing records for a minimum of 10 years

Current spill response plan

9.4 REFERENCES

[Chemistry Playbook](#)

Safe

Workplace is Safe

The supplier provides a safe workplace setting and takes necessary steps to prevent accidents and injury arising out of, linked with, or occurring in, the course of work or as a result of the operation of the supplier's facilities. The supplier has systems to detect, avoid, and respond to potential risks to the safety of all workers.

This section includes the following CLS:

- General Workplace Safety
- Machine Safety
- Machine Guarding
- Confined Spaces
- Contractor Safety
- Control of Hazardous Energy (LOTO)
- Electrical Safety
- Fall Protection
- Maintenance Safety
- Injury and Illness Management
- Pressure Vessels and Compressed Air
- Traffic and Vehicle Management
- Powered Industrial Trucks

10 General Workplace Safety

10.1 STANDARD

The supplier will develop and implement process and procedures to reduce or eliminate risk associated with the workplace environment.

10.2 REQUIREMENTS

10.2.1 GENERAL DUTY

Each supplier has a general duty to furnish to each worker a place of employment which is free from recognized hazards that are causing or are likely to cause death or serious physical harm to the worker or environment.

10.2.2 HOUSEKEEPING

Each facility will make sure that all areas where workers, on-site contractors and on-site subcontractors work, or travel to, are kept clear of hazards. At a minimum, each facility will:

- Keep all places of employment clean, dry and in a good state of repair.
- Maintain walkways clear of tripping hazards and other obstructions.
- Provide and maintain a minimum clearance of 0.9 m (3 ft) for all electrical panels, eyewash, shower stations and other emergency equipment.
- Maintain exits for free and unobstructed egress from all parts of the building. No door or

passageways may be locked or fastened to prevent escape.

- Keep storage areas orderly. Do not store materials within 45 cm (18 in) of ceiling or fire sprinklers (whichever is lower).
- Clean up spills immediately and put warning signs on wet floor.
- Protect windows and transparent surfaces in doors from breakage. Mark the doors or partitions with decals if there is a risk of people walking into them.

10.2.3 PEST CONTROL

Each supplier will establish procedures for insect and rodent control. At a minimum, the procedures will:

- Chemicals used to treat pests and rodents must be approved for use around people and be managed in accordance with Chemical Management, Hazardous Waste, and Solid Waste (Non-Hazardous Waste).
- Include in scope non-manufacturing/production facilities such as dormitories, canteens, and childcare centers.
- Contract a pest control service to inspect and treat to control the infestation of insects and rodents at a minimum of one time each month.
- Use only approved applications in accordance with local law that are suitable for use around people.
- Dispose of traps that contain rodents, insects, or other vermin.
- Maintain an on-site pest control log with written pest control reports. The log will include the following:
 - A map
 - Labels from chemicals used
 - Safety data sheets (SDS)
 - Pest control contract and certificate of insurance and license.
- Notify the Facility Manager

10.2.4 TRAINING

Workers will receive training which includes at a minimum:

- Overview of each element of workplace safety
- General care and workplace safety behaviors

10.3 DOCUMENTATION

Refer to [1.3](#) Documentation.

10.4 REFERENCES

The following CLS:

- [Traffic and Vehicle Management](#)
- [Powered Industrial Trucks](#)
- Chemical Management
- Hazardous Waste
- Solid Waste (Non-Hazardous Waste)

11 Machine Safety

11.1 STANDARD

The supplier will develop and implement processes and procedures to reduce or eliminate risk of injuries due to unsafe machinery. Machine safety focuses on all aspects of the design of the machine including Machine Guarding.

11.2 DEFINITIONS

SAFE Machine is the metric to capture the overall safety of a machine. It is calculated as a percentage of total machines and is inclusive of machines that are qualified machines, facility risk assessment (with machine impacts), job hazard analysis, safety standard work and job instruction training/certification. All elements would be inclusive of operations and maintenance.

11.3 REQUIREMENTS

11.3.1 RISK ASSESSMENT

Each supplier will conduct and document an annual machine safety risk assessment which includes at a minimum:

- Survey all machines and equipment for hazards.
- Evaluate risks associated with identified hazards.
- Identify and implement of control measures to reduce the risk. Examples include fixed guards, interlocks, two-hand controls.

11.3.2 POLICIES AND PROCEDURES

Each supplier will have implemented procedures to reduce or eliminate the risk of an injury from unsafe machinery, which will cover, at a minimum, the following:

Machine Purchases

A technical file completed by a certified inspector (either internal or external) that includes at a minimum:

- Machinery risk assessment (ISO 12100 or equivalent).
- Demonstration of compliance with European standards (EIC 60204-1 Electrical, European Safety Directive 2006/42/EC – Machine Safety Annex I Essential Safety and Health Requirements, and any relevant Type C standards) or local regulatory standards whichever is greater.
- Relevant functional test reports.
- Purchases of new electric motors or replacement motors (50Hz or 60Hz; 0.75 – 200kW; 2, 4, 6, and 8 pole) will meet IE3 – Premium Efficiency standards or better. Exceptions are 8 pole motors over 200kW and motors behind a variable frequency drive where motor will meet IE2 standard.

Machine Installation

A machine installation plan for reducing health and safety risks related to machine installation that includes at a minimum:

- Assessment of the machine installed.
- Size, weight, dimensions, review of risk assessment.
- Installation needs – where unloaded, demolition, equipment, expertise needed.
- Clear paths.
- Assessment of the structural building requirements. Refer to the [Building Design and Structure Safety](#) CLS.
- Assessment of the required utilities.

- Provisions to set up barriers to separate installation from workers.
- Review and update fire and emergency requirements, chemical management requirements, or different health hazards. Examples include noise and chemical exposure.
- Validate that the extraction is designed with proper capture velocity, correct materials and installed properly.

Purchases of new electric motors or replacement of electric motors in sewing and stitching machines are servo type or better.

As recommended practice, the supplier is encouraged to have only servo type or better motors in sewing and stitching machines.

Machine Operations

Requirements to develop and update as necessary for all general operations:

- Job hazard analysis.
- Safety standard work.
- In-job instruction.

Machine Maintenance

- Machine-specific lockout/tagout procedures that address all energy sources.
- Job hazard analysis.
- Safety standard work.
- In-job instruction.

Machine Disposal

A process for a machine disposal plan that includes:

- Assessment of the machine.
- Size, weight, dimensions, review of risk assessment.
- Decommission needs where unloaded, demolition, equipment, or expertise is needed.
- Clear paths.
- Assessment of the utilities to be demolished. Refer to the [Building Design and Structure Safety CLS](#).
- Assessment of the required utilities.

Make sure that the barriers are set up to separate from workers.

Identify decommission and disposal requirements aligned with the CLS and local regulations.

Internally Designed/Developed Machinery

Machines have had a documented design review for all machine safety aspects.

Documented machine risk assessment.

Demonstration of compliance with European standards (IEC 60204-1 Electrical, European Safety Directive 2006/42/EC – Machine Safety Annex I Essential Safety and Health Requirements, and any relevant Type C standards) or local regulatory standards whichever is greater as verified by a certified machine safety inspector.

Metrics

A documented process for maintaining records of the number and percentage of SAFE machines.

Machine Safety Strategic Plan

A strategic plan to reach the target of 100% SAFE machines.

11.3.3 TRAINING

All workers working with machinery will receive machine safety training upon initial hire. Training will include at a minimum:

- Machine hazards and how to protect against those hazards.
- Safe operating procedures.

All workers involved in the design and development of machines will receive training on machine safety standards and procedures and safe design practices.

All operators, including temporary workers, will be trained/qualified to operate machine.

Maintenance personnel will be trained/qualified for maintenance activities on specific machines.

11.4 DOCUMENTATION

Refer to [1.3](#) Documentation.

Each facility must maintain machine safety incident records for a minimum of five years.

A technical file for machine safety demonstrating compliance with international machine safety standards for the life of equipment.

11.5 REFERENCES

The following CLS:

- [Control of Hazardous Energy](#)
- Building Design and Structure Safety
- Occupational Noise Exposure
- Maintenance Safety
- Fire Safety Management
- Emergency Action
- Occupational Exposure Limits
- Pressure Vessels and Compressed Air

Technical file for the machine demonstrating compliance with international machine safety standards for life equipment.

[Machine Safety Playbook](#)

International Standards Organization – [ISO 12100 Safety of Machinery](#) – General principles for design – Risk Assessment and Reduction

[European Union Machinery Directive](#) – MD 2006/42/EC

International Electrotechnical Commission – [IEC 60204-1](#) – Electrical Equipment of Machines – Part 1: General Requirements

12 Machine Guarding

12.1 STANDARD

The supplier will develop and implement process and procedures to reduce or eliminate risk of injuries due to moving machine parts by using machine guarding. Machine Guarding protects people who interact with machines from machine hazards. Machine Safety focuses on the design of the machine, which also includes machine guarding.

12.2 REQUIREMENTS

12.2.1 RISK ASSESSMENT

Each supplier will conduct and document a machine guarding risk assessment which includes at a minimum:

- Survey of all machines and equipment for hazards associated with moving machine parts.
- Evaluation of risk associated with hazards.
- Identification and implementation of control measures to reduce the risk. Examples include fixed guards, interlocks, two-hand controls.

12.2.2 POLICIES AND PROCEDURES

Each supplier will have implemented procedures to reduce or eliminate the risk of an injury from moving machinery parts, which will cover, at a minimum, the following:

- Evaluation for new and/or modified equipment considering first eliminating then protection against hazards.
- Guards will be in good operating condition and securely in place.
- Guards will not create additional hazard.
- Fans and other rotating equipment located less than 2.1 m (7 ft) above the working surface will be guarded with openings of less than 1.25 cm (0.5 in).
- Machines with rotating parts will be enclosed and interlocked with automatic shut off mechanism.
- Secure machines or equipment that can walk or move during operation.
- Annual inspections of guarding on machines.
- Preventative maintenance and repair meeting lockout/tagout requirements.

12.2.3 ELEVATORS, ESCALATORS AND MATERIAL LIFTS

Risk Assessment

Each supplier will conduct and document an annual elevators, escalators and material lifts risk assessment which includes at a minimum:

- Identification of hazards associated operations and maintenance of elevators, escalators, and material lifts.
- Evaluation of the risk associated with hazards.
- Identification and implementation of control measures to reduce the risk to an acceptable level. Examples include interlocks, preventative maintenance.

Program

Each supplier will implement procedures for elevators, escalators and material lifts which will cover at a minimum, the following:

- Post the safe lifting load and indicate if the equipment is not intended for human use.
- Position or install to prevent the risk of injury to users and bystanders.
- Install interlocks, barriers, and safety devices where appropriate to prevent injury.
- Perform preventative maintenance regularly.
- Perform repair and maintenance activities in adherence to lockout/tagout requirements.
- Use barriers and signs used to prevent entry when equipment is inoperable.
- Develop procedures to address elevator, escalator, and material lift use in the event of an emergency.
- Conduct third party inspection and certification at intervals that meet local law.

- Ensure vertical clearance to any overhead obstruction of at least 2.1m (7ft).

12.2.4 TRAINING

All workers working with moving machinery will receive safety training upon initial hire. Training will include at a minimum:

- Machine hazards.
- Safe operating procedures.
- Information on the machine's guards and their proper use.
- Notification procedures if guarding is missing, damaged, inoperable, or other unsafe condition exists.

12.3 DOCUMENTATION

Refer to [1.3](#) Documentation.

Evaluation records for new and modified equipment for life of the equipment

Repair records will be maintained for the life of the equipment

12.4 REFERENCES

Control of Hazardous Energy (LOTO) CLS

13 Confined Spaces

13.1 STANDARD

The supplier will develop and implement processes and procedures to reduce or eliminate risk associated with entry into confined spaces.

13.2 REQUIREMENTS

13.2.1 RISK ASSESSMENT

Each supplier will conduct and document an annual confined spaces risk assessment which includes at a minimum:

- Identification of all confined spaces and their associated hazards.
- Evaluation of the risk associated with each hazard.
- Identification of control measures to reduce or eliminate the risk. Examples include entry procedures, PPE, communication, and training.

13.2.2 POLICIES AND PROCEDURES

Each supplier will have implemented written procedures for confined spaces. An inventory of the confined space will be completed, the confined space is required to be classified as permit or non-permit, and will cover at a minimum, the following requirements:

- Permit-required confined spaces:
 - Confined spaces that have a medium or high risk identified in the risk assessment will have a permit for entry.
 - Unauthorized workers will be restricted from entering permit-required confined spaces.
 - Warning signs will be posted on all access points. The sign will read:

DANGER – PERMIT REQUIRED CONFINED SPACE, DO NOT ENTER

- Responsibilities of permit-required confined space entrants, entrant supervisors and attendants.
- Entry-permit requirements:
 - Confined space name and location
 - Entry purpose, date and duration of work including entry expiry date and time.
 - List of authorized entrants, entry attendants and entry supervisor.
 - The hazards associated with the confined space and how to control them.
 - Isolation procedures.
 - Acceptable entry conditions.
 - Required atmospheric testing and ongoing monitoring results.
 - Rescue and emergency requirements.
 - Communication procedures for attendants and entrants.
 - Required entry equipment. Examples include a tripod and winch, full body harness.
 - Details of other permits (hot work).
- Annual calibration and pre-entry self-calibration for all monitoring and test equipment.
- Each supplier will have an annual documented process for confined space entry procedures that includes workers, on-site contractors, and on-site subcontractors.
- Requirements for classifying a confined space as a non-permit confined space.
 - Make sure that the confined space does not contain an actual or potential hazardous atmosphere.
 - Make sure that the confined space does not contain hazards capable of causing death or serious physical harm. This includes any recognized health or safety hazards including engulfment in solid or liquid material, electrical shock, or moving parts.
 - Entering to remove hazards, the space will be treated as a permit-required confined space until hazards have been eliminated.
 - Reclassify a non-permit confined space to a permit-required confined space, if necessary, when changes in the use or configuration of the space increase the hazards to entrants.

13.2.3 TRAINING

Training will be conducted for all workers involved in confined space work (examples include entrant, attendant, supervisor, rescue team) at the time of initial assignment and at least annually thereafter. This training will include:

- Confined space entry hazards and control measures.
- Entry permit.
- Use of all equipment.
- Communications.
- Rescue and emergency requirements.

13.3 DOCUMENTATION

Refer to [1.3](#) Documentation.

Confined space entry permits will be maintained for a minimum of one year

Monitoring records will be maintained for a minimum of three years

13.4 REFERENCES

[Contractor Safety](#) CLS

14 Contractor Safety

14.1 STANDARD

The supplier will develop and implement processes and procedures to reduce or eliminate EHS risk associated with on-site contractor and subcontractor activities.

14.2 REQUIREMENTS

14.2.1 RISK ASSESSMENT

Each supplier will conduct and document an annual contractor safety risk assessment which includes at a minimum:

- Tasks and associated hazards that may be contracted or subcontracted.
- Evaluation of risk associated with the listed hazards.
- Identification of control measures to reduce or eliminate the risk.

14.2.2 QUALIFICATION

Each supplier will have qualification processes for any on-site contractor or subcontractor performing equipment or facility maintenance or is performing tasks with greater than low risk. Qualification processes at a minimum include:

- Prequalification form completed by each affected supplier which includes:
 - Historical EHS performance.
 - Sufficient liability insurance requirements (broad coverage, as defined in each country, is recommended).
 - Implementation of applicable safety programs and training.
- Evaluation process for accepting or rejecting suppliers.
- Documented listing of qualified suppliers.
- Annual evaluation of listed qualified suppliers.

Make sure that all licenses, permits and approvals to perform work are in place. Make sure that the minimum liability requirements (as defined by the appropriate jurisdiction, nature of work, best practice) are met.

14.2.3 PRE-JOB REVIEW/ORIENTATION

Each supplier will conduct an on-site contractor and subcontractor pre-job review and orientation which includes at a minimum:

- Orientation of facility including emergency exits, alarm recognition, and actions to take in the case of an emergency.
- Verification of any required on-site contractor and subcontractor training and or certifications.
- Verification of safety data sheet for any chemicals brought on site.
- Review of the equipment brought on site to ensure it is in good condition and complies with all regulatory requirements.
- Review of all applicable EHS regulations as well as supplier EHS policies and procedures.
- Review of general safety rules.
- Housekeeping, cleanup, and disposal requirements.
- Incident reporting.
- Provisions of noncompliance.

14.2.4 MONITORING

Each supplier will have a monitoring process for on-site contractor and subcontractors. Level of monitoring will be determined by level of risks involved with tasks.

Provisions of Noncompliance

Each supplier will have a process for noncompliance with any part of the supplier's contract safety policy and procedures.

14.2.5 TRAINING

All affected managers, supervisors and workers will be trained on the supplier's contractor safety policy and procedures.

14.3 DOCUMENTATION

Refer to [1.3](#) Documentation.

Qualification Records

Each supplier will maintain current prequalification/qualification forms.

Each supplier will maintain current evaluations of prequalification/qualification forms.

Other Records

Each supplier will maintain current risk assessment of supplier tasks.

Each supplier will maintain monitoring records for a minimum of three years.

14.4 REFERENCES

Confined Spaces CLS

15 Control of Hazardous Energy (LOTO)

15.1 STANDARD

The supplier will develop and implement processes and procedures for LOTO (lockout/tagout) of machinery and equipment to make sure that hazardous energy is controlled.

15.2 REQUIREMENTS

15.2.1 RISK ASSESSMENT

Each supplier will conduct and document an annual control of hazardous energy (LOTO) risk assessment which includes at a minimum:

- Identification of equipment, tasks (examples include installation, maintenance, inspection, cleaning or repair of machinery or equipment) and their associated hazards resulting from uncontrolled hazardous energy sources.
- Evaluation of risks associated with hazardous energy.
- Control measures to reduce or eliminate risks (for example, LOTO procedures).

15.2.2 POLICIES AND PROCEDURES

Each supplier will implement procedures to reduce or eliminate the risk associated with the control of hazardous energy. Procedures will cover, at a minimum, the following:

- Machine specific LOTO procedures will be documented for equipment with multiple energy sources.

- Provision of individually assigned locks, keys, and tags to secure energy control devices. Only workers who install locks and tags can remove them.
- Isolation and de-energization of equipment:
 - Disconnection or shut down of engines or motors that power mechanical systems.
 - De-energizing electrical circuits by disconnecting power/ lockout.
 - Blocking gas or liquid flows in hydraulic, pneumatic or stream systems.
 - Blocking machine parts against motion that may result from gravity.
- Dissipation of any stored energy after system has been de-energized:
 - Venting of gas or liquids from pressure vessels, tanks or accumulators until internal pressure is at atmospheric pressure (in consideration of worker and environmental safety).
 - Discharging of capacitors by grounding.
 - Releasing or blocking of springs that are under tension or compression.
 - Dissipating inertial forces by allowing the system to come to a complete stop after shutting down and isolation.
- Verification of isolation and de-energization.
- Re-energization of equipment:
 - Inspection of work, removal of locks, safe start up and re-energizing when workers are clear of danger points.
 - When LOTO devices will be temporarily removed to test or position the machine or equipment, provisions will provide adequate protection to workers.
 - Notification of workers when the work is complete, and equipment is running.
 - Monitoring of re-energized equipment to ensure safe operation.
- The use of tag alone when no other means of isolation exists.
- Multiple lockout equipment and procedures when more than one worker is involved in the isolation process.
- Forced removal of locks is only permissible by the location manager, in person, after being satisfied that the machinery is safe, and all workers are out of the danger area.

15.2.3 MONITORING

Each supplier will have an annual documented monitoring process for the LOTO procedures including workers, on-site contractors, and on-site subcontractors.

15.2.4 TRAINING

All workers will receive awareness level training on LOTO.

Workers involved in LOTO will be fully trained. Refresher training will be carried out annually. Training will include:

- Where, what, and how to isolate all energy sources.
- Use of locks and tags on control devices.
- Verification of isolation.
- Safe start up and re-energizing procedures.
- Hazard identification and control.

15.3 DOCUMENTATION

Refer to [1.3](#) Documentation.

Each supplier will maintain monitoring records for a minimum of three years.

16 Electrical Safety

16.1 STANDARD

The supplier will develop and implement processes and procedures to reduce or eliminate risk associated with electrical hazards.

16.2 REQUIREMENTS

16.2.1 RISK ASSESSMENT

Each supplier will conduct and document an annual electrical safety risk assessment which includes at a minimum:

- Identification of electrical related tasks and associated hazards.
- Evaluation of risk associated with hazards.
- Control measures to reduce or eliminate risks. Examples include PPE, operating procedures, training, and safe work practices.

16.2.2 POLICIES AND PROCEDURES

Each supplier will have implemented procedures to reduce or eliminate the risk associated with electrical hazards. Procedures will cover, at a minimum, the following:

Arc Flash Analysis

A study of the facility's power system to determine the incident energy available at specific electrical devices that workers would be exposed to while being near or working with the electrical equipment at the facility.

General Electrical Safety

Only trained and authorized workers may conduct repairs to electrical equipment.

Individuals performing work on energized electrical circuits will hold appropriate qualifications and be specifically authorized to perform such work.

Electrical distribution areas will be guarded against accidental damage. Examples include specifically designed rooms, using substantial guard posts and rails.

Access to electrical distribution rooms will be restricted to authorized workers.

All electrical distribution panels, breakers, switches, and junction boxes will be completely enclosed and protected from wet conditions.

All electrical control devices will be labeled to identify the equipment controlled.

All electrical distribution panels will have 0.9 m (3 ft) clearance.

All conduits will be fully supported throughout their length. Non-electrical attachments to a conduit are prohibited.

All electrical wiring and cables will be in good condition (no exposed circuits).

Extension cords will be used on temporary basis only.

GFCI (ground fault circuit interruption) will be provided for wet locations.

Site specific electrical safety rules will be available.

Electrical Inspections

The facility will have an inspection and testing schedule. The frequency of these inspections depends on the local law, type of equipment, the environment it is used in and the frequency of use.

Major modifications to new and existing facilities will be inspected to verify compliance with local laws.
Process for prioritizing and correcting electrical deficiencies.

Protective Equipment (For Work on Energized Circuits)

Electrical-rated safety shoes/boots and goggles will be worn as required per risk assessment.

All tools used for electrical work will be properly insulated.

Electrical-rated matting will be installed in front of all distribution panels in electric utility rooms.

16.2.3 TRAINING

All workers will be trained in electrical safety rules and reporting procedures for electrical deficiencies.

Electrical Safety

Qualified individuals working on any electrical system or live circuits will, at a minimum, be trained in the following site-specific requirements:

- Recognizing the hazards associated with their work environment.
- Use of appropriate procedures and protective equipment.
- Procedures for locking out and tagging out energized electrical circuits and equipment safely.
- Care and maintenance of PPE.

16.3 DOCUMENTATION

Refer to [1.3](#) Documentation.

Incident Records

Electrical injury and illness records will be maintained for a minimum of five years.

Other Records

Inspection records will be maintained for a minimum of five years.

16.4 REFERENCES

Control of Hazardous Energy (LOTO) CLS

17 Fall Protection

17.1 STANDARD

The supplier will develop and implement processes and procedures to reduce or eliminate risk associated with falling off, onto or through working levels and to protect workers or suppliers from being struck by a falling object.

17.2 REQUIREMENTS

17.2.1 RISK ASSESSMENT

Each supplier will conduct and document an annual fall protection risk assessment which includes at a minimum:

- Identification of which job tasks that a worker or object is at risk of falling.
- Evaluation of the risk associated with tasks involving work at height.
- Identification and implementation of control measures to reduce the risk.

17.2.2 POLICIES AND PROCEDURES

Each supplier will implement procedures to reduce or eliminate the risk of a fall or being struck by a falling object which will cover, at a minimum, the following:

- Full body harness is required for any unprotected height of 1.8m (6ft) or greater.
- Fall protection equipment will be inspected before and after each use.
- Monthly fall protection equipment inspection.
- Proper maintenance, cleaning, and storage of fall protection equipment.
- Proper use of fall protection systems.
- Proper handling, storage and securing of tools and material.
- Restricted access to areas where there is a risk of fall or a falling object.
- Documented emergency procedures for removal of injured worker.

Ladder Safety

Ladder safety policies and procedures will include:

- Inventory.
- Safe use.
- Inspection requirements.
- All fixed ladders greater than 2.1 m (7 ft) will have a cage built around them at a height of 2.1 m (7 ft).
- Safe use, maintenance, and inspection of access equipment. Examples include scissor and aerial lifts or scaffolding.

Floor and Wall Openings

- Any place where people can fall greater than 1.2 m (4 ft) will be guarded by a standard railing and toe board on all open sides except where there is an entrance to a ramp, stairway, or fixed ladder.
 - A standard railing consists of top rail, mid rail, and posts.
 - The toe board must be a minimum height of at least 4 inches (10.2 cm) tall with a gap no less than .25 inches at the bottom, with the ability to withstand a weight of 50 lbs (22.67 kg).
- Where there is a potential hazard of material or equipment falling through a wall or floor opening, the opening will be protected with a toe guard or enclosing screen.

17.2.3 TRAINING

Training will be conducted on fall prevention techniques for all affected workers at the time of initial assignment and at least annually thereafter. Training will cover at a minimum:

- Anyone who may be exposed to fall hazards.
- How to recognize and minimize fall hazards.
- Nature of fall hazards in the work area.
- Correct procedure for maintaining and inspecting the system.
- Use and operation of fall protection equipment.
- Maximum load limits for fall protection components.

Ladder Safety

- Training will be conducted on ladder safety for all affected workers covering safe use and inspection requirements.

17.3 DOCUMENTATION

Refer to [1.3](#) Documentation.

Inspection forms (fall protection and ladders) will be maintained for a minimum of three years.

18 Maintenance Safety

18.1 STANDARD

The supplier will develop and implement processes and procedures to reduce or eliminate risk of equipment failure or exposure to hazards associated with maintenance and repair activities.

18.2 RESPONSIBILITIES

Maintenance representatives will establish, maintain, and administer maintenance safety policy and procedures.

18.3 REQUIREMENTS

18.3.1 RISK ASSESSMENT

Each supplier will conduct and document an annual maintenance safety risk assessment which includes at a minimum:

- Identification of hazards associated with maintenance and repair tasks.
- Hazard evaluation.
- Identification of control measures to reduce or eliminate risk. Examples include PPE, hot work permit.

18.3.2 POLICIES AND PROCEDURES

Each supplier will have implemented maintenance procedures. At a minimum, procedures will include:

- Workshops are maintained in good and clean working condition.
- All tools and equipment will be in safe and proper working order.
- Access to manufacturer's equipment manuals.
- PPE is provided and used.
- All maintenance personnel are expected to wear risk appropriate footwear.
- Preventative maintenance and repair system to include:
 - Scheduling and prioritizing.
 - Detail of work completed.
 - Date and who completed work.
 - Maintenance/repair record for each piece of equipment or tool.
- Safety procedures and hot work permit system whenever hot work is performed in any area not specifically designated for that operation and free of flammables and combustibles. The hot work permit will include:
 - Location and nature of hot work.
 - Time and duration of work.
 - Precautions to be taken before work starts, during and after completion of the work.
 - Supervisor and individual conducting work.
 - PPE required.
 - Firefighting equipment requirements.

- List of authorized persons who can sign the hot work permit.

18.3.3 TRAINING

Maintenance Workers

Will receive training which includes at a minimum:

- Specific requirements of the maintenance safety program.
- Use, storage, and maintenance of tools.
- Preventative maintenance requirements of equipment and tools.

Hot Work Authorized Workers

Will receive annual training which includes at a minimum:

- Hot work permit system and procedure.
- Use of equipment (including firefighting equipment).

18.4 DOCUMENTATION

Refer to [1.3](#) Documentation.

Preventative maintenance records will be maintained for a minimum of three years.

Repair records will be maintained for the life of the equipment.

Hot work permits will be maintained for a minimum of three years.

18.5 REFERENCES

The following CLS:

- Chemical Management
- Electrical Safety
- Control of Hazardous Energy (LOTO)
- Personal Protective Equipment (PPE)

19 Injury and Illness Management

19.1 STANDARD

The supplier will develop and implement processes and procedures for incident reporting and injury and illness management.

19.2 REQUIREMENTS

19.2.1 POLICIES AND PROCEDURES

Each supplier will implement procedures to manage injury and illness which will cover, at a minimum, the following:

- All incidents (work related injuries, illnesses, accidents resulting in property damage or near misses) will be reported immediately to management.
- All fatalities or serious injuries (examples include incidents resulting in 24-hour inpatient hospitalization, permanent disfigurement, loss of any body part, or loss of sight) will be communicated to Nike within eight hours of incident occurrence.
- Contractors will clarify whose injury log, the contractor or the supplier, the injury or illness is

reported.

- Incident investigation report will be submitted to location management within 48 hours. The report will include at a minimum:
 - Name of site location
 - Specific location and time of the incident
 - Relevant facts and witness information
 - Name and number of fatalities or hospitalized workers
 - Contact person and phone number
 - Complete description of the incident and all contributing causes
 - Corrective measures are necessary to prevent recurrence
- Injury and illness management
 - Incident confidentiality
 - Communication with injured worker. Examples include wages and medical restrictions
 - Return to work provisions (including any work restrictions and transitional work)
 - Enforcement of any work restrictions

19.2.2 RECORDKEEPING AND REPORTING

Each supplier will keep a record of all work-related injuries and illnesses resulting in a fatality, hospitalization, lost workdays, medical treatment beyond first aid, job transfer or termination, or loss of consciousness for that supplier which includes:

- Each event entered no later than six working days after receiving the information
- Name of worker, on-site contractor, or subcontractor.
- Date of injury or illness
- Where injury or illness occurred
- General description of the accident
- Number of restricted calendar days of work due to injury or illness
- Number of calendar days away from work due to injury or illness
- Annual summary of injuries/illnesses will be posted in areas accessible to workers, including:
 - Total number of injuries and illnesses events
 - Total number of deaths
 - Total number of days away from work
 - Total number of cases restricted work activity or job transfer
 - Incident rate, which is calculated as follows:
(Total number of days away from work + total number of cases with job transfer or restriction) X 200,000/Number of hours worked by all workers = Total Incident Rate
 - Data will be reported to Nike quarterly unless directed to report monthly per guidance provided.

NOTE: Facilities with ten or fewer workers are exempt from the quarterly basis data reporting requirement.

Any disciplinary action due to reporting an incident or a near-miss is prohibited.

19.2.3 TRAINING

Injury and Illness Reporting

Workers will be trained on the location's injury and illness management program. Training will include at a minimum:

- Immediate reporting of any work-related injury or illness or near miss regardless of the severity.
- Communication of information regarding any injury or illness that affects their ability to perform normal work duties.

Injury and Illness Management

Managers and supervisors will receive additional training regarding the location's Injury and Illness and Near Miss Management Program. Additional training will include at a minimum:

- Processing a report of injury or illness or near miss.
- Conducting accident or near miss investigation/root cause analysis.
- Maintaining confidentiality.
- Communications with worker, medical personnel, and other stakeholders.
- Returning worker to work after injury or illness.

19.3 DOCUMENTATION

Refer to [1.3](#) Documentation.

Injury and illness logs will be maintained for five years following the end of the year to which they are related.

19.4 REFERENCES

[Nike Accident/Incident Report Form](#)

20 Pressure Vessels and Compressed Air

20.1 STANDARD

The supplier will develop and implement processes and procedures to eliminate current and future risks related to pressure vessels and systems.

20.2 REQUIREMENTS

20.2.1 RISK ASSESSMENT

Each supplier will conduct and document an annual pressure vessels and compressed air risk assessment which includes at a minimum:

- Identification and classification of pressure vessels and systems by their associated hazards.
- Evaluation of risks associated with hazards arriving from pressure vessels, boiler house, steam pipelines and other systems included in this CLS.
- Identification of control measures to reduce risks. Examples include pressure relief valves, monitoring, PPE related to pressure vessels and systems.
- Risk assessments will be done for new pressure vessels and when material and design changes are made to existing systems.

20.2.2 POLICIES AND PROCEDURES

Each supplier will implement procedures to reduce or minimize the risk associated with each process and/or work area that include, at a minimum, the following:

New Machine Installation

Pressure vessels and systems will be installed, calibrated, and tested in accordance with manufacturer's recommendations. Steam distribution systems will be properly maintained and insulated prior to

operation.

Safe Operation

All pressure vessels and systems are used for the purpose they are designed for.

Monitoring system on pressure level or any abnormal condition have early warning signs.

Operators are authorized and trained.

Preventative Maintenance Program

All pressure vessels and systems have ongoing preventative maintenance programs to avoid breakdowns or failures of safety valves and warning systems, which at minimum include:

- Periodical inspections by third party experts according to local regulations and internal inspections at least annually according to the risk assessment of each type of pressure vessels.
- Periodical inspections: annually, monthly, weekly, or daily according to risk assessments for each pressure vessel type and air compression systems.
- Technical tests on pressure regulators, switches, and safety valves for all pressure vessels.
- Non-destructive testing such as Ultrasonic Test (UT), liquid penetration test (PT) for aging equipment to determine corrosion, fatigue, and remaining life cycle.
- Steam boiler system with survey of existence and function of boiler house, steam pipelines, condensate recovery system including insulation coverage, steam trap maintenance, and adequate water storage tanks.
- Compressed air systems with survey of compressed air distribution system maintenance and pressure regulation, and air leakage rates throughout the system.
- Compressed air systems will have proper maintenance procedures for repairing and replacing air distribution pipes and discovering and eliminating air leaks.
- Steam boiler system will have proper maintenance procedures for boiler houses, steam pipelines, condensate recovery systems including insulation coverage, steam traps, and adequate water storage tanks.

Additional steam boiler requirements for cut and sew garment finishing facilities:

- Facilities will not make new purchases of centralized steam boilers.
- Procedures are in place to eliminate current or future centralized steam boilers in ironing processes, including those at subcontractors. When eliminated, they will be labeled as non-operational and disposed of properly.
- Written policy stating that centralized steam boiler usage is prohibited since January 1st, 2020.
- Records of disposal will be maintained for five years.

20.2.3 TRAINING

All Pressure Vessels

All authorized workers will receive initial training and annually training thereafter. Training will cover at a minimum:

- Potential hazards of the equipment and system.
- Safe operating and maintenance procedures.
- Emergency procedures.

Steam Boilers and Compressed Air Systems

All authorized workers will receive initial training and annually thereafter. Training will cover at a minimum:

- Type of steam boiler or compressed air system is present at the facility.

- Obtain boiler operator license if applicable.

20.3 DOCUMENTATION

Refer to [1.3](#) Documentation.

Have available diagrams of:

- Steam system and compressed air system piping
- Steam traps location, count, and type as well as maintenance records
- Location of pressure and temperature gauges
- Water storage location and type

20.4 REFERENCES

Machine Safety CLS

21 Traffic and Vehicle Management

21.1 STANDARD

The supplier will develop and implement processes and procedures to reduce or eliminate the risk associated with the operation of motorized passenger vehicles and pedestrian traffic.

21.2 REQUIREMENTS

21.2.1 RISK ASSESSMENT

Each supplier will conduct and document an annual traffic and motorized passenger vehicle management risk assessment which includes at a minimum:

- Identification of all motorized passenger vehicles and associated hazards
- Evaluation of the risk associated with the motorized passenger vehicles
- Identification of control measures to eliminate or reduce the risk

21.2.2 PROCEDURES

Each location will implement a traffic and motorized passenger vehicle management program which covers at a minimum the following:

- Operating a motorized passenger vehicle on the supplier's behalf or on the facility property while under the influence of drugs or alcohol is prohibited.
- Motorized passenger vehicle safety requirements which include:
 - A helmet when riding on a motorbike.
 - Restraint system.
 - Warning system. Examples include lights, alarm, or horn.
 - Protection from falling objects.
 - Safe operating procedures and behaviors.
- Periodic preventive maintenance (including any statutory inspections) which include:
 - Immediate withdrawal and repair of faulty motorized passenger vehicles.
 - Repairs will be carried out by a trained and authorized worker.
- Pre-use inspection to make sure that the working condition of the motorized passenger vehicle is safe.
- Written safe operating rules.

- Segregation of pedestrians and motorized passenger vehicles.
- Reporting of all incidents and near misses.
- Housekeeping will allow for safe operation of microcars.

21.2.3 TRAFFIC MANAGEMENT

Each supplier will implement procedures for traffic management which will cover at a minimum, the following for all motorized passenger vehicles:

- Consideration of one-way systems to reduce or eliminate the need for reversing where possible.
- Protection for motorized passenger vehicles reversing. Examples include reversing alarms and a spotter.
- Site speed limits.
- Use of convex mirrors at blind spots (if the blind spot cannot be eliminated).
- Installation and maintenance of external lighting.
- PPE. Examples include high visibility jackets and safety shoes.
- Site driving rules.
- Control of external drivers. Examples include site rules, smoking and waiting arrangements.
- Motorized passenger vehicles will be in good working order (an example is properly maintaining the lights, brakes, and tires).
- Safety of drivers and workers during loading and unloading.
- Safety of workers when entering the facility property. Examples include parking lots, drop off areas, roadways.
- All drivers, with the exception of microcar drivers, will be licensed by the local authority to operate a motorized passenger vehicle on behalf of the supplier or operate a motorized passenger vehicle on the facility property. If there are no laws requiring drivers to have licenses, the supplier will provide verification that the driver can operate a motorized passenger vehicle safely and issue a driving permit.

21.2.4 TRANSPORTATION SAFETY PROMOTION PROGRAM

Each supplier will implement a program to education, train and implement safety practices designed to reduce or eliminate traffic related incidents for worker transportation both inside and outside the facility. Program will include provisions for:

- Seat belt and helmet usage.
- Pedestrian safety when entering and exiting the facility's property.
- Speed control.
- Child restraint.
- Drinking and driving.
- Insurance.

21.2.5 MEDICAL EVALUATION

All PIT operators will be physically able to operate motorized passenger vehicle in a safe manner.

21.2.6 TRAINING FOR MICROCAR DRIVERS

Microcars

Workers who drive microcars will receive training and certification regarding the location's traffic and vehicle management program. All training and evaluation will be completed before an operator is permitted to use a microcar without continual and close supervision. Training will include the following:

- Formal instruction and practical skills (demonstration by the trainer and performed by the trainee)

for each type of microcar operated

- Site specific rules and procedures
- Inspection, repairs, and maintenance
- Evaluation of the operator's performance in the workplace
- Certification withdrawal policy for misuse and/or noncompliance with noted requirements

Refresher Training for Microcar Drivers

Refresher training and an evaluation will be conducted for each driver's performance every three years. In addition, refresher training in relevant topics will be provided when any of the following occur:

- The operator has been observed operating the microcar in an unsafe manner.
- The operator has been involved in an accident or near miss incident.
- The operator has received an evaluation that reveals the operator is not operating the microcar safely.
- The operator is assigned to drive a different type of microcar.
- Changes occur in policies, procedures or workplace conditions that could affect the safe operation of the microcar.

Trainer

Training will be conducted under the close supervision of a trainer approved by management. The trainer will have enough knowledge and skills of the microcars on which they train in order to become a trainer.

21.3 DOCUMENTATION

Refer to [1.3](#) Documentation.

Pre-use inspection forms will be maintained for three months

Maintenance and repair records will be maintained for the life of the microcar

Third party inspection records as applicable

21.4 REFERENCES

Better Work Cambodia and AIP Foundation Collaboration: www.aip-foundation.org

Powered Industrial Trucks CLS

22 Powered Industrial Trucks (PIT)

22.1 STANDARD

The supplier will develop and implement processes and procedures to reduce or eliminate risks associated with the operation and associated tasks performed with powered industrial trucks (PIT).

22.2 REQUIREMENTS

22.2.1 RISK ASSESSMENT

Each supplier will conduct and document an annual risk assessment for PIT, loading, unloading and storage of materials which includes at a minimum:

- Identification of PIT equipment, tasks, and their associated hazards. Examples include installation, maintenance, inspection, cleaning or repair of machinery or equipment.
- Identification of loading/unloading and dock equipment and their associated hazards.

- Impact of autonomous vehicles (AV) on the current PIT facility system.
- Evaluation of the risk associated with the identified hazards.
- Control measures to reduce or eliminate risks.

22.2.2 POLICIES AND PROCEDURES

Each supplier will implement PIT procedures. At a minimum, the procedures will include:

PIT Vehicle Safety

The supplier will develop a program to train all PIT operators in accordance with the local law requirement and authorization.

EHS professional, managers, and supervisors will refer to the Machine Safety CLS and comply with those requirements prior to purchasing and implementing AV.

Periodic Preventive Maintenance Program

All PIT operated within the facility on a regular basis will receive periodic preventive maintenance as recommended by the vehicle manufacturer. Maintenance will be conducted by a qualified technician with proper authorization.

Battery Charging and Refueling Areas

All facilities will create, post, and implement safe operating procedures for battery charging and refueling areas, including proper ventilation requirements. Posted signage will identify the following:

- Required/recommended PPE
- Eye wash station and shower facility locations
- Spill kit locations
- Rules about smoking within the vicinity.

Safety and security requirements will also include, at a minimum, the following:

- Chargers will be secured, covered, and protected from the elements
- No smoking within 30 m (100 ft)
- Appropriate PPE and spill response equipment
- Eye wash/shower facilities available

Traffic Management

Each supplier will implement procedures and policies for PIT traffic management addressing, at a minimum, the following:

- PIT operator PPE
- Convex mirrors for blind spots
- Speed limit signage
- Marked pedestrian walkways
- Motorized passenger vehicle reversing protection. Examples include reversing alarms and a spotter
- Facility driving rules for PIT with and without loads
- Supplier licensure requirements for PIT operators

Loading and Unloading of Materials

Facilities will develop and implement procedures for all activities related to loading and unloading on or off site. Procedures will cover, at a minimum, the following:

- Selection of loads

- Load security
- Stacking and de-stacking
- Loading trucks and trailers
- Lifting, and lowering personnel with equipment
- Guardrail requirements
- Load requirements
- Lift equipment specifications
- PPE

Material Storage

Facilities will develop and implement procedures for all activities related to material storage on or off site. Procedures will address, at a minimum, the following:

- Stacking limits
- Stacking stabilization (examples include strapping and restraints)
- Material storage containers (examples include bins, pallets, skids, or racking)
- Stacking obstruction avoidance. Examples include storing materials away from aisles, entrances, emergency exits, ventilation systems, fire extinguishers and first aid kits
- Storage/stacking requirements for large containers and barrels
- Racking load capacity signage requirements
- Combustible material storage restrictions
- Procedures for broken packages or containers

Racks

Facilities will develop and implement procedures for all activities related to loading, unloading, and the storage of materials on racks. Procedures will address, at a minimum, the following:

- Rack design and construction requirements for expected loads
- Foundation requirements
- Rack identification number signage
- Rack installation and maintenance processes
- Maximum working load signage
- Annual inspection guidelines
- Reporting protocols for structurally damaged racking.

Loading Dock

If the facility has a loading dock, safety precautions will be taken to make sure that trailers are secure and safe to enter. Before proceeding with any loading or unloading of trailers, make sure of the following:

- The immediate area being worked in is free from hazards and all equipment is in good working order.
- There is no debris on the floor.
- Trailer walls, floors, and ceiling will be free of damage.
- Dock lighting will be working and adequately illuminate the entire trailer.
- The dock leveler will be inspected to make sure that it is in good condition.
- Doors that utilize an ICC locking system for securing trailers will be tested to make sure that they are working correctly.
- In cases where dock-locks are not present, trailers will be secured by at least one-wheel chock.

22.2.3 TRAINING

Workers who operate or work around PIT will receive training regarding the supplier's policies and procedures. PIT operators will be evaluated and in the case of nonconformances or repeated nonconformances, required refresher training will be provided by the supplier.

The content of the training will include, but is not limited to the following:

- Load capacity
- Fall prevention and protection
- Restraint system operations
- Loading/unloading of materials
- Warning system operations
- Safe operating procedures
- Vehicle inspections
- Traffic rules
- Pedestrian safety
- PPE requirements for PIT operators
- Vehicle maintenance requirements.

22.3 DOCUMENTATION

Refer to [1.3](#) Documentation.

Each supplier will establish documentation retention practices to keep essential records available upon request. Such records may include but are not limited to:

- Current risk assessments
- Inspection forms for PIT and racking will be maintained for three months
- Maintenance and repair records will be maintained for three years

22.4 REFERENCES

Related playbooks, technical documents, trainings, and fact sheets are available upon request.

The following CLS:

- Machine Safety
- Injury and Illness Management

Dorms, Canteens, and Childcare Facilities are Healthy and Safe

All facilities operated by the supplier, including residential, dining and childcare, are safe, hygienic, and healthy. Facilities, including childcare, adhere to local law and regulations and the CLS that cover building construction and health and safety. The supplier has robust safety management systems in place to reduce or eliminate health and safety risks of operating these non-manufacturing/distribution facilities.

This section includes the following CLS:

- Canteen Management
- Childcare Management
- Dormitory Management
- Drinking Water
- Sanitation

23 Canteen Management

23.1 STANDARD

The supplier will develop and implement processes and procedures to reduce or eliminate risk by operating and maintaining safe, clean, and healthy food preparation and consumption areas.

23.2 REQUIREMENTS

23.2.1 RISK ASSESSMENT

Each supplier will conduct and document an annual canteen management risk assessment which includes at a minimum:

- Identification of hazards (including food borne and kitchen safety).
- Evaluation of risk associated with hazards.
- Identification and implementation of control measures to reduce the risks.
- Procedures in case of food poisoning and/or gastroenteric diseases from meals served in the canteen.

23.2.2 POLICIES AND PROCEDURES

Each supplier will implement procedures to reduce or eliminate the risk associated with food service which will cover at a minimum, the following:

Food Service Workers

Will undergo medical examination and be certified as free from communicable diseases at least annually where required by local law.

Will understand and follow procedures for reducing the transmission of communicable diseases.

Will wear hairnets, gloves and aprons while preparing and serving food.

Will thoroughly wash and disinfect hands prior to working with food.

Food Preparation and Consumption Areas

Will be clean and disinfected.

Have mechanical refrigeration that can maintain a temperature of not more than 5° C (41° F) when perishable food items are stored on site.

Have washbasins that provide both hot and cold running water.

Cooking, serving, and eating utensils are washed and disinfected after each use.

Tabletops and counters will be cleaned and disinfected after each use.

Will be free of rodent and insect infestations.

Store garbage and refuse in leak proof, non-absorbent containers that are emptied daily.

Cooking oils will not be disposed into sanitary or stormwater drains.

Raw meats, raw poultry, raw fish, vegetables, and nuts have separated preparation areas, bowls, and utensils.

Samples of all served meals must be kept in refrigeration for 72 hours.

All food preparation and consumption areas are designated as non-smoking areas.

Restrooms

All food service workers will thoroughly wash and disinfect hands after using the restroom.

Signs will be posted requiring hands to be washed after restroom use.

A response mechanism and procedures to a food borne related illness or contamination event.

23.2.3 TRAINING

Food service workers will receive information and training relating to risks resulting from improper food handling. This training will include:

- Review of risk assessment and procedures.
- Food safety and storage requirements.
- Personal hygiene.
- Food borne illness and communicable disease awareness.
- Kitchen safety practices.

23.3 DOCUMENTATION

Refer to [1.3](#) Documentation

Current risk assessment

23.4 REFERENCES

The following CLS:

- Fire Safety Management
- Building Design and Structure Safety
- Emergency Action

24 Childcare Management

24.1 STANDARD

The supplier will develop and implement processes and procedures to reduce or eliminate risk associated with working with children or childcare facilities.

24.2 REQUIREMENTS

24.2.1 RISK ASSESSMENT

Each supplier will conduct and document an annual risk assessment for childcare facilities and working with children (examples include soccer schools and events) which includes at a minimum:

- Identification of all potential hazards.
- Evaluation of risk associated with hazards.
- Identification of the control measures required to reduce the risk. Examples include first aid, cardiopulmonary reanimation (CPR) and safe play areas.

24.2.2 POLICIES AND PROCEDURES

Each supplier will implement childcare procedures. At a minimum, the procedures will include:

Working with Children

The event organizer will comply with local law.

First aid and CPR qualified individuals will be available.

Written parental or guardian consent to act in their place to legally give first aid, medical treatment or for transporting children in cars or busses or any other form of transportation.

Parent or guardian contact information will be kept on file.

Screening prior to employment, of any workers who will be working with children.

Children may only be released to an authorized parent, guardian, or designated individual.

Develop and implement procedures to address infectious/contagious diseases (examples include chicken pox, measles, and lice).

Child Care Facilities

Provide comfortable and safe temperature conditions.

Provide appropriate changing stations for infants.

Dining or food preparation areas must be available.

All hot surfaces will be insulated so that children cannot touch them.

Electrical outlets within reach of children will be provided with receptacle covers when not in use.

Fireplaces will be guarded.

Medicines, poisons, and other dangerous substances will be stored in a locked cabinet.

The premises will always be clean and well maintained.

There will be a monthly fire evacuation drill conducted with children present.

Outdoor play areas will be safe, secure, and any open water or pits will be fenced or covered.

Potable drinking water will be available. Common drinking cups or utensils are prohibited.

Cold and hot water not exceeding 43° C (110° F) will be supplied to lavatory fixtures accessible to children.

Toilet facilities will be clean, suitable for children and provided with hand washing facilities. There will be one toilet and washbasin for every 15 children.

Individual clean cribs, cots, or mats (suitable to the child's age and level of development) and clean linens will be provided. For evening care, each child will be provided with a firm, waterproof mattress. At least 0.9 m (3 ft) of space will separate cribs, cots, and mats.

There will be a full-time trained facility director for all facilities with more than 60 children.

Health records will be maintained for each child including details of immunizations, medications, communicable diseases and evidence of neglect or unusual injuries. Any instances of neglect or unusual injuries will be reported to the facility manager.

24.2.3 TRAINING

All workers working with children will receive training which includes at a minimum:

- An overview of the risk assessment
- Good practices and local law requirements for working with children
- First aid and CPR
- Written procedures

24.2.4 DOCUMENTATION

Refer to [1.3](#) Documentation.

Current worker screening records

Current parent or guardian contact information

24.3 REFERENCES

The following CLS:

- Fire Safety Management
- Building Design and Structure Safety
- Emergency Action

25 Dormitory Management

25.1 STANDARD

The supplier will develop and implement processes and procedures to reduce or eliminate risk of operating and maintaining dormitory facilities.

25.2 REQUIREMENTS

25.2.1 RISK ASSESSMENT

Each supplier will conduct and document prior to occupancy, and annually, a dormitory management risk assessment which includes at a minimum:

- Identification of hazards associated with operating and maintaining dormitory facilities.
- Evaluation of risks associated with hazards.
- Identification of control measures to reduce risk. Examples include heating and cooling systems, fire protection and security.

25.2.2 POLICIES AND PROCEDURES

Each supplier will have implemented procedures for dormitory management, which will cover at a minimum, the following:

General

Comfortable and safe temperature conditions will be provided.

Eating and food preparation area will be provided.

Housing will be structurally sound, in good repair, clean, secure and provide safe protection to the occupants against the elements.

Housing will have appropriate response capabilities from local emergency response personnel including fire, medical and police agencies.

Each living area will provide for a minimum of 4 m² of living space per occupant with provisions for private storage of personal effects for everyone held therein.

Adequate lighting and electric services will be provided in all living areas.

Provisions for the sanitary collection and disposal of garbage will be provided.

Sleeping Quarters

Individual beds, cots, or bunks (no triple bunks allowed) will be provided to each occupant.

Any bedding materials provided by the supplier will be clean and sanitary.

Separate sleeping areas will be provided for each gender.

Shower and Toilet Areas

Toilet facilities will be provided at a ratio of one toilet for each 15 occupants.

Toilet facilities will be within 50 m (164 ft) of each living unit.

Toilet facilities will be separated by gender and marked as such.

Toilet facilities will be cleaned and sanitized daily.

All shower and washing areas will provide pressurized, hot, and cold potable water.

Shower and washing areas will be within 50 m (164 ft) of each living unit.

Showerheads will be placed a minimum of 1 m (3.3 ft) apart and at a ratio of one showerhead for each 15 occupants.

Separate shower and washing facilities will be provided for each gender and marked as such.

Shower and washroom floors will be constructed of nonabsorbent materials and sanitized daily.

Fire Safety and First Aid

Emergency action plans will be posted in conspicuous locations throughout the facility that include detailed evacuation procedures in the event of an emergency.

Fire extinguishing equipment will be provided in a readily accessible location not more than 30 m (98.45 ft) from each living area.

A minimum of two exits will be clearly marked on each floor.

Annual fire drills will be documented.

First aid kits will always be provided and readily accessible for use at a ratio of one kit per 50 occupants.

Hazardous chemicals will be stored only in designated areas.

Monthly Inspections

Regular inspections will take place to make sure that common areas, stairwells fire extinguishing equipment and emergency exits are free from obstructions.

Pest Control Program

Each dormitory will establish procedures for insect and rodent control.

A contract will be registered with a pest control service to perform inspections and an application service at a minimum of one time each month. This service will use approved applications in accordance with

local law and legislation that are suitable for the use around people housed in the dormitory.

Written pest control reports will be maintained in an on-site pest control log. The log will include a map, labels from chemicals used, safety data sheets (SDS), pest control contract and certificate of insurance and license.

The pest control contractor will be responsible for the inspection and treatment to control the infestation of insects and rodents. In the event that traps contain rodents, insects, or other vermin the pest control contractor will take on the disposal responsibility and notify the dormitory manager/landlord.

25.2.3 TRAINING

Dormitory occupants will receive information and training to risks resulting from an emergency. Training will include the following minimum requirements:

- Emergency action plan.
- Understand the location of firefighting and first aid equipment and have knowledge of their use.

25.3 DOCUMENTATION

Refer to [1.3](#) Documentation.

Each facility must maintain records for fire evacuation drills for a minimum of three years.

25.4 REFERENCES

The following CLS:

- Fire Safety Management
- Building Design and Structure Safety
- Emergency Action

26 Drinking Water

26.1 STANDARD

The supplier will develop and implement processes and procedures to ensure safe drinking water is easily and readily available for all workers.

26.2 REQUIREMENTS

26.2.1 RISK ASSESSMENT

Each supplier will conduct and document an annual drinking water risk assessment or meet local law if more frequent tests are required. which includes at a minimum:

- Identification of hazards that could potentially contaminate workplace drinking water.
- Evaluation of risks associated with hazards.
- Identification of control measures to reduce potential of contaminated drinking water. Examples include sampling, treatment.

26.2.2 POLICIES AND PROCEDURES

Each supplier will have implemented water quality procedures which will cover at a minimum, the following:

- Potable water will be provided for all workers.
- Non-potable water sources will be labeled as such.

- Water dispensing units will be located away from hazardous work environments.
- Provide sanitary storage and cleaning areas for individual drinking cups or containers.
- Non-potable water will be boiled or otherwise decontaminated prior to being used for food preparation or cooking.
- Written response procedures for contamination or suspected contamination of facility drinking water sources.

Water Sampling Program

Each supplier utilizing ground water, like a well, or surface water as a source for facility provided drinking water will have a water quality sampling program in place.

As recommended practice, the minimum sampling period should be determined based on local risk.

At a minimum, the following requirements will be met:

- Sampling frequency based upon user population:

| Population | Minimum samples/quarter (every 3 rd month) |
|-----------------|---|
| 25 – 999 | 1 |
| 1,000 – 4,999 | 10 |
| 5,000 – 9,999 | 15 |
| 10,000 – 19,999 | 20 |
| > 20,000 | 50 |

- Bacteria and disinfection acceptance levels:
 - Fecal coliforms = 0.0 MPN/100 mL or none detected
 - 99.9% inactivation of giardia lamblia cysts, 99.99% inactivation of viruses
 - Residential disinfectant concentration entering the system cannot be less than 0.2mg/L
 - Measured total chlorine, combined chlorine or chlorine dioxide will be detectable in 95% of the samples each month

If the supplier utilizes water provided by the city or local jurisdiction, verify with the water supplier that the water quality specifications have been met. If the city or local jurisdiction has not performed water testing, supplier will conduct the testing as described.

26.2.3 TRAINING

Water Quality Awareness

All workers in facilities utilizing ground (well) or surface water will receive awareness level training regarding the location’s water quality standards and procedures. At a minimum, training will include:

- Report procedures for any drinking water related illness, which requires first aid or other medical assistance.
- Illness reporting procedures.

Water Quality Training

All workers are responsible for maintenance of water quality program at a facility will receive training in emergency response in the event of a drinking water contamination event.

26.3 DOCUMENTATION

Refer to [1.3](#) Documentation.

Each supplier will maintain records for analytical water quality test results for a minimum of three years.

27 Sanitation

27.1 STANDARD

The supplier will develop and implement processes and procedures to minimize risks associated with sanitation in the workplace environment.

27.2 REQUIREMENTS

27.2.1 RISK ASSESSMENT

Each supplier will conduct and document an annual sanitation risk assessment which includes at a minimum:

- Identification of hazards associated with sanitation.
- Evaluation of risk associated with hazards.
- Identification and implementation of control measures to reduce the risk. Examples include ventilation and cleaning.

27.2.2 POLICIES AND PROCEDURES

Each supplier will have implemented procedures to keep all areas where workers, on-site contractors and on-site subcontractors work free of sanitation hazards. At a minimum, the procedures will:

- Keep all places of employment clean, dry and in a good state of repair.
- Construct and maintain every workplace in such a way as to prevent the entrance of rodents, insects, or other vermin.
- Provide protection from wet environment when work tasks result in wet conditions.
- Store garbage and refuse in leak proof, non-absorbent containers that are emptied daily.
- Clean spills immediately and dispose of waste properly (warning signs will be used on wet floor).
- Provide an adequate number of separate toilets for all genders based on the following ratios:

| Number of Workers | Minimum Number of Toilets | Number of Washbasins |
|-------------------|--|----------------------|
| 1 – 15 | 1 | 1 |
| 16 – 36 | 2 | 2 |
| 36 – 55 | 3 | 3 |
| 56 – 80 | 4 | 4 |
| 81 – 110 | 5 | 5 |
| Over 110 | 1 additional toilet and washbasin for each additional 40 workers | |

- Have adequate ventilation and enclosed drainage pipes in all toilet facilities.
- Clean and disinfect all toilet facilities at least daily.
- Provide washbasins with hand soap in all work areas.
- Provide individual paper towels, air blowers, or clean sections of continuous cloth toweling adjacent to all washbasin areas.

27.2.3 TRAINING

Workers will receive training in the following areas:

- Hygiene
- Housekeeping
- Sanitation procedures
- Food safety

- Appropriate PPE
- Personal precautions
- Environmental precautions
- Procedures for cleanup and containment of spills and leaks.

27.3 DOCUMENTATION

Refer to [1.3](#) Documentation.

Building is Fit for Purpose

The supplier's building and load bearing structures are constructed according to local law, certified civil or structural engineering construction approvals or international standards. Multi-use occupancies are not allowed. This section includes the following CLS:

- Building Design and Structure Safety
- Asbestos
- Construction Safety Program Management

28 Building Design and Structure Safety

28.1 STANDARD

The supplier will develop and implement policies and procedures to reduce or eliminate safety risks associated with building design, construction, use and maintenance of buildings

28.2 REQUIREMENTS

28.2.1 RISK ASSESSMENT

Each supplier will conduct and document a risk assessment performed to determine if the building is safe for occupancy, which includes at a minimum:

- Identifies hazards associated with building design, construction and additional factors that could weaken the structural integrity of the building. For example, a list of potential of natural and man-made hazards such as snow load on roof, water intrusion, earthquake, vibration from machine, risks from neighboring buildings.
- Evaluates of risk associated with hazards.
- Identifies and implements of control measures to reduce the risk. Examples include periodic inspections, training, structural reinforcement, and earthquake retrofits.

28.2.2 POLICIES AND PROCEDURES

Each supplier will have implemented procedures and process for building design and structure safety, which will cover at a minimum, the following:

General

Buildings are designed to comply with local building code or International Building Code, whichever is approved by local authority, or meet at minimum all requirements of this CLS.

Buildings are designed and built for the intended use. For example, manufacturing facilities are designed for industrial occupancy.

All necessary and applicable permits required by the local building authority or jurisdiction are evaluated and applied for as part of the design process. Examples include equipment permits, construction permit, and occupancy permits.

Design is approved by local building authority or if there is no local building authority, the building is designed by a certified professional building designer or civil/structural engineer

Building Design of Loads

Buildings, mezzanines, and mezzanine structures are designed and constructed to support all loads without exceeding the allowable stress or specified strengths for the materials of construction in the structural members and connections. Design must include floor load rating, dead loads, and any additional loads from expected natural events or disasters identified in risk assessment.

Load ratings are marked on plates of approved design are supplied and securely affixed in a conspicuous place in each space to which they relate by the owner of the building, or their agent

Lost, removed, or defaced plates will be replaced by the owner or their agent.

Building Design of Workspace

Each supplier will provide adequate working space to allow workers, on-site contractors, and on-site subcontractors to perform work without risk to health, safety, and wellbeing. The total number of occupants in the manufacturing area must not exceed the square footage of the manufacturing area divided by 200 square feet per person (~18.6 m²/person). For example, the maximum number of occupants in a 20,000 square feet of floor space (~1860 m²) is 100 workers (20,000 square feet ÷ 200 square feet/person=100 workers).

Building Design of Exits

Each facility will provide a safe means of exit from fire and other emergencies. At a minimum, the safe means of exit will be:

- Designed and marked so that route of escape is obvious.
- Marked NO EXIT if doorways or passageways do not lead to a safe exit
- Designed so that passageways that dead-end and do not lead to safe exit are not longer than 16.67 m (50 ft).
- Designed to make sure that at least two different paths are available from every workplace (may include building, structure, section, or area) so that there are alternate means of escape if an exit is blocked by fire or other emergency

Building Design of Lighting

Each supplier will design and furnish the building to provide adequate lighting for safe working conditions.

Building Design of Stairs and Stairways

Each supplier will provide for safe passage up and down stairs and stairways. At a minimum, each supplier will provide:

- Standard railings (for four steps or more)
- Minimum width of 0.56 m (22 in)
- Treads with slip resistant surface
- Uniform step height and width throughout any flight of stairs

Load Capacity is not Exceeded

Each facility will provide a roof designed to sustain all stresses due to dead loads and live loads.

Load on roofs, stairs, and mezzanines will not exceed their design capacity or specified strength limits.

Change in Use

When an existing building is changed to a new use group classification, the building design will meet the requirements of the new use.

Building Additions or Modifications

Additions or modifications to existing building comply with local building code or meet at minimum, all requirements of this CLS, whichever is most strict.

A structural analysis is completed by third party to make sure that the existing building, and any addition or alteration, meet the building code requirements.

Maintenance and Inspections

Buildings are inspected as required by Section 1705 of the International Building Code or local law,

whichever is more stringent.

Inspections include all load bearing structures including roof, mezzanine, and walls.

Inspections include soil test as applicable.

All applicable permits are in place for any maintenance work.

General Training

Affected workers will receive basic training upon initial hire, and refresher as needed.

Workers will be trained that it is prohibited to put, cause, or permit to be put, on any floor or roof of a building or other structure a load greater than the capacity for which such floor or roof is designed.

Maintenance Training

Workers who have building maintenance responsibilities will receive periodic training in addition to the above. Training will include at a minimum:

- Local laws
- Building hazards, natural hazards, operational hazards effecting building structure
- Load limits on structural elements
- Additional roles and responsibilities

28.3 DOCUMENTATION

Refer to [1.3 Documentation](#).

Current risk assessment

Building architectural drawings

Building permits, if applicable

Inspection and maintenance records will be maintained for a minimum of three years, including insurance inspection reports

Soil mechanics tests, including compacting, failure, and displacement

28.4 REFERENCES

[International Building Code, current edition](#)

Section 1705 Required Verification and Inspection

[NFPA 1 and NFPA 101](#)

29 Asbestos

29.1 STANDARD

The supplier will develop and implement processes and procedures for the identification and management of asbestos containing material (ACM). The supplier will establish guidelines and procedures in the operations and maintenance of ACM to protect all workers, on-site contractors, on-site subcontractors, visitors, and vendors from potential health hazards of asbestos-related diseases. This CLS applies to all buildings and structures owned by the supplier. The CLS applies to routine work during which a worker might encounter asbestos, as well as work undertaken to repair or remove ACM.

29.2 REQUIREMENTS

29.2.1 RISK ASSESSMENT

Each supplier will conduct and document an ACM risk assessment which includes at a minimum:

- Identification of the locations, quantity, type, condition, and related hazards of the known or suspected ACM by a qualified individual.
- Evaluation of risk associated with the ACM.
- Identification of control measures to reduce the risk. Examples include labeling, access control, inspections.

29.2.2 POLICIES AND PROCEDURES

Any supplier that has known or suspected ACM will implement procedures that include, at a minimum, the following:

- Communication to affected workers of ACM presence and associated health hazards.
- Labeling of ACM to include dangers, contains asbestos, and precautions.
- Use of a permit-to-work for all work on ACM.
- Work only to be completed by trained and competent individuals.
- Provisions for the proper use of PPE, engineering controls, housekeeping requirements, containment and clean up equipment when working with ACM.
- Proper disposal of ACM in accordance with local law.
- Quarterly inspections to verify the condition of known or suspected ACM.
- Conduct medical surveillance for individuals working with ACM.
- The removal of ACM:
 - An asbestos management plan will be developed to outline the scope of work involved with any removal of ACM within a facility. The management plan will highlight all activities to make sure that workers and contractors stay safe from potential exposure during the removal of ACM.
 - The set-up of an enclosure or suitable containment will be facilitated before the removal of ACM take place in order to prevent workers in adjacent areas from the risk of airborne asbestos caused by the removal
 - After the completion of ACM removal, the area of work will undergo air sampling in accordance with local law before the enclosure or containment can be taken down and the area released.

29.2.3 TRAINING

Asbestos Awareness

All workers working in the presence of known or suspected ACM will receive training on an annual basis. Training will include:

- Basic recognition of ACM.
- Health hazards associated with ACM.
- Activities that could result in the release of asbestos fibers.
- Notification requirements in the event of disturbed ACM.
- Site specific ACM policies and procedures.

ACM Maintenance Workers

All workers in direct contact with ACM, such as maintenance or custodial staff, will receive the following additional annual training:

- How to avoid disturbing or damaging ACM.
- Use, fitting, limitations, and care of PPE.
- Procedures for the maintenance of ACM.
- Location signs of damage and deterioration of ACM.
- Response to an asbestos fiber release.

29.3 DOCUMENTATION

Refer to [1.3](#) Documentation.

Current risk assessment and inventory

Maintenance, repair, and disposal records (including permits and laboratory reports) will be maintained for length of occupancy plus 30 years

Quarterly inspections of known or suspected ACM will be maintained for a minimum of three years

30 Construction Safety Program Management

30.1 STANDARD

The supplier will develop and implement processes and procedures to reduce or eliminate risks associated with new construction activities.

30.2 RESPONSIBILITIES

Construction safety program manager (CSPM) is accountable for making sure that the construction safety program is successfully administered for all projects in their portfolio. For example, the CSPM might oversee an additional project manager to support and make sure that the program governance is effectively implemented. The CSPM is responsible for submitting risk analysis, periodical safety audit reports, and a monthly injury report to supplier leadership. The CSPM also has the authority to stop work when health and safety hazards are not adequately controlled.

30.3 REQUIREMENTS

30.3.1 RISK ASSESSMENT

Each supplier will conduct and document a risk assessment for each new construction project, which includes at a minimum:

- Identification of tasks and related hazards and environmental impacts to the property and surrounding area for the construction project.
- Evaluation of the risk of the listed hazards and environmental impacts.
- Identification of control methods to reduce the risks (for example, training).

30.3.2 POLICIES AND PROCEDURES

Each supplier will design and implement a construction safety program that, at a minimum, will include:

Construction Safety Management Framework

- General contractor and construction subcontractor qualification process
- Define project size and complexity
- Define roles and responsibilities based on project size

Project Specific Safety Program

- Program elements

- Certifications

30.3.3 PROJECT SIZE AND COMPLEXITY

Small Project Size and Complexity

Any work that represents a small scale of construction project. These projects are characterized by any of the following factors:

- Short duration
- Small team (<10 craft workers)
- Minimum usage of space or land

This project level typically represents a lower level of risk and typically includes construction of simple facility buildouts in unoccupied spaces or landlord run buildouts.

Medium Project Size and Complexity

Any work that represents a medium scale of construction project. These projects are characterized by any of the following factors:

- Duration of three to six months
- Occupation of significant space
- Broader team (10-100 skilled workers)

This project level typically represents a higher level of risk and includes complex facility buildouts, or construction in an occupied space.

Large Project Size and Complexity

Any work that represents a large scale of construction project. These projects are characterized by any of the following factors:

- Long duration of six months to years
- Large team (>100 craft workers)
- Large space or land usage

This project level typically represents the highest level of risk and includes complex, heavy machinery facilities and campus construction.

30.3.4 TRAINING

All workers who take part in new construction will receive training regarding the construction site policies and procedures concerning the topics outlined in this CLS. Workers will be evaluated and in the case of nonconformances or repeated nonconformances, a required refresher training on policies and procedures will be provided by the supplier.

30.4 DOCUMENTATION

Refer to [1.3](#) Documentation.

Start of the Project

Documentation at the start of the project will include:

- Legal approval/permits
- Risk assessment
- Site-specific safety plan
- Emergency response plan and contact list
- Incident notification flowchart

- Safety training records and workforce information list
- Maintenance records
- Job safety analysis (JSA)
- Safe work plan (SWP)
- Integrated work plan (IWP)
- Method of procedure (MOP)

Daily

Daily documentation during the project will include:

- Pre-task plans
- Equipment inspection sheets

Weekly

Weekly documentation during the project will include:

- Weekly safety report which includes weekly safety inspection results with corrective actions
- Number of hazard recognitions
- Project weekly safety, or Toolbox Talks, briefs topic and roster
- Project weekly safety representative meeting minutes and roster.

Monthly

Monthly documentation during the project will include:

- Completed project safety checklist
- Number of safety inspections
- Investigation report for all loss time injuries and significant near misses
- Waste disposal records
- Total first aid cases
- Total recordable injuries
- Total near misses.

Quarterly

Quarterly documentation during the project will include safety audit reports.

30.5 REFERENCES

[Supplier Construction Safety Playbook](#)

The following CLS:

- Fall Protection
- Contractor Safety
- Injury and Illness Management

Fire and Emergency Action Plans are in Place

The supplier has a fire prevention and emergency action plan to protect workers during normal working operations and emergency situations. The supplier provides fire detection systems to notify workers of emergencies, safe exit routes when workers need to leave the building and safe shelter locations when workers are required to remain in the building during emergencies.

This section includes the following CLS:

- Emergency Action
- Fire Safety Management

31 Emergency Action

31.1 STANDARD

The supplier will develop and implement processes and procedures to respond to potential events that can lead to an emergency.

31.2 REQUIREMENTS

31.2.1 RISK ASSESSMENT

Each supplier will conduct and document an annual emergency action risk assessment which includes at a minimum:

- Identification of events that may lead to an emergency. Examples include fire, bomb threat, social dispute, air pollution, kidnapping/hostage, flood, tsunami, earthquake, hurricane, and medical emergencies.
- Evaluation of risk associated with each emergency.
- Identification of control measures required to reduce or eliminate risk. Examples include fire alarm/alert systems, service and maintenance of electrical system and machines, emergency plans, training, alarm system and a control center.

31.2.2 POLICIES AND PROCEDURES

Each supplier will have developed and implemented written emergency action and planning procedures. At a minimum, procedures will include:

- Names or job titles of persons who can be contacted for further information or explanation of duties regarding the plan.
- Roles and responsibilities of emergency personnel (including command and control).
- Means to report emergencies including posting of emergency telephone numbers.
- Evacuation procedures and posted plans (for emergencies that require evacuation).
- Identification and provisions for workers who remain to operate critical plant equipment or operations before they evacuate.
- Identification and provisions for assisting disabled individuals.
- Rescue and medical duties.
- Provisions to account for all workers which includes:
 - Designate assembly areas outside the workplace and refuge areas inside the workplace.
 - Take a head count after the evacuation.
 - Identify the names and last known location of anyone not accounted for and communicate the information to a supervisor.

- Establish a method for accounting for all non-workers such as on-site contractors, on-site subcontractors, customers, and visitors.
- Establish procedures for further evacuation to offsite locations in case of incident.
- Communication process to update workers on emergency status. Examples include return to work and go home status.
- Annual evacuation drill for each worker
- Annual emergency action and planning program review
- Dependent on geography, develop a severe weather and natural disaster plan which can include procedures for the following:
 - Floods
 - Hurricanes or typhoons
 - Tornadoes
 - Earthquakes
 - Volcanic eruptions
- Chemical and spill response plan
- Civil disturbance plan
- Emergency shutdown procedures
- Bomb threat evacuation procedures
- Annual emergency action and planning program review

31.2.3 NOTIFICATION/ALARM SYSTEM

Will be established at each facility. At a minimum, the system will include:

- Adequate warning to act per procedures. Alarm systems will include:
 - Audible alarms: bells, horns, sirens, announcement, or speaker system.
 - Visual alarms: Flashing lights, or strobe lights.
- Notification/alarm that is perceivable above ambient noise and light levels.
- Notification/alarm that is distinctive and recognizable.
- Means for activating notification/alarm system.
- System will always be operational except when testing or undergoing repairs or maintenance.
- Annual and periodic testing and maintenance will be performed by competent individuals.

31.2.4 TRAINING

All workers will receive training initially and whenever the emergency action and planning procedures are changed and will include at a minimum:

- Emergency procedures.
- Escape route and procedures in accordance with the Life Safety Code from the National Fire Protection Agency (NFPA 101).
- How to report emergencies.
- Activating the notification/alarm system.

Emergency Personnel

All workers with additional roles and responsibilities in an emergency will receive annual training specifically regarding their duties.

31.3 DOCUMENTATION

Refer to [1.3](#) Documentation.

Evacuation drill documentation will be maintained for a minimum of three years.

Notification/alarm system testing, and maintenance documents will be maintained for a minimum of three years.

Current emergency plan

31.4 REFERENCES

Fire Safety Management CLS

[NFPA 101](#)

32 Fire Safety Management

32.1 STANDARD

The supplier will develop and implement processes and procedures to reduce or eliminate risk associated with fire hazards at a facility.

32.2 REQUIREMENTS

32.2.1 RISK ASSESSMENT

Each supplier will conduct and document an annual fire safety management risk assessment which includes at a minimum:

- Identify major fire hazards and ignition sources.
- Identify people at risk with associated hazards.
- Evaluate the risk of associated hazards.
- Identify and Implement control measures to reduce the risk. Examples include firefighting equipment, training, and safe storage of flammables.

32.2.2 POLICIES AND PROCEDURES

Each supplier will have implemented procedures for fire safety, which will cover at a minimum, the following:

Workers who are expected to use firefighting equipment in an emergency will be instructed on the hazards and techniques of fighting fire.

Fire Prevention

Minimize the storage of flammable and combustible materials.

Storage of flammable substances in an approved cabinet.

Implementation of a smoking policy. Examples include smoking in designated areas only.

Make sure that the electrical equipment is maintained in a safe and good working condition.

Fire Protection

Conduct inventory of all fire equipment.

Appropriate fire detectors and alarm systems in place.

Sprinkler systems (where appropriate) and procedures for when impaired.

Firefighting equipment provided which is suitable for the type of fire expected in the area.

Firefighting equipment easily accessible and simple to use.

Firefighting equipment indicated by signs.

Fire extinguishers and hoses visually inspected each month.

Inspection and maintenance plan for all firefighting equipment.

Fire Precautions

Enough emergency routes and exits indicated by signs which allow the prompt escape of workers in an emergency.

Emergency routes and exits will always be kept clear. Emergency exits unlocked during regular working hours and opening outwards to a place of safety.

Posted diagrams showing emergency routes and exits.

Emergency lighting available, tested and maintained.

Review

Review risk assessment annually or when the following happens:

- A fire or near miss
- Structural changes to any part of the building
- Changes in operation or layout
- New chemicals are purchased and stored on-site
- A change in electrical load and usage

32.2.3 TRAINING

All workers will receive fire safety training upon initial hire and at least annually thereafter. Training will include at a minimum:

- Fire hazards
- Emergency routes and exits
- Roles and responsibilities

Firefighting

Workers who have additional firefighting responsibilities will receive annual training in addition to the above. Training will include at a minimum:

- Use of firefighting equipment appropriate to their role
- Techniques in firefighting
- PPE for firefighting
- Additional roles and responsibilities

32.3 DOCUMENTATION

Refer to [1.3](#) Documentation.

Current risk assessment

Current location of fire protection equipment

Inspection and maintenance records will be maintained for a minimum of three years.

32.4 REFERENCES

Emergency Action CLS

Occupational Health and Hygiene Hazards are Controlled

The supplier anticipates, recognizes, evaluates, and controls occupational health and hygiene hazards in the workplace. The supplier uses routine monitoring and analytical methods to determine the potential health effects of hazards that are present in the workplace. Workers are not exposed to physical, chemical, or biological hazards above occupational exposure limits.

This section includes the following CLS:

- Respiratory Protection
- Laser Safety
- Ergonomics
- Heat Stress Prevention
- Radiation
- Occupational Exposure Limits
- Occupational Noise Exposure
- Personal Protective Equipment (PPE)
- Occupational Health Management
- Bloodborne Pathogens
- Medical Services and First Aid

33 Respiratory Protection

33.1 STANDARD

The supplier will develop and implement a respiratory protection program to protect workers, on-site contractors, and on-site subcontractors from over-exposures to regulated chemicals that could affect their respiratory system.

33.2 REQUIREMENTS

33.2.1 RISK ASSESSMENT

Each supplier will conduct and document an annual respiratory protection risk assessment which includes at a minimum:

- Identification of tasks and their potential hazards that may require respiratory protection.
- Evaluation of the risk associated with hazards.
- Identification and implementation of control measures consider engineering controls first, administrative controls second, and use of respiratory protection last.

33.2.2 POLICIES AND PROCEDURES

Each supplier that uses cartridge or supplied air respirators will have developed and implement procedures to reduce or eliminate the risk of respiratory conditions, which will cover at a minimum, the following:

- If respirators are to be used to reduce the exposure of workers to hazardous air contaminants, suppliers will develop and implement a written respiratory protection program with worksite-specific procedures. The plan will include the following elements:
 - Designation of a qualified program administrator to oversee program
 - Evaluation of job assignments to determine the need for respiratory protection

- Jobs in which workers may be exposed to breathing air contaminated with harmful levels of dusts, fumes, sprays mists, fogs, smokes, vapors, gases, or radioactive material will be identified as potential situations for need of respiratory protection
- Determination of eligibility and medical evaluation requirements to wear a respirator

Identification of Filters, Cartridges, and Canisters

All filters, cartridges, and canisters used in the workplace will be labeled and color-coded with the NIOSH approval label.

The label will not be removed and will remain legible.

Cartridges will be appropriate for the environment in which they are used.

Maintenance and Care of Respirators

Will clean and disinfect respirators at the following intervals:

- As often as necessary to maintain a sanitary condition for exclusive-use respirators.
- Before being worn by different individuals when issued to more than one worker.
- After each use for emergency-use respirators and those used in fit testing and training.

Change Schedules

Filters, cartridges, and canisters will be monitored and changed based upon a pre-determined schedule with consideration for contaminant type and related exposures.

Change schedules may be determined by either experimental or analytical methods, manufacturer's recommendation or using applicable mathematical models.

Selection of Respirators

Each supplier will select a respirator certified by the National Institute for Occupational Safety and Health (NIOSH) that will be used in compliance with the conditions of its certifications.

Each supplier will identify and evaluate the respiratory hazards in the workplace, including a reasonable estimate of worker exposures and identification of the contaminant's chemical state and physical form.

Where exposure cannot be identified or reasonably estimated, the atmosphere will be considered immediately dangerous to life or health (IDLH).

Medical Evaluation

Each supplier will provide a medical evaluation to determine worker's ability to use a respirator before fit testing and use.

Each supplier will identify a physician or other licensed/certified health care professional (PLHCP) to perform medical evaluations using a medical questionnaire or an initial medical examination that obtains the same information as the medical questionnaire.

Each supplier will obtain a written recommendation regarding the worker's ability to use the respirator from the PLHCP.

Each supplier will provide guidance on maintenance and care for respirators.

Additional medical evaluations are required under certain circumstances such as:

- Worker reports medical signs or symptoms related to ability to use respirator.
- PLHCP, program administrator, or supervisor recommends reevaluation.
- Information from the respirator program, including observations made during fit testing and program evaluation, indicates a need.
- A change occurs in workplace conditions that may substantially increase the physiological burden on a worker.

- Annual review of medical status is required for workers in the respiratory protection program.

Fit Testing

All workers using a negative or positive pressure tight-fitting face piece respirator will pass an appropriate qualitative fit test (QLFT) or quantitative fit test (QNFT).

Fit testing is required before initial use, whenever a different respirator face piece is used, and at least annually thereafter.

33.2.3 TRAINING

Respiratory Protection Training

To be conducted at the time of initial assignment and at least annually for all workers who are required to wear respirators to safely perform their job functions. Training will include at a minimum:

- Proper procedures for putting on and taking off respirators (including seal check process).
- Proper cleaning and storage.
- Cartridge replacement procedures where applicable.
- Why the respirator is necessary and how improper fit, use, or maintenance can compromise the protective effect of the respirator limitations and capabilities of the respirator.
- Limitations and capabilities of the respirator.
- Use in emergency situations.
- Recognition of medical signs and symptoms that may limit or prevent effective use.
- General requirements of this CLS.
- Retraining is required annually and when:
 - Workplace conditions change, new types of respirators are used.
 - Inadequacies in the worker's knowledge or use indicate need.

Program Evaluation

Each supplier will conduct evaluations of the workplace as necessary to ensure proper implementation of the program and consult with workers to ensure proper use.

33.3 DOCUMENTATION

Refer to [1.3](#) Documentation.

Current fit test records (respirators only).

Inspection records will be maintained for a minimum of three years.

A record of fit tests will be established and retained until the next fit test.

A written copy of the current program will be retained.

Each supplier will keep all records for the duration of employment.

33.4 REFERENCES

The following CLS:

- Chemical Management
- Occupational Exposure Limits
- Personal Protective Equipment

34 Laser Safety

34.1 STANDARD

The supplier will develop and implement processes and procedures to reduce or eliminate risk of occupational exposure to lasers.

34.2 REQUIREMENTS

34.2.1 RISK ASSESSMENT

Each supplier will conduct and document an annual laser safety risk assessment which includes at a minimum:

- Identification and classification of lasers and associated hazards.
- Evaluation of risks associated with hazards.
- Identification of control measures to reduce risk. Examples include monitoring and PPE.
- Assess the risk of emissions based on varying material types and determine if additional controls are needed for air emissions or worker exposure.

34.2.2 POLICIES AND PROCEDURES

Each supplier will implement procedures to reduce or eliminate the risk of occupational exposure to lasers, which will cover at a minimum, the following:

- The laser will be designed with guarding and interlocks to prevent exposure to the beam.
- Restrict area to authorized personnel only.
- Signage and postings in laser areas.
- Use appropriate PPE per laser classification.
- Written job specific procedures for handling or working with lasers.
- Emergency procedures.
- Laser systems will be calibrated and tested per manufacturer's recommendations.
- All laser system deficiencies will be corrected prior to operation.
- Emergency procedures including fire prevention and control measures.

34.2.3 TRAINING

Laser Safety Awareness

Affected workers are those that work near lasers and they will receive awareness level training at the time of initial assignment. Training will cover at a minimum:

- Effects of laser radiation and specific hazards to which workers may be exposed and how those hazards are controlled.
- Safe work practices.
- Emergency procedures.

Laser Safety

Authorized workers are those that are trained to use lasers and they will receive initial training and annually thereafter. Training will cover at a minimum:

- Type of lasers present at the facility.
- Potential hazards of exposure to lasers present at the facility.
- Exposure levels and resulting risks.
- Results of evaluation of risks associated with hazards.

- Safe work practices.
- Emergency procedures.

34.3 DOCUMENTATION

Refer to [1.3](#) Documentation.

Current risk assessment

35 Ergonomics

35.1 STANDARD

The supplier will develop and implement processes and procedures to reduce or eliminate risk associated with ergonomic hazards.

35.2 REQUIREMENTS

35.2.1 RISK ASSESSMENT

Each supplier will conduct and document a risk assessment performed for each task defined as an ergonomic risk, which includes at a minimum:

- Identification of tasks and associated ergonomic hazards.
- Evaluation of risk associated with hazards.
- Identification of controls to reduce the risk. Examples include work area design and job rotation.

As recommended practice, the supplier should use a functional capacity evaluation (FCE) to do the following:

- **Define job requirements and environmental demands**
- **Assess fitness for work in an objective manner**
- **Inform and develop effective safety training, safety programs and worker accommodations to address ergonomic hazards.**

The FCE will follow local law and other requirements to ensure fair hiring and employment practices

35.2.2 POLICIES AND PROCEDURES

Each supplier will have implemented procedures to address ergonomic hazards. Procedures will cover, at a minimum, the following:

- Early reporting of musculoskeletal disorders (MSD), their signs and symptoms, and MSD hazards.
- Worker involvement process that includes periodic communications about ergonomics and review of worker suggestions related to ergonomic issues.
- Process to correct ergonomic problems that are presented via reporting of ergonomic hazards or injury trends.
- For repetitive activities, opportunities for breaks or changes in activity are provided.
- Assessment of individual workstations.
- Incorporating ergonomics into design of equipment and processes.
- Accommodations will be made for protected groups. Examples of protected groups include pregnant women, aging, and groups with disabilities.

35.2.3 TRAINING

All persons performing tasks with ergonomic related hazards will be trained. Training will include:

- Job specific ergonomic hazards and standard work procedures to reduce ergonomic risk factors.
- Common MSD and their signs and symptoms.
- The importance of reporting MSD and their signs and symptoms early and the consequences of failing to report them early.
- How to report MSD and their signs and symptoms in the workplace.
- The kinds of risk factors, jobs and work activities associated with MSD hazards.
- Methods, tools, or equipment used to mitigate risk factors.
- Specifics of site ergonomics program.

35.3 DOCUMENTATION

Refer to [1.3](#) Documentation.

Current risk assessment and individual ergonomic workstation assessments.

35.4 REFERENCES

Injury and Illness Management CLS

36 Heat Stress Prevention

36.1 STANDARD

The supplier will develop and implement processes and procedures to reduce or eliminate risk associated with heat stress in the workplace.

36.2 REQUIREMENTS

36.2.1 RISK ASSESSMENT

Each supplier will conduct and document a heat stress risk assessment which includes at a minimum:

- Environmental conditions (such as air temperature, humidity, sunlight, and air speed), especially on sequential days.
- Presence of heat sources (examples include hot ovens or furnaces) in the work area.
- Level of physical activity. Examples include the workload leading to body heat production.
- Use of clothing or protective gear that can reduce the body's ability to lose excess heat.
- Individual or personal risk factors.

36.2.2 POLICIES AND PROCEDURES

Each supplier will have implemented procedures to reduce or eliminate the risk associated with heat induced illnesses and injuries, which includes at a minimum:

- Identifying workplace and work assignments where a potential for heat stress exists.
- Developing and implementing a written Heat Stress Prevention Program, including:
 - Identifying risk factors related to heat hazards
 - Designating responsibilities for the program
 - Determining when the program will be implemented
 - Creating control measures used to eliminate or reduce risks

- Selecting and distributing protective clothing
- Determining work practices used to eliminate or reduce the risk, including:
 - Water replenishment during the shift as needed
 - Worker access to shade for preventative recovery periods
 - Responding to symptoms of possible heat illness
 - Contact provisions for emergency medical services
 - Training requirements
- Provide comfortable and safe working temperature conditions. Work temperature ranges:
 - Sedentary work: 16° C (60° F) – 30° C (86° F).
 - Work involving physical effort: 13° C (55° F) – 27° C (81° F).
 - If work temperature ranges cannot be maintained, heat/cold stress procedures will be implemented including the following engineering, administrative controls, and/or PPE to minimize the effects of heat stress.
 - Provision of accessible potable drinking water enough to provide each worker up to one quart per hour. When temperatures exceed 30° C (86° F) ice will be provided to cool the water.
 - Workers will have access to shade during entire shift and as a rule there will be enough shade to accommodate, at the same time, 25% of the workers on a shift.
 - If the interior of a vehicle is used to provide shade, it will have an air conditioner that works.
 - Metal storage sheds and other out-building do not provide shade unless they provide a cooling environment comparable to shade in open air. For example, they will be mechanically ventilated or open to air movement.
 - Shade will be accessible within a time frame not to exceed 200m or 5 minutes by walking.
 - Provisions for preventative recovery periods (PRP). A PRP is necessary if a worker believes that a rest break is needed to recover from the heat or if a worker exhibits indications of heat illness.

36.2.3 TRAINING

All Workers

Non-supervisory and supervisory will be trained on:

- Environmental and personal risk factors associated with heat illness
- Employer's procedures for complying with heat illness standards
- Importance of drinking water
- Importance of acclimatization, how it is developed, and how employer's procedures address it
- Prevention, identification, and symptoms associated with heat illness

Non-supervisory workers will also be trained to:

- Inform the supervisor if they are not used to the heat and may need more frequent breaks until their body adjusts, which usually takes 4-14 days.
- Drink water in small amounts, three to four eight-ounce cups per hour.
- Take breaks in the shaded area and allow time to recover from the heat.
- Avoid or limit the use of alcohol and caffeine during times of extreme heat because both dehydrate the body.
- Inform the supervisor if they, or another worker, begin feeling dizzy, nauseous, weak, or fatigued. Seek medical attention if the problem persists.
- Wear appropriate clothing, sunscreen, and hats.

- Pay attention to coworkers and keep an eye out for symptoms of heat stress, reporting the symptoms to the employer directly or through the supervisor. Buddy systems can be useful to make sure that workers watch out for each other.
- Understand procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided if necessary.
- Contact emergency services, and if necessary, how to transport workers to a place where they can be reached by emergency medical services. A nearby hospital or emergency care facility will be clearly identified in worksite postings.
- Understand procedures for providing clear and precise directions to the worksite to emergency medical services. Workers will have access to road maps with field locations clearly marked so that directions can be provided to emergency responders.
- Have refresher trainings or meetings to share brief safety reminders about heat illness. These will be conducted frequently, especially during high temperatures.

Supervisory Workers

Supervisory workers will also be trained on:

- The supervisor's responsibilities to make sure that the heat stress regulations are followed.
- What the supervisor will do when a worker exhibits symptoms of possible heat illness.
- How emergency medical services will be provided if they become necessary.
- How emergency medical service providers will be contacted.
- How workers will be transported to a point where they can be reached by an emergency medical service provider if necessary.
- How, in the event of an emergency, clear and precise directions to the worksite will be provided as needed to the emergency responder.

36.3 DOCUMENTATION

Refer to [1.3](#) Documentation.

37 Radiation

37.1 STANDARD

The supplier will develop and implement processes and procedures to reduce or eliminate risk associated with ionizing radiation (IR) and non-ionizing radiation (NIR) sources.

37.2 REQUIREMENTS

37.2.1 RISK ASSESSMENT

Each supplier will conduct and document an annual radiation risk assessment which includes at a minimum:

- Identification of sources of IR and NIR and related hazards.
- Evaluation of risk associated with hazards.
- Identification of control measures required to reduce or eliminate risk of exposure. Examples include monitoring, guarding, PPE.

37.2.2 POLICIES AND PROCEDURES

Each supplier will have implemented procedures to reduce or eliminate the risk of bodily injury which will cover, at a minimum, the following:

- Radiation sources will be designed with guarding and interlocks to prevent overexposure.
- Annual occupational radiation exposure for an individual is not to exceed 3 rem per year.
- Restrict area to authorized personnel only.
- Signage and postings in radiation areas.
- Medical surveillance for high exposure workers or as required by regulations.
- Responses to damaged source.
- Job specific procedures for handling or working with radiation sources.
- Emergency procedures.
- Maintenance and calibration of radiating equipment according to manufacturer's recommendations.
- Work practices that minimize radiation exposure.

37.2.3 ANNUAL REVIEW

Each supplier will conduct an annual review (or upon receipt of new equipment, move or major alteration) of the radiation program to include:

- Procedures
- Radiation survey
- Interlocks
- Leakage and shielding
- Dosimetry (if required)
- Worker evaluation

37.2.4 TRAINING

Radiation Safety Awareness

Affected workers will receive awareness level training at the time of initial assignment. Training will cover at a minimum:

- Effects of radiation.
- Specific hazards to which workers may be exposed and how those hazards are controlled.
- Safe work practices.
- Emergency procedures.

Radiation Safety

Workers working directly with radiation sources will receive initial training and annually thereafter. Training will cover at a minimum:

- Types of radiation present at the facility.
- Potential hazards of exposure to radiation sources present at the facility.
- Exposure levels and resulting risks.
- Results of hazard evaluations.
- Safe work practices.
- Emergency procedures.

37.3 DOCUMENTATION

Refer to [1.3](#) Documentation.

Annual review for a minimum of three years.

38 Occupational Exposure Limits

38.1 STANDARD

The supplier will develop and implement processes and procedures to reduce or minimize the risk associated with worker physical, biological, and chemical exposures. Maintain exposures at levels protective of worker health. At a minimum, reduce exposures to below established Occupational Exposure Limits (OEL) where available, or as defined by local and international thresholds.

38.2 REQUIREMENTS

38.2.1 RISK ASSESSMENT

Each supplier will conduct and document an occupational exposure limits risk assessment which includes at a minimum:

- Identification of hazards associated with the process and/or work area (including physical, chemical, and biological hazards).
- Evaluate the risk associated with hazards (including sampling for comparison to available OEL, as determined necessary).
- Identification of control measures to reduce the risk. Examples include local exhaust, ventilation, and atmospheric monitoring.

38.2.2 POLICIES AND PROCEDURES

Each supplier will implement procedures to reduce or minimize the risk associated with each process and/or work area that include, at a minimum, the following:

- Prevention of hazards:
 - Documented process for approval of all materials, processes and equipment that may impact worker exposures, including building operations (examples include asbestos or PCB).
 - Substitution of less hazardous or non-hazardous materials and processes. Refer to the Chemical Management CLS.
- Exposure assessment program with qualitative and quantitative analysis for all physical, chemical, and biological hazards.
- Exposure monitoring program including periodical sampling and evaluation of long-term average concentrations to make sure individual exposure is under time weighted average (TWA) limit and short-term exposure limit (STEL) or ceiling limit (CL).
- Exposure monitoring and testing equipment will be calibrated, inspected, and maintained
- Review of worker complaints and health surveillance records to determine the possibility of exposure related health problems.
- For permissible exposure limits, the supplier will comply with the most restrictive recognized regulation or consensus standard of either their nation's legal or health requirements, the American Conference of Governmental Industrial Hygienists (ACGIH), threshold limit values (TLV), Biological Exposure Indices (BEI), and/or United States of America Occupational Safety and Health Administration (OSHA).
- Standards selected will provide the greatest level of protection to workers in the workplace.
- Consideration for maintaining contaminants below exposure limits will be given to engineering controls (such as local exhaust or general ventilation) before use of PPE. When provided:
 - Local exhaust will be vented directly outdoors or to pollution control equipment.
 - Heating, ventilation, and air conditioning (HVAC) outdoor air intakes and other vents will not be near potential sources of contamination. Examples include being downwind of exhausts

or near places where motor vehicle emissions collect.

- Exposure control equipment will be in proper working order, inspected and maintained.
- Treatment plan for biological hazards (examples include legionella and mold) when found to be present at unacceptable levels.

Occupational Hygiene Program

The program includes at a minimum a hierarchy of controls:

- Elimination
- Substitution
- Engineering
- Administrative
- PPE

38.2.3 MOLD

Each supplier will establish procedures for mold control and prevention. At a minimum, the procedures will include:

- Take every reasonable precaution to prevent the buildup of excess moisture in the facility. Make sure that windows and roofs do not leak in order to minimize the growth and spread of mold.
- Visually inspect both suspected and known high risk areas regularly.
- Perform indoor air quality (IAQ) and mold sampling by a third-party contractor yearly, or as needed, in accordance with local legislation.
- Investigate visible mold locations thoroughly as mold may be hidden inside walls, under wallpaper, in sub-floors, under carpets and other hard to assess areas.
- Remediation will take place as soon as possible after the source of moisture has been identified and eliminated. Containment (enclosure) will be utilized during the remediation in order to prevent the release of mold, mold spores and debris into the surrounding building areas.
- Notify the building occupants of the presence of mold and any remedial action being taken. Occupants will be removed from the immediate area
- Clearance testing will be conducted in accordance with local legislation after the completion of mold remediation and before the enclosure or containment can be taken down and the area released.

38.2.4 TRAINING

All workers with management and supervisory oversight for occupational exposure will be provided with foundational occupational exposure management trainings at the time of initial assignment and annually thereafter. Training will cover at a minimum:

- Local law and consensus standard of either their nation's legal or health requirements, ACGIH, TLV and/or OSHA for permissible exposure limits
- Physical, chemical, and biological hazard recognition
- Exposure pathways (examples include inhalation, dermal absorption and by open wound)
- Hazard evaluation: risk assessment and exposure assessment
- Methods for exposure monitoring
- Control of physical, chemical, and biological hazards according to hierarchy of controls:
 - Engineering controls, administrative controls, PPE, and respirators
- Safety data sheet (SDS) understanding and awareness

Workers whose work involves operating and maintenance of exposure control equipment will receive

training that includes at a minimum:

- Specific operational and maintenance procedures for HVAC systems and local exhaust equipment
- The use and maintenance of PPE

38.3 REFERENCES

The following CLS:

- Chemical Management
- Personal Protective Equipment
- Occupational Health Management
- Respiratory Protection

Nike Industrial Hygiene Playbook

[Nike Chemistry Playbook](#)

[American Conference of Governmental Industrial Hygienists \(ACGIH\)](#)

Threshold Limit Values (TLV)

Biological Exposure Indices (BEI)

38.4 ABRASIVE BLASTING ADDENDUM

This addendum specifies additional requirements related to abrasive blasting on apparel products.

Abrasive blasting as a finishing technique is prohibited on all Nike apparel products because of the high risk for silicosis in abrasives and the difficulty in controlling exposures.

The supplier will develop and implement processes and procedures to eliminate current and future worker health and safety risks related to abrasive blasting on apparel products.

38.4.1 REQUIREMENTS

Risk Assessment

Each supplier will conduct and document an abrasive blasting risk assessment which includes at a minimum:

- Identifying and listing all subcontractors, including those who supply parts, products, or services.
- A process to verify subcontractors are not using abrasive blasting as a finishing technique.

Policies and Procedures

Each supplier will implement procedures to reduce or minimize the risk associated with each process and/or work area that include, at a minimum, the following:

- Supplier will have a written policy stating that abrasive blasting is not allowed.
- Prevention of hazards:
 - Abrasive blasting equipment will be identified, dismantled, and made non-operational.
 - Abrasives will be identified and disposed of properly. Records of disposal will be maintained for five years.

38.5 DOCUMENTATION

Refer to [1.3](#) Documentation.

Refer to Risk Assessment in section [38.4.1](#).

39 Occupational Noise Exposure

39.1 STANDARD

The supplier will develop and implement an occupational noise exposure and hearing conservation program to reduce noise levels in the workplace environment. The program will protect workers, on-site contractors, and on-site subcontractors from excessive noise levels that cause hearing loss.

39.2 REQUIREMENTS

39.2.1 RISK ASSESSMENT

Each supplier will conduct and document an annual occupational noise exposure risk assessment which includes at a minimum:

- Conduct a noise assessment to identify high noise areas. High noise areas are defined as 85 dBA or greater.
- Evaluate the risk associated with high noise. Examples include hearing loss, concentration, unable to hear fire alarms.
- Evaluate controls to reduce noise exposure to less than a minimum of 85 dBA:
 - Engineering controls should be considered as first and best option.
 - PPE should be considered as a last option.

39.2.2 POLICIES AND PROCEDURES

Each facility with potential noise levels above 85dBA will have hearing conservation programs and related implemented procedures to reduce or eliminate the risk of hearing loss which will cover, at a minimum, the following:

- Periodic monitoring of noise exposure levels in a way that accurately identifies workers exposed to noise at or above 85 dBA averaged over eight working hours or an eight-hour time weighted average (TWA).
- Reevaluation of noise exposure levels when there has been a significant change in machinery or production processes.
- Signs indicating areas where hearing protection is required.
- Availability and use of hearing protection in required areas.
- Evaluation of hearing protection to determine effectiveness for indicated noise levels.
- Noise sampling will be completed every 1.5 years or according to local laws, whichever is more stringent.

39.2.3 HEARING TESTING

As a part of the hearing conservation program, each supplier will have a hearing testing program for affected workers that includes, at a minimum:

- No cost to workers
- Conducted by a certified medical professional
- Audiometric testing conducted after hiring and repeated annually
- Notification to affected workers of results
- Follow up/corrective action with any change in hearing as identified by the certified medical professional

39.2.4 TRAINING

Training will be conducted when the supplier has a hearing conservation program for all workers at the time of initial assignment and at least annually thereafter. Training will cover at a minimum:

- Effects of noise on hearing.
- Purpose of hearing protectors.
- Advantages, disadvantages, and attenuation of various types.
- Instructions on selection, fitting, use and care.
- Purpose of audiometric testing and an explanation of the testing process.

39.3 DOCUMENTATION

Refer to [1.3](#) Documentation.

Noise assessment measurements will be maintained for a minimum of five years.

39.4 REFERENCES

Nike Industrial Hygiene Playbook

Nike Chemistry Playbook

[American Conference of Governmental Industrial Hygienists \(ACGIH\)](#)

Threshold Limit Values (TLV)

The following CLS:

- Chemical Management
- Personal Protective Equipment
- Occupational Health Management
- Respiratory Protection

40 Personal Protective Equipment (PPE)

40.1 STANDARD

The supplier will develop and implement a PPE program to protect workers, contractors and suppliers from workplace hazards that may cause bodily injury or impairment.

40.2 REQUIREMENTS

40.2.1 RISK ASSESSMENT

Each supplier will conduct and document an annual PPE risk assessment which includes at a minimum:

- Identification of tasks and their potential hazards that may require PPE
- Evaluation of the risk associated with hazards.
- Identification and implementation of control measures consider engineering controls first, administrative controls second, and use of PPE last.

40.2.2 POLICIES AND PROCEDURES

Each supplier will implement procedures for all workers and visitors to reduce or eliminate the risk of bodily injury through use of PPE. Additional or alternative PPE will be made available as is necessary for the task and/or when recommended on a product's safety data sheet (SDS). Examples include fall protection, neoprene gloves and respirators. PPE procedures will cover, at a minimum, the following:

- Reporting and replacing damaged PPE
- Maintaining PPE in clean, good working condition and storing properly
- Providing and repairing PPE free of charge by the employer

- Inspecting PPE quarterly at a minimum
- Donning PPE as per appropriate use applications and not impacting an additional risk
- Determining the suitability of the PPE presently available and, as necessary, selecting new or additional equipment that provides protection from hazards greater than the minimum required by PPE assessment
- Where exposure to multiple and simultaneous hazards is possible, providing or recommending for purchase adequate protection against the highest level of each of the hazards
- Providing PPE of safe design and construction for the work to be performed and maintaining in a sanitary and reliable condition
- Purchasing PPE that meets the higher standards of the National Institute for Occupational Safety and Health (NIOSH), American National Standards Institute (ANSI) and local law.

Eye and Face Protection

- Prevention of eye injuries requires that all workers who may be in eye hazard areas wear protective eyewear.
- To provide protection for these personnel, the supplier will procure enough goggles and/or polycarbonate eye protectors that meet protective criteria set within the American National Standards Institute (ANSI) Z.87.1-2003 standard.
- If workers wear their own glasses, they will be provided with suitable eye protection to wear over them.
- Suitable protectors (including side protectors) will be used when workers are exposed to hazards from flying particles, molten metal, acids or caustic liquids, chemical liquids, gases or vapors, bio-aerosols, or potentially injurious light radiation
- Protection, such as goggles and face shields, will be used when there is a hazard from a chemical splash.
- Face shields will only be worn over primary eye protection (safety glasses and goggles).
- For workers who wear prescription lenses, eye protectors will either incorporate the prescription in the design or fit properly over the prescription lenses.
- Contact lenses wearers will also wear appropriate eye and face protection devices in a hazardous environment.
- Equipment fitted with appropriate filter lenses will be used to protect against light radiation. Tinted and shaded lenses are not filter lenses unless they are marked or identified as such.

Emergency Eye Wash Station

- Emergency eye wash facilities, including eye wash fountains and deluge shower, meeting the local law are provided in all areas where the eyes of any worker may be exposed to small flying objects or corrosive materials.
- All emergency eye wash stations are located where they are easily accessible in an emergency. The safety shower is located in the battery charging area.

Hearing Protection

- Hearing protection will be required in designated and identified areas of the facility where noises levels exceed 85dBA over an eight-hour time period.
- The primary hearing protection device will be the in-ear style plugs which may be used through a variety of work process without impeding the worker.
- Warning signs will be posted at all approaches to areas where the wearing of hearing protection is required.
- Hearing protection will be made available having a minimum noise reduction rating (NRR) factor sufficient to reduce the time weighted average (TWA) noise exposure to 85dBA or less.

Head Protection

- Head protection will be furnished to, and used by, all workers and contractors engaged in construction and other hazardous work that can cause head injuries as identified in the risk assessment.
- Head protection is also required to be worn by engineers, inspectors, and visitors at construction sites when hazards from falling or fixed objects or electrical shock are present.
- Bump caps/skull guards will be issued and worn for protection against scalp lacerations from contact with sharp objects, and to keep hair from being caught in machinery or while working in low ceiling areas. They will not be worn as substitutes for safety caps/hats because they do not afford protection from high impact forces or penetration by a falling object.

Respiratory Protection

- Where required, the appropriate NIOSH approved respiratory protection and training will be provided.
- Workers will be individually fitted, and masks tested prior to using them in the workplace.
- The exposure that the worker is facing will determine the type of mask that is necessary, particulate, air purifying, or supplied air.
- When working with chemicals it is important to check the SDS in order to determine if a mask is necessary when working with it.

Foot Protection

- Foot protection requirements will be based upon the assessment of risk.
- Safety shoes or boots with impact protection are required to be worn when carrying or handling materials such as packages, objects, parts of heavy tools, that could be dropped and for other activities where objects might fall onto the feet.
- Safety shoes or boots with compression protection are required for work activities involving pallet jacks (manual materials handling cars) or other activities in which materials or equipment could potentially roll over a worker's feet.
- Safety shoes or boots with puncture protection are required where sharp objects such as nails, wire, tacks, screws, large staples, or scrap metal could be stepped on by workers, causing a foot injury.

Fall Protection

- A fall arrest system will also be worn by the driver of a PIT. Specific and generic training on how to properly wear and use the fall protection equipment will be provided with refresher training.

Hand Protection

- Suitable gloves will be worn when hazards from chemicals, cuts, lacerations, abrasions, punctures, burns, biological, and harmful temperature extremes are present.
- Glove selection will be based on performance characteristics of the gloves, conditions, duration of use, and hazards present. One type of glove will not work in all situations.

Skin Protection (Other Than Gloves)

- Skin protection will be used when there is a possibility of chemical splashes to the body, when the atmosphere may contain contaminants that could damage the skin or be absorbed by the skin or when contaminants could remain on the street clothes of a worker. The amount of coverage is dependent on the area of the body that is likely to be exposed. For a small, controlled processes, an apron may be enough. For work above the head, a full body coverall may be required.
- To guard the trunk of the body from cuts or impacts from heavy or rough-edges, there are protective coveralls, jackets, vests, aprons, and full-body suits.

40.2.3 TRAINING

Training will be conducted at the time of initial assignment and at least annually thereafter. Training will cover at a minimum:

- Each worker will demonstrate an understanding of the training and the ability to use PPE properly before being allowed to perform work requiring the use of PPE.
- What and when PPE is required and the limitations of PPE.
- Proper use and care, maintenance, useful life, and disposal of PPE.
- When and why PPE is necessary.
- What PPE is necessary.
- How to properly don, doff, adjust, and wear PPE.
- The limitations of PPE.
- The proper care, maintenance, useful life, and disposal of PPE.
- Laboratory and mixing personnel will be instructed to remove gloves and lab coats prior to entering common areas. Examples of common areas include hallways, elevators, eating areas, restrooms, and offices.
- Secondary containers will be used for transport of potentially hazardous materials or agents.
- Periodic retraining will be offered by suppliers to workers, as needed.
 - Reassessment of the PPE will be conducted when new equipment or processes are introduced that could create new or additional hazards.
 - When the facility management has reason to believe that any affected worker who has been trained does not have the understanding or skills required to use the PPE properly, the manager/supervisor will retrain such workers.
 - Retraining is also required when there have been changes in the workplace or PPE that render previous training obsolete, or when there are inadequacies in the affected worker's knowledge or use of the assigned PPE.

40.3 DOCUMENTATION

Refer to [1.3](#) Documentation.

Inspection records will be maintained for a minimum of three years.

41 Occupational Health Management

41.1 STANDARD

The supplier will develop and implement processes and procedures to reduce or eliminate risk to physical, mental health and social wellbeing.

41.2 REQUIREMENTS

41.2.1 RISK ASSESSMENT

Each supplier will conduct and document an annual occupational health management risk assessment which includes at a minimum:

- Identify occupational health hazards for worker population including physical, biological, chemical, ergonomic, and psychosocial hazards in the workplace.
- Assess specific risks related to those hazards and associated tasks.
- Identify and implement control measures to reduce the health risk. Examples include Exposure

Monitoring Program, Hazard Communication Program, engineering controls, PPE program and psychosocial hazard prevention.

41.2.2 POLICIES AND PROCEDURES

Each supplier will implement procedures to reduce or eliminate health hazards, which will cover at a minimum, the following:

Clinics

On-site clinics will be provided according to local legislations. Capacity and scope of on-site care will be defined according to risk assessment, number of workers and accessibility to nearest hospital. When on-site clinics are provided (examples include locations with more than 1,000 workers), they will include at minimum:

- Healthcare staff are qualified and trained in the practice of occupational and emergency medicine.
- Procedures for admission, treatment, transportation, and discharge of patients are in place.
- Procedures for use, testing maintenance and calibration of medical and surveillance instruments.
- Procedures for return to work of workers who have been absent.
- Procedures for response and treatment of all infectious or contagious diseases.
- Equipment appropriate to the level of treatment provided in the facility. Examples include sterile gloves, cardiopulmonary reanimation (CPR) barrier mask, autoclave sterilizer, disposable needles, and suture kits.
- A minimum of one private bed for each 1,000 workers.
- Equip the clinic facility with a mechanical ventilation system that is always capable of maintaining the temperature between 21° C – 27° C (70° F – 80° F).
- Strict adherence to sanitation standards.

Response to Infectious Contagious Disease

Infectious and contagious disease preparedness and response plan for workplace and dormitories including at minimum:

- Assessing the level(s) of risk associated with various facilities, departments, and tasks.
- Non-occupational risk factors at home and in community settings.
- Controls necessary to address those risks.
- In case of an epidemic:
 - Stay aware of and follow guidance from the government and local public health authorities.
 - Incorporate these recommendations and resources into workplace-specific plans and implement all workplace safety requirements.
 - Review visitor and contractor protocols.
- Emergency response and isolation protocols in case an outbreak.

Health Surveillance

A structured health surveillance program based on the results of the risk assessment.

A system to analyze the results of the surveillance programs and provide guidance for corrective action and medical treatment.

Evaluation of the general health of workers at all stages of the employment (pre-employment, baseline testing, pre-assignment, post sickness).

Each worker has access to the health medical records relating to them personally.

A competent doctor, occupational healthcare professional or competent authority will perform the health surveillance.

Occupational health data will be reviewed for trend identification and health promotion activity planning.

Health Promotion

Preventative measures will be in place as a means of reducing the overall health risk of the workforce. Examples include smoking cessation, tetanus vaccinations, Hepatitis B vaccinations, and women's health month activities.

Protection and Promotion of Mental Health and Wellbeing

As recommended practice, prevention of psychosocial hazards and promotion of mental health and wellbeing should be approached in three levels:

- **Protect mental health by addressing the cause/source of the workplace hazards that increase the risk of mental harm and by reducing work-related risk factors.**
- **Promote mental health by developing the positive aspects of work and the strengths of workers. Examples include work-life balance and stress management programs.**
- **Address mental health problems regardless of cause. Examples include supporting appropriate treatment, promoting mental health programs.**

Special Health Provisions

Special health provisions for supplier's foreign migrant workers includes at a minimum:

- Medical examination and vaccinating at the cost of employer before starting the work.
- Medical insurance provided in the host country during the employment period.
- Injury/illness compensation coverage provided in the host country during the employment period.

41.2.3 TRAINING

All workers will receive information and/or training relating to physical and mental health and social wellbeing.

Health Care Workers

The health care worker must be certified to provide care.

41.3 DOCUMENTATION

Refer to [1.3](#) Documentation.

41.4 REFERENCES

The following CLS:

- Personal Protective Equipment
- Occupational Exposure Limits
- Occupational Noise Exposure
- Respiratory Protection
- Ergonomics
- Medical Services and First Aid
- Bloodborne Pathogens
- Sanitation

42 Bloodborne Pathogens

42.1 STANDARD

The supplier will develop and implement processes and procedures to reduce or eliminate risk of occupational exposure to bloodborne pathogens.

42.2 REQUIREMENTS

42.2.1 RISK ASSESSMENT

Each supplier will conduct and document an annual bloodborne pathogens risk assessment which includes at a minimum:

- Identification of hazards associated with occupational exposure to bloodborne pathogens (include individuals, tasks, and areas at risk of occupational exposure).
- Evaluation of the risk associated with occupational exposure.
- Identification of control measures required to reduce or eliminate risk of exposure.

42.2.2 POLICIES AND PROCEDURES

Each supplier will have implemented procedures to reduce or eliminate the risk of occupational exposure to bloodborne pathogens which will cover at a minimum, the following:

- Prevent contact with blood or other potentially infectious materials (all body fluids will be considered potentially infectious).
- Readily available hand washing facilities and disinfectants for potential bloodborne pathogen contaminated spills.
- PPE is available. Examples include disposable gloves, and cardiopulmonary reanimation (CPR) guards.
- Disposal container for sharp objects are available. Examples of sharp objects include glass, blades, and sewing needles.
- Disposal of equipment, product or material suspected to be contaminated with bloodborne pathogens in closable, biohazard-labeled bags and containers.
- Disposal of bloodborne material is to be complete by a licensed, registered, or competent provider. Refer to the Hazardous Waste CLS.
- Safe disposal of contaminated materials in accordance with applicable regulated waste regulations.

42.2.3 MEDICAL REQUIREMENTS

Each supplier will have implemented medical procedures to reduce or eliminate the risk of infection, in the event of occupational exposure. Medical procedures will include at a minimum:

- Medical vaccination programs and follow up will be performed by or under the supervision of a licensed physician or by or under the supervision of another licensed health care professional and be at no cost to worker.
- Hepatitis B vaccine and vaccination series will be made available to all workers who have occupational exposure.
- Post exposure evaluation and follow-up to all workers who have had an exposure incident.
- Affected worker provided with a copy of medical results/opinion within 15 days of medical procedures.

42.2.4 TRAINING

All workers with potential occupational exposure will be provided with bloodborne pathogen training at the

time of initial assignment and annually thereafter. Training will cover at a minimum:

- Applicable regulations and procedures.
- General explanation of bloodborne diseases.
- Exposure pathways. Examples include inhalation, by open wound.
- Tasks that might cause exposure.
- Control methods and limitations.
- Proper use and location of PPE.
- Medical and post exposure procedures.
- Signs and labels.
- Disposal procedures for contaminated product, equipment, or materials.

42.3 DOCUMENTATION

Refer to [1.3](#) Documentation.

43 Medical Services and First Aid

43.1 STANDARD

The supplier will develop and implement processes and procedures to respond to incidents that require first aid or that require other medical attention.

43.2 REQUIREMENTS

43.2.1 RISK ASSESSMENT

Each supplier will conduct and document an annual medical service and first aid risk assessment which includes at a minimum:

- Identification of hazards and location that could result in an incident.
- Evaluation of the risk associated with the hazards (include number of workers at each location).
- Identification of control measures to reduce the risk. Examples include first aid supplies, equipment, and personnel.

43.2.2 POLICIES AND PROCEDURES

Each supplier will have implemented first aid procedures which will cover at a minimum, the following:

- Resources available (internally or externally) to respond to any medical emergency.
- Emergency telephone numbers will be clearly identifiable near each telephone.
- Location and availability of medical facilities and emergency services.
- Records of first aid and medical treatments will be maintained.

43.2.3 FIRST AID RESPONDERS

A first aid responder is someone who is certified in first aid. Each supplier will have an adequate number of trained first aid responders to cover the number of workers and hazards during each facility.

| Number of Workers | Number of Trained First Aid Responders |
|------------------------------|--|
| 10-50 | 2 |
| 51-100 | 3 |
| Every additional 100 workers | +1 |

- Communicate to workers the names, location, and contact information for certified first aid responders.
- Receive annual training or certification in first aid.

43.2.4 FIRST AID MATERIALS

Each supplier will have first aid materials available based on the risk. Examples include first aid kits, automated external defibrillator (AED) and a stretcher.

In low risk areas, such as offices, kits should meet Class A (and any additional local requirements) to have the equipment needed to deal with common workplace injuries like sprains, minor cuts and scrapes.

In high-risk areas where equipment or chemicals are used, kits should meet Class B (and any additional local) requirements.

| Supplies | Class A quantities | Class B quantities |
|--|--------------------|--------------------|
| Sterile adhesive bandages (assorted sized) | 16 | 50 |
| Absorbent compress | 2 | 4 |
| Sterile eye pads | 2 | 2 |
| Triangular bandages | 1 | 2 |
| Disposable gloves | 2 | 2 |
| Burn treatment (single use packets) | 10 | 25 |
| Burn dressing, gel soaked 4 in. x 4 in. | 1 | 2 |

The kits will be inspected monthly to meet requirements including identifiable signs locating the kits.

43.2.5 EYEWASH AND SHOWER EQUIPMENT

When there is a risk of chemical exposure to eyes, face or body, eyewash or shower equipment is required, the equipment will meet the following minimum requirements:

- Water will be potable (drinkable).
- Velocity of water is such that no injury occurs. Minimum flow rate is 1.5 L (3.1 pt) for a minimum of 15 minutes.
- No sharp projections.
- Nozzles are covered to prevent airborne contamination.
- Control valve is easily located and when activated remains ON until turned OFF.
- Within 30 m (100 ft) of hazardous material.
- Accessible and identifiable with a highly visible sign.
- Water nozzles positioned between 83.8 cm (33 in) and 114.3 cm (45 in) from the floor.
- Self-contained units containing a reservoir of flushing fluid will be constructed of materials that will not corrode. The flushing fluid will be protected from airborne contaminants.
- Water temperature in units will be maintained between 15° C – 35° C (60° F – 90° F).
- All equipment and piping will be freeze protected.
- Plumbed eyewash units will be activated weekly to flush the line and verify proper operation. Self-contained units will be inspected according to manufacturers' specification.

43.2.6 TRAINING

All workers will receive training regarding the location's first aid processes and procedures. At a minimum, training will include:

- The point of contact for any incident that requires first aid or other medical assistance.
- Location of first aid equipment in work area.

- Report any work-related incidents that require first aid or other medical assistance.
- Proper use of emergency eyewash or shower units if exposed to hazardous material resulting in eye, face, or body injury.

First Aid Responders

All workers who have been designated as first aid responders will receive first aid Responder training conducted by a certified first aid/AED trainer. At a minimum, the training will include:

- Basic first aid skills needed to help adults and children during several different emergency situations
- Basic skills needed to perform cardiopulmonary reanimation (CPR) on a person with cardiac or breathing emergency
- Basic skills needed to use an AED on a person with a cardiac emergency.
- Basic skills needed to perform cleanup of blood and other bodily fluids (bloodborne pathogens) after an injury.

First aid responders will receive a certificate of completion after receiving training and renew their certification annually or in accordance with local law

43.3 DOCUMENTATION

Refer to [1.3](#) Documentation.

Each supplier will maintain records for inspections records of first aid kits and eyewash or shower units for a minimum of one year.

43.4 REFERENCES

The following CLS:

- Bloodborne Pathogens
- Injury and Illness Management

Respected

44 Employment is Voluntary

44.1 STANDARD

The supplier does not engage in any type of forced labor, human trafficking, or modern slavery, including prison, indentured, bonded or otherwise. The supplier is responsible for payment of all employment eligibility fees of all workers, including recruitment fees. The supplier complies with all requirements in the CLS to address key risks of forced labor, such as requiring worker freedom of movement, prohibiting requirements to post bonds or make deposits as a condition of employment and providing provisions related to management of workers with unique vulnerabilities.

44.2 REQUIREMENTS

44.2.1 USE OF PRISON LABOR IS PROHIBITED

The supplier will not use prison labor or subcontract work to prisons. This includes procurement of any materials, goods or services used to manufacture products.

44.2.2 FORCED LABOR IS PROHIBITED

The supplier will not use or participate in recruitment or employment practice that indentures or bonds a worker to the workplace or which obtains labor or services using force, fraud, or coercion.

Document Retention

Workers will not be required to turn over their original personal documents (such as passports, visas, work permits, travel or residency permits, national IDs, school certificates or other personal documents) to their employer, labor agent or another third party as a condition of employment. Workers will not be required to make deposits to gain access to their documents.

The supplier, labor agent or other third party may not hold worker personal documentation on behalf of supplier's workers for safekeeping purpose, even with their consent. The supplier can temporarily collect the original identity documents when it is required by local law to process required documentation (such as residence permit, bank account, visa extensions). These original identity documents will be returned to the supplier's workers immediately afterwards.

Deposits

Workers will not be required to make deposits, post bonds, or participate in mandatory savings schemes as a condition of employment.

Workers Will Not Pay for Employment

Workers will not be required to pay employment eligibility fees, including costs or fees associated with recruitment and employment.

44.2.3 FREEDOM OF MOVEMENT

The supplier will allow workers to move freely within their designated work areas during work hours, including being allowed access to drinking water and toilet facilities. Workers will be allowed to leave the facility during meal periods or after work hours.

Those suppliers with dormitories for workers will communicate security practices, including curfew policies, to applicable workers. Curfews will be reasonable and allow workers enough time to relax and participate in personal activities during non-working hours. Where curfews exist, they will apply equally to both national workers and foreign migrant workers.

44.2.4 SPECIAL PROVISIONS FOR FOREIGN MIGRANT WORKERS

In addition to all general CLS requirements, where the supplier has hired foreign workers the supplier will have the following policies in place:

Foreign Migrant Worker Policy

Supplier will have a written policy regarding specific protections for foreign migrant workers throughout the employment cycle of recruitment, employment, and repatriation. The policy will, at a minimum, include the requirements on prohibition of forced labor, fair treatment, prohibition of recruitment fees and related costs, non-discrimination, freedom of movement, freedom of association, non-retaliation, grievance systems and any requirements under local law. The supplier will effectively communicate its foreign migrant worker policy to its labor agents and sub-agents as well as foreign migrant workers so that they are aware of their rights under the policy. The supplier will train its staff responsible for implementing and enforcing its foreign migrant worker policy regarding their roles and responsibilities.

Prohibition of Forced Labor

Apart from general prohibitions of forced labor, supplier's foreign migrant workers (or their family members) will not be threatened into involuntary employment or prevention of voluntary termination of their employment.

Fair Treatment

The supplier will treat workers fairly and provide the same terms and conditions of employment as national workers including compensation, holidays and leaves of absence and any employer provided housing except where local law requires different benefits (for example with respect to payment of social security benefits).

Non-Retaliation

The supplier will prohibit all retaliation against its foreign migrant workers who provide information on any issues that occurred or concerns regarding actions taken during the recruitment, selection or employment processes which includes, but is not limited to, recruitment fees and related costs paid.

Grievance Systems

The supplier will provide safe, anonymous, confidential mechanisms for foreign migrant workers to lodge complaints or report non-compliance (such as fee payment or request) without fear of discrimination, intimidation, or retaliation. The grievance mechanisms will support all languages spoken by the foreign migrant workers. Refer to the Effective Grievance Process section in the [Freedom of Association and Collective Bargaining](#) CLS.

As recommended practice, the supplier is encouraged to employ or make available an on-site coordinator who speaks the language of both the foreign worker and the employer.

As recommended practice, the supplier is encouraged to setup a worker committee representing all nationalities in the facility. The members of the committee are voted by the workers. Workers representatives can also be setup at the dormitory for foreign migrant workers.

Payment of Recruitment Fees and Related Costs

Except otherwise noted, the supplier will directly pay all fees and costs associated with recruitment, including costs incurred to secure employment or placement, and employment, including uniforms, job tools or safety gear. Fees prohibited include, but are not limited to:

- Passports, required visas, work and residence permits and other administrative costs to fulfill recruitment requirements such as background checks and banking services.
- Payments for recruitment services including, but not limited to, application, recommendation,

recruitment, reservation, commitment, or placement fees in both the sending and receiving countries, recruitment agent service fees (both one-time and recurring) and fees incurred by sub-agents.

- Costs related to medical examinations, tests, or vaccinations, including health exams required for repatriation.
- Mandatory government insurance costs, including worker health or medical insurance and enrollment in migrant welfare funds for which the supplier is responsible.
- Costs to perform tests to verify workers' skill level and qualifications or the cost to obtain related certifications.
- Expenses for required trainings, including on-site job orientation and pre-departure or post-arrival orientation of newly recruited workers; and
- Expenses for travel, lodging and subsistence within the sending country for screening and recruitment purposes, in-bound transportation from the worker's habitual place of residence in the sending country to the supplier's facility or provided accommodations in the receiving country.

Employment eligibility fees may not be deducted from wages by way of garnishments, levies, deposits, guarantee monies or otherwise. Refer to the Compensation and Benefits are Paid on Time CLS.

When it is not possible to directly pay the above fees in advance, if any of the above fees are legally required to be paid by the workers, or in the event that it is identified workers paid fees prohibited in this CLS at any point during their employment, the supplier will promptly and fully reimburse the worker for those fees. Such fees should be reimbursed within one month of the worker's arrival within the host country or within one month of learning that fees were paid by the workers.

Travel and lodging costs during recruitment

Where the supplier hires foreign migrant workers from another country, the supplier shall be responsible for travel and lodging costs including departure taxes and fees. Travel and lodging costs include incurred expenses for travel, lodging and subsistence within the sending country for screening and recruitment purpose, in-bound transportation from worker's habitual place of residence in sending country to supplier's facility or provided accommodations in receiving country. Related inbound transportation costs are not required to be paid for foreign workers already within the country with valid working documents.

Labor Agents Management

The supplier will use legally approved/registered labor agencies in accordance with local law.

Labor Agents Due Diligence

The supplier is responsible to conduct thorough due diligence on any labor agents, including sub-agents, used in the recruitment and employment of foreign migrant workers. Such diligence will be conducted upon selection of new labor agents/sub-agents as well as regular audits of existing labor agents/sub-agents to ensure they meet, at a minimum, the requirements contained in these CLS. The due diligence process should at least include a risk assessment, review of the labor agent's legal status, ethical practices and any complaints lodged against them.

Service agreements or legal contracts between the supplier and its labor agent(s) will be in place to comply with legal requirements (of both sending and receiving countries), supplier's policy and requirement (such as a prohibition of fees charged to workers). These agreements should include all services provided by the labor agents, detailed itemized fees and costs incurred during recruitment.

The supplier's foreign migrant worker policy will be communicated clearly in writing to all new labor agents. The policy should be recommunicated when renewing service agreement or when there are any changes or updates.

As recommended practice, the supplier is encouraged to hire and employ foreign workers directly, minimizing the use of labor agent and other third party in the recruitment and management of workers.

The supplier is encouraged to incorporate its foreign migrant worker information, feedback, and grievances to ongoing performance review of the labor agents.

The supplier is encouraged to include a term in contracts with its labor agents that the relationship is subject to termination in the event that the agent is unwilling to undergo due diligence audits or unwilling to remedy any violations with the factory policy on recruitment.

Foreign Migrant Worker Selection, Orientation, and Training

The supplier will be directly involved in the recruitment of foreign workers throughout the recruitment process where possible, but at a minimum be directly involved in the final selection of workers for employment.

During the recruitment process, the supplier will clearly communicate terms and conditions of recruitment and employment to all job seekers. Recruited foreign migrant workers are provided with rights-based and gender-sensitive pre-departure orientation training prior to signing the employment contract and leaving the sending country.

The supplier will conduct post-arrival orientation for foreign migrant workers in a language that they understand after arrival in the destination country and before they commence their work.

All orientations and trainings are conducted in the language of supplier's foreign migrant workers, include but not limited to:

- General trainings (for example, onboarding, company policy and procedures)
- Foreign migrant worker specific trainings (foreign migrant worker policy, non-retaliation against fees reported...)
- Grievance system for foreign migrant workers
- Rights of workers to join or participate in unions, committees or other forms of worker representation
- Job related trainings
- Safety trainings

Foreign Migrant Workers Contracts of Employment

In addition to the general requirements regarding contracts of employment (refer to the Regular Employment is Provided CLS), when employing foreign migrant workers:

- The contract will be signed at least five days prior to departure, by both the supplier and the foreign migrant workers, to allow adequate time for workers to review and request clarification if needed.
- The terms outlined in the worker's written employment contract will be fully explained prior to departure from their home country. The explanation will be accurate, complete and in terms the worker would understand. This includes conditions of employment and reasons for termination.
- The employment contract will be written such that it is legally enforceable in the receiving country and written in the worker's language.
- The foreign migrant worker will receive a copy of the employment contract at least five days prior to departure.
- The employment contract will not be changed upon arrival in the facility unless changes are required to comply with local law and provide equal or better terms.

Repatriation

Foreign migrant workers can freely choose to return home, change employment if legally allowed, or extend employment with the supplier. Foreign migrant workers will not be penalized for terminating the employment contracts at any time with reasonable notice (according to local law but not more than 30 days).

In addition to any legal requirements of the host country and country of origin regarding repatriation of supplier's foreign migrant workers, at the completion of the employment relationship, or earlier upon termination of employment, the supplier will provide return air or land transport tickets to any supplier's foreign migrant workers hired or recruited by the supplier from another country. The supplier will comply with this requirement irrespective of the terms of the worker's employment contract.

The requirement to pay for repatriation does not apply where the worker:

- Is terminated for illegal conduct.
- Obtains other legal employment within the country.

The supplier will still pay for repatriation if the worker terminates the employment prior to conclusion of the employment contract because:

- The supplier breaches a material term of the employment contract.
- The worker is subject to harassment or abuse that is not timely remedied upon complaint. Refer to the Supplier Does Not Discriminate CLS and the Harassment and Abuse are not Tolerated CLS.

As recommended practice, the supplier is encouraged to provide return airfare prior to the conclusion of the employment contract in response to special circumstances such as serious illness or other family emergency or returning to the home country to participate in elections.

Pregnancy Protections

Foreign migrant workers who are pregnant will be guaranteed all applicable protection under the legal laws and requirements, at the minimum receiving the same benefits as national workers.

In the event repatriation is mandated by law, suppliers are required to cover repatriation cost in accordance with repatriation section.

As recommended practice, the supplier is encouraged to provide return airfare prior to the conclusion of the employment if a foreign migrant worker who becomes pregnant chooses to return to their sending country to give birth.

Storage

The supplier will provide to all foreign migrant workers individual, secure, and lockable storage for safekeeping of personal documents and other valuables. The workers will at all times, have immediate and direct access to the storage.

Illegal Workers

The supplier may not use foreign migrant workers who are not legally authorized to work within the receiving country. Any illegal foreign migrant worker knowingly hired by the supplier or hired due to inadequate hiring practices are entitled to repatriation in accordance with the Repatriation section above.

Hiring of Foreign Migrant Workers Within the Receiving Country

The supplier will make sure that any foreign migrant worker hired who is already within the receiving country is legally authorized to work. The supplier is responsible for any costs associated with changing the employment visa or other employment authorization documentation. The supplier also assumes the responsibility for repatriation in accordance with the Repatriation section above.

44.3 DOCUMENTATION

Refer to [1.3](#) Documentation.

44.4 REFERENCES

ILO Convention No. 29, Concerning Forced Labor (1930)

ILO Convention No. 105, Abolition of Forced Labor Convention (1957)

ILO Convention No. 181, Private Employment Agencies Convention (1997)

ILO General principles and operational guidelines for fair recruitment and Definition of recruitment fees and related costs (2019)

Protocol to Prevent, Suppress and Punish Trafficking in Persons, Especially Women and Children (Trafficking Protocol) (2000)

The Trafficking Victims Protection Act, 22 USC §7101 (2000)

45 Minimum Working Age is 16

45.1 STANDARD

Nike forbids the use of child labor in facilities contracted to make or move Nike products. The supplier's workers are at least age 16, or over the age for completion of compulsory education or country legal working age whichever is higher. Workers under 18 are not employed in hazardous conditions, such as working at night, working with chemicals, or working with heavy machinery.

45.2 REQUIREMENTS

45.2.1 MINIMUM AGE REQUIREMENT

Higher minimum age standards may be established by Nike within certain industries or countries, which will be communicated to the suppliers concerned.

The supplier will put in place and maintain adequate human resource systems and practices to verify that an applicant meets the minimum age requirement. Such systems and practices include a written hiring policy, training of hiring personnel, and requiring proof of age documentation at the time of hire.

45.2.2 PROOF OF AGE

The supplier will require proof of age at time of hire, which may include birth certificate, family book, personal registration (ID) card, driver's license and voting registration card. Copies of these documents will be kept on file throughout the term of employment.

The supplier will take reasonable measures to make sure that such proof of age documents are accurate and complete. In those cases where proof of age documents is unreliable or unavailable, the supplier will find other ways to verify the worker's age. Examples include an official stamped copy of a school certificate or affidavit from local government representative.

Proof of age documents can be easily forged or altered so the supplier may need to utilize the services of a government-certified medical doctor to accurately verify a worker's age through a physical examination. Documentation of exam results will be attached to at least one other proof of age document listed above.

45.2.3 REMEDYING UNDERAGE EMPLOYMENT

The supplier will establish, document, maintain, and effectively communicate to its workers and other interested parties' policies and procedures for remediation of underage workers found to be working in situations which are prohibited by local law or this CLS.

Among other such policies and procedures, when the supplier is found to have workers who are under the minimum age standard, consistent with the overall best interests of the worker and within the requirements of the local law, the supplier will be required to take the following actions:

- Remove the underage worker from the workplace.
- Provide adequate support, financial or otherwise, to enable the underage worker to attend and remain in school or a vocational training program until age 16 or the minimum legal working age,

whichever is higher.

- If the underage worker is able to provide documentation that he or she is enrolled and attending school classes or vocational training program, the supplier will continue to pay the underage worker the base wage until the time they either finish school or training or reaches age 16 or the minimum legal working age, whichever is higher.
- When the underage worker reaches age 16 or legal minimum working age, whichever is higher, they will be given the opportunity to be employed by the supplier.
- If the underage worker voluntarily chooses not to participate in a school education or vocational training program, they forfeit the right to receive continued financial compensation from the supplier. This decision will be documented.

The supplier and Nike, or its designated representative, may agree on an additional or different program of remediation appropriate to the situation and the best interests of the worker.

45.2.4 PROTECTING YOUNG WORKERS FROM HAZARDOUS CONDITIONS

The supplier will not expose workers under the age of 18 to hazardous conditions, which are situations in or outside of the workplace that are likely to jeopardize the worker's health, safety, or morals. Refer to the Hazardous Waste CLS and Asbestos CLS.

The supplier will establish a process to identify work assignments that may be hazardous. Examples include working with or near hazardous chemicals, working with dangerous machinery, night work or as otherwise identified by local law.

45.3 DOCUMENTATION

Refer to [1.3](#) Documentation.

45.4 REFERENCES

ILO Convention No. 138, Minimum Age Convention (1973)

ILO Convention No. 182, Elimination of the Worst Forms of Child Labor Convention (1999)

46 Supplier Does Not Discriminate

46.1 STANDARD

The supplier's workers are not subject to discrimination in employment, including hiring, compensation, promotion or discipline, based on gender, race, religion, age, disability, sexual orientation, pregnancy, marital status, nationality, political opinion, trade union affiliation, social or ethnic origin, caste or other status protected by local law. All workers, regardless of gender, will receive equal pay for work of equal value.

46.2 REQUIREMENTS

46.2.1 NON-DISCRIMINATION POLICY

The supplier will have a written policy against discrimination. The non-discrimination policy will, at a minimum, include:

- A statement prohibiting discrimination in employment consistent with the above Standard and applicable local laws.
- Methods for voicing internal grievances or complaints regarding discrimination.
 - Refer to the grievance provisions in the Freedom of Association and Collective Bargaining are Respected CLS.

- A statement that no worker will be punished or retaliated against for reporting in good faith discriminatory treatment or behavior.

Communication

The supplier will effectively communicate its non-discrimination policy to workers so that workers are aware of their right to be free from discrimination. Effective communication includes:

- New hire orientation and regular refresher training.
- Supervisor and/or management training.
- Posting of the policy on worker notification boards or other locations where they can be easily read by workers.

Staff Training

The supplier will train its staff responsible for implementing and enforcing the non-discrimination policy regarding their roles and responsibilities.

46.2.2 NON-DISCRIMINATORY EMPLOYMENT PRACTICES

Employment decisions will be made based on employment related criteria. For example: the worker's qualifications, skills, ability, productivity, and overall job performance.

Blacklisting based on political affiliation, trade union status or any other legally protected status or non-employment related criteria is specifically prohibited.

The supplier will comply with local law regarding employment of designated categories of workers. Examples could include laws requiring preferential or special treatment of the physically impaired, veterans and protected minorities.

As recommended practice, even where not required by local law, the supplier is encouraged to provide reasonable accommodation to disabled workers, including facilitating access to bathrooms and other facilities.

As recommended practice, the supplier is encouraged to provide workers with reasonable accommodation for religious practices.

Equal Pay for Equal Work

All workers, regardless of gender, will receive equal pay for work of equal value and will receive equal evaluation of the quality of their work and equal opportunities to fill open positions.

Favoritism and Bribes

Management personnel will not receive gifts, payments or other favors from workers or prospective workers in return for jobs or special treatment.

46.2.3 WOMEN'S RIGHTS

Safe Work

The supplier will provide appropriate and reasonable accommodations for women workers in connection with pregnancy, childbirth, and nursing. The supplier will comply with any working hour limits or other work restrictions for pregnant and nursing workers required by local law and take other reasonable measures to protect pregnant women from hazardous work including restricted work hours as recommended by a licensed physician.

Pregnancy Testing

Pregnancy tests will not be a condition of employment, nor will they be demanded of workers, unless required by local law. Voluntary pregnancy tests may be provided, but only at the request of the worker, and each such request will be documented.

Contraception

Workers will not be forced or pressured by the supplier to use contraception.

Maternity Leave

Women workers are entitled to maternity leave in accordance with the requirements of local law or the Compensation and Benefits are Paid on Time CLS, whichever is higher.

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 after the maternity leave has ended.

46.3 DOCUMENTATION

Refer to [1.3](#) Documentation.

46.4 REFERENCES

ILO Convention No. 100, Convention Concerning Equal Remuneration for Men and Women Workers for Work of Equal Value (1951)

ILO Convention No. 111, Discrimination (Employment and Occupation) Convention (1958)

47 Freedom of Association and Collective Bargaining are Respected

47.1 STANDARD

The supplier recognizes and respects freedom of association and collective bargaining. The supplier honors prohibitions on interference with workers seeking to organize or carry out union activities, as well as prohibitions on any sort of activity which seeks to intimidate, harass, or retaliate against workers for participation in a union or other representative organization. Where the right to freedom of association and collective bargaining is restricted under local law, the supplier allows the development of parallel means for independent and free association and bargaining.

47.2 REQUIREMENTS

47.2.1 RIGHT TO FREELY ASSOCIATE

In countries where local law recognizes workers' rights to form and join trade unions and other worker organizations of their own choosing without interference and to bargain collectively, the supplier will comply with local law and the requirements of this CLS. These rights continue through the course of employment, including eventual termination of employment.

Workers have the right to join, or not to join, trade unions or other worker organizations of their own choosing.

Where local law substantially restricts freedom of association, the supplier will facilitate alternative means to engage with its workers individually and collectively. Workers will be able to express their grievances and protect their rights regarding working conditions and terms of employment. At a minimum, this means having an effective grievance process. Refer to the Effective Grievance Process section.

As recommended practice, to the extent permitted by local law, the supplier is encouraged to support the establishment of worker committees freely chosen by its workers.

Union Dues

The supplier will not deduct union membership dues, fees, fines, or other assessments from workers'

wages without the express and written consent of the individual worker, unless otherwise specified in a freely negotiated and valid collective bargaining agreement or when required by law.

Union representatives will have access to their members under conditions established by local law or mutual agreement between the supplier and the union.

As recommended practice, the supplier is encouraged to allow reasonable time off with pay for worker union representatives to carry out their duties, such as grievance handling and representing members, and provide such facilities as may be reasonably required to enable the representatives to function effectively. The facilities, and the time-off which may be appropriate, will vary depending upon several factors. Examples include the number of represented workers, number of worker representatives, and provisions in the collective agreement.

47.2.2 NON-INTERFERENCE

Workers have the right to elect leaders and representatives of their unions and to conduct activities without supplier interference, which includes acts that establish or promote the domination, financing, or control of a trade union by employers.

Consistent with local law, in cases where a single union represents workers, the supplier will not attempt to influence or interfere in workers' ability to form other organizations that represent workers. The supplier will not interfere with the right to freedom of association by favoring one union over another.

47.2.3 HARASSMENT AND RETALIATION PROHIBITED

The supplier will not threaten or use violence or the presence of police or military to intimidate workers or to prevent, disrupt or break up any activities that constitute a lawful and peaceful exercise of the right of freedom of association. This includes union meetings, organizing activities, assemblies, and lawful strikes.

No worker or prospective worker will be subject to dismissal, discrimination, harassment, intimidation or retaliation for reason of membership in a union or worker association or participation in lawful trade union or other freedom of association activities, including exercising the right to form a union.

The use of blacklists to intervene in the right to freely associate is specifically prohibited. For example, blacklists based on union membership or participation in lawful union activity is prohibited.

The supplier will comply with all relevant provisions where local law provides special protection to workers or worker representatives engaged in a union activity (such as union formation) or to worker representatives with a status (such as union founding members or current union office holders).

The supplier will not impose any sanction on workers organizing or having participated in a lawful strike nor will the supplier hire replacement workers in an attempt to end a lawful strike or to avoid negotiating in good faith

Workers who have been found to have been unjustly dismissed, demoted or who have otherwise suffered a loss of rights and privileges at work due to an act of union discrimination will be entitled to restoration of all the rights and privileges lost if the worker so desires, subject to the requirements of local law. This includes reinstatement to the same or similar job at the same wage and seniority.

Workers and their union representatives will be able to raise issues to management concerning compliance with a collective bargaining agreement without retaliation.

47.2.4 COLLECTIVE BARGAINING

The supplier will recognize the right of organized workers to engage freely in collective bargaining.

The supplier will bargain in good faith.

The supplier will honor, in good faith, the terms of any signed collective bargaining agreement for the duration of that agreement.

Where local law specifies certain unions as the exclusive bargaining agent, the supplier will not be required to engage in collective bargaining with other worker groups or organizations on matters covered by a valid collective agreement.

As recommended practice, where a collective bargaining agreement exists, the supplier is encouraged to make copies of the agreement available to all workers that are covered by the agreement.

47.2.5 EFFECTIVE GRIEVANCE PROCESS

The supplier will establish an effective grievance process that enables workers to raise their concerns regarding their experience on the job such as working conditions, company policies and procedures, and terms and conditions of employment. The specific grievance process will vary from facility to facility depending upon several factors. Examples include the size of the facility, local law, and culture. But in general, an effective grievance process includes at a minimum:

Grievance Policy and Procedure

- A written grievance policy and implementing procedures that will include:
 - Supplier's commitment of a confidential, time bound, non-retaliatory and transparent grievance process. The policy will include, at a minimum, purpose, scope, guiding principles, roles and responsibilities, grievance procedures and appeal process.
 - A clear process to handle grievances with time-bound commitment to resolution, worker involvement, feedback from management, actions taken in response to grievances (such as policy updates) and follow-up communication to workers and involved parties to ensure resolution is handled properly and an opportunity to appeal is offered if needed.
 - Multiple channels for workers to raise concerns and provide input to management. For example:
 - Grievance or suggestion boxes
 - Supervisors or team leaders
 - HR department or counselors
 - Open door policy
 - Company hotlines
 - Third parties, such as worker committees, trade unions, worker representatives and contracted third-party service providers
 - The ability to raise concerns confidentially and/or anonymously subject to the requirements of local law if the worker so desires without fear of retaliation.
- The supplier will provide direct communication and a process for appeal, involving worker representatives where applicable in cases of discipline or termination.

Communication and training

- Effective communication of the grievance policy to workers so that workers are aware of the grievance process and their right to raise concerns.
- Training of staff responsible for responding to grievances and training for all people managers and supervisors regarding the policy and their roles and responsibilities.

Grievance resolution

- Transparency on the status for each grievance. Examples include grievance received, investigated, in leadership review (policy change), resolved, and closed.
- Where appropriate, resolutions to grievances are posted and made available to workers.
- Involve supplier worker representatives and worker participation in the resolution of grievances, where applicable.
- Where applicable, formation of a grievance committee with worker representation.

- The supplier will have a data-driven effectiveness measurement of its grievance process. For example, how frequent each grievance channel is used, how many grievances have been resolved in accordance with the expected timeline, feedback of supplier's workers after resolution, and appeal records
- A means to document and track grievances to make sure that there is a timely response back to the worker.

As recommended practice, the supplier is also encouraged to identify and develop plans to respond to broader/systemic issues raised by workers through the grievance process.

47.2.6 TRAINING

All workers will receive training on the rights related to this CLS, acknowledging that these rights may vary by location.

47.3 DOCUMENTATION

Refer to [1.3](#) Documentation.

47.4 REFERENCES

ILO Convention No. 87, Freedom of Association and Protection of the Right to Organize Convention (1948)

ILO Convention No. 98, Right to Organize and Collective Bargaining Convention (1949)

ILO Convention No. 135. Workers Representatives Convention (1971)

Universal Declaration of Human Rights (1948) (Articles 20(1) and (2) and 23(4))

Fair

48 Harassment and Abuse are not Tolerated

48.1 STANDARD

The supplier's workers are treated with respect and dignity. The supplier does not engage in or tolerate physical, sexual, psychological, or verbal harassment or abuse.

48.2 REQUIREMENTS

48.2.1 HARASSMENT AND ABUSE POLICY

The supplier, in consultation with worker or union representatives, will assess specific risks of harassment and abuse in the facility, including risks of gender-based violence and will develop a written policy against harassment and abuse to address these risks.

The harassment and abuse policy will, at a minimum, include:

- A statement that all reported cases of harassment and abuse will be investigated
- A statement prohibiting harassment and abuse consistent with the above Standard and the applicable local law.
- Methods for voicing internal grievances or complaints regarding harassment and abusive behavior. Refer to the Freedom of Association and Collective Bargaining are Respected CLS.
- A statement that offensive behavior may lead to discipline up to and including termination of employment or prosecution by legal authorities.
- A statement that no worker will be punished or retaliated against for reporting in good faith harassment or abusive treatment or behavior.

Communication

The supplier will effectively communicate its harassment and abuse policy to workers so that workers are aware of their right to be free from harassment and abuse. Effective communication includes:

- New hire orientation training.
- Supervisor/management training.
- Posting of the policy on worker notification boards or other locations where they can be easily read by workers.

Staff Training

The supplier will train its staff responsible for implementing and enforcing the harassment and abuse policy regarding their roles and responsibilities.

48.2.2 SECURITY PERSONNEL

On-site security personnel, whether full-time supplier workers or subcontracted workers of an outside service provider, will conduct routine and emergency activities in such a way as to ensure the highest levels of safety and security, while also protecting the dignity of the worker. This includes following the requirements below.

Written Policy

The supplier will have a written security policy that includes requirements for appearance, personal conduct, responsibility, and knowledge of local law. Security personnel will be trained on their roles and responsibilities.

Use of Force

Security personnel will conduct their daily duties with courtesy and respect for all workers and visitors. No force should be used in routine job performance except in situations when self-defense is necessary (for example, there is clear and present danger to themselves or other workers). The use of force in these limited circumstances will be proportional to the situation and within the boundaries of local law.

Crisis Management

When a crisis involving violence or potential violence against personnel or property is identified, security personnel will immediately notify the supplier's management. Such crises situations will be documented.

Use of Weapons

The carrying of weapons of any kind is not recommended unless posts are required to be armed for the protection of workers and property in countries where violence is frequent. In such cases, the supplier or security service provider will have a system in place that provides training for the proper handling and maintenance of such weapons. No personal weapons are to be brought to the supplier's facilities at any time.

Worker Searches

If worker searches are necessary to guard against theft or illegal activities, the supplier will first consult with the local labor bureau or other appropriate government agency regarding standards for conducting such searches. Worker searches, which may include pat downs and opening handbags, will be applied equally to all workers regardless of position. All worker searches will be conducted in the open and any physical searches (for example, pat downs) will be performed by security personnel who are of the same gender as the worker and with respect for the individual.

Dormitories

Dormitory security personnel will make sure that security services are available on-site for the protection of workers and the separation of men and women. If a curfew exists, it will be reasonable and applied on a nondiscriminatory basis, and workers will be informed of the roles of security in enforcing the curfew.

Training

All security personnel will be trained on the supplier's written security policy and harassment and abuse policy. All job-related training will be documented.

48.3 DOCUMENTATION

Refer to [1.3](#) Documentation.

Supplier will maintain and make available all documentation regarding allegations of harassment and abuse upon request to Nike or designated third party representatives such as auditors or verifiers.

49 Working Hours are not Excessive

49.1 STANDARD

The supplier will not require workers to work more than the regular and overtime hours allowed by the law of the country where the workers are employed. The regular work week will not exceed 48 hours. The supplier will allow workers at least 24 consecutive hours of rest in every seven-day period. All overtime work will be consensual. The supplier will not request overtime on a regular basis and will compensate all overtime work at a premium rate. Other than in Extraordinary Circumstances the sum of regular and overtime hours in a week will not exceed 60 hours.

49.2 REQUIREMENTS

49.2.1 REGULAR WORKING HOURS

Hours Worked

Hourly workers will be paid at least the minimum wage for all hours worked. Hours worked is defined by local law. Refer to the Compensation and Benefits are Paid on Time CLS.

Time Keeping System

The supplier will maintain an adequate time keeping system that accurately records the daily start and stop times for all hourly workers in a timely manner, typically meaning no more than 15 minutes, before or after the shift.

Both regular and overtime hours will be recorded on the same time document and in the same system. While timely provides an allowance of 15 minutes to clock in or out to facilitate entry and exit of the work site, all work performed, including time to attend meetings or trainings, will be recorded as time worked and compensated accordingly.

Recording workers' daily work hours within 30-minutes before or after the shift can be considered timely provided:

- It is consistent with the local law definition of hours worked including any requirement regarding compensation for preparation time.
- Workers are engaging in significant pre-work/post-work activities. For example, if a highly automated manufacturing process requires workers to work in a clean room environment necessitating wearing special uniforms and undergoing security screening before and after the shift.
- Workers are informed of the clocking in/out procedures.
- The exception is approved, in writing, by Nike.
- A supporting factor would be the extent to which being able to clock in/out within a 30-minute window before or after the shift is for the convenience of the workers.

To ensure accuracy, reliability, and transparency, ordinarily time keeping systems will be mechanical or electronic. A non-mechanical or electronic based system (for example, hand-written timecards) must be approved by Nike.

Change in Shift or Working Hours

If a worker's working hours are changed workers are provided at least 24-hours prior notice. Examples of changed working hours include from normal shift to multishift and shift rotation.

49.2.2 OVERTIME/LIMITS ON HOURS OF WORK

Supplier will comply with the requirements of local law regarding daily, weekly, monthly, and annual limits on hours of work and the working of overtime hours.

Premium Rate

Overtime will be paid at a minimum premium rate equaling the higher of the requirements of local law or 125% of the worker's base hourly rate.

Total work hours including overtime will not exceed 60 hours per week or the limits under local law, whichever is less, unless justified by Extraordinary Circumstances. A week is defined by local law.

Local Overtime Permits

If local law allows supplier to apply for permission for workers to work additional hours beyond those regularly permitted, supplier may apply for and utilize such permit, provided:

- The permit is obtained in accordance with the requirements of local law, issued at the Municipal

level or higher.

- A copy is posted in the workplace.
- Additional overtime hours worked are voluntary.
- Except in Extraordinary Circumstances, total hours worked do not exceed 60-hours per week.

Extraordinary Circumstances

In the limited situation of extraordinary circumstances and where permitted by local law, total hours of work may exceed 60 hours per week, provided:

- Supplier immediately notifies and obtains prior written approval from Nike.
- Supplier takes reasonable steps to minimize the need for additional overtime, and any additional overtime worked is limited to what is necessary to meet the extraordinary circumstances.
- Any additional overtime hours worked is voluntary.

Nike will review requests for additional overtime under claims of Extraordinary Circumstances on a case-by-case basis and determine the level and duration of additional overtime permitted under this exception, if any.

49.2.3 DAYS OFF (DAY OF REST)

The supplier will comply with the requirements of local law and regulations regarding breaks and days of rest.

Except in Extraordinary Circumstances or pursuant to the Switching Policy, workers will be allowed at least 24 consecutive hours of rest (one day of rest) in every seven-day period.

As recommended practice, whenever possible, the day of rest should be scheduled on the same day of the week so that the worker can plan for that day of rest.

Switching Policy

Facilities may switch the day of rest provided:

- It is in accordance with local law.
- Workers are provided at least 24 hours prior notice.
- Any applicable trade union or worker representatives are consulted.
- The switched day does not result in workers working more than 60 hours in a week (or local law if lower).

If the day of rest is changed with less than 24 hours' notice, the day worked will be paid at the overtime rate and will be voluntary.

Country specific switching policies may be implemented providing additional requirements and protections to workers.

49.2.4 OVERTIME HOURS ARE CONSENSUAL

Supplier will comply with the requirements of local law regarding the voluntariness of overtime hours.

Where mandatory overtime is permitted under local law, workers must consent to being required to work overtime by being notified of this requirement at time of hire. If mandatory overtime will be required, workers will be given at least 24 hours advanced notice whenever possible.

Any additional overtime hours worked under a local overtime permit, in the case of Extraordinary Circumstances or switched hours with less than 24 hours advanced notice, will be voluntary.

As recommended practice, the supplier is encouraged to first attempt to meet its need for additional hours by requesting voluntary overtime.

49.3 DOCUMENTATION

Refer to [1.3](#) Documentation.

50 Compensation and Benefits are Paid on Time

50.1 STANDARD

The supplier acknowledges that every worker, regardless of gender, has a right to compensation for a regular work week that is sufficient to meet workers' basic needs and provide some discretionary income. Workers are timely paid at least the minimum wage required by local law, or prevailing wage, whichever is higher, and provided legally mandated benefits, including holidays and leaves, and statutory severance when employment ends. There are no disciplinary deductions from pay. When compensation does not meet the workers' basic needs and provide some discretionary income, supplier will develop, communicate, and implement strategies to progressively realize compensation that does.

50.2 REQUIREMENTS

The supplier acknowledges that every worker has a right to compensation for a regular work week that is enough to meet workers' basic needs and provide some discretionary income. When compensation does not meet the workers' basic needs and provide some discretionary income, supplier will develop, communicate, and implement strategies to progressively realize compensation that does. Refer to the [Progressive Realization of a Fair Wage](#) section.

50.2.1 BASIC COMPENSATION PRACTICES

At a minimum, workers will receive the applicable legal minimum wage, including the payment of overtime at a premium rate. Refer to the Working Hours are not Excessive CLS.

Wages and benefits will be paid or provided on a regular and timely basis. Such compensation will be properly characterized and reported to appropriate governmental authorities as wages in accordance with the requirements of local law. For example, payment for hours worked may not be mischaracterized as an allowance or other form of payment for the purpose of avoiding the payment of legally required taxes or making required deductions.

Compensation will be paid by direct deposit, in cash or check form, in a manner convenient to the workers.

Piece Rates and Quotas

Regardless of quota targets or piece rate agreements, the supplier will make sure that each worker receives at least the legal minimum wage for hours worked and is paid overtime according to the requirements of local law and this CLS.

Back Wages

If it is found that a worker has not been properly paid his or her earned wages, including erroneous accounting of base and/or overtime wages, the supplier will be responsible for the back payment of those wages from the time of miscalculation or for a period of at least one year. Local law may establish longer periods of back payment obligation.

Non-Discrimination

All workers, regardless of gender, will receive equal pay for work of equal value. Refer to the Supplier Does Not Discriminate CLS.

50.2.2 DEDUCTIONS

Workers will not be required to pay for tools to perform their job functions. As allowed by local law,

workers found responsible for loss or damage of supplier's tools or property may be held financially responsible for the direct costs for replacement or repairs.

The supplier will maintain written documentation of the worker's voluntary agreement to allow any deductions that are not mandated by law but provided as an option for the worker such as additional benefits, insurance, and savings programs.

Deductions not required by law or agreed to by the worker for the worker's benefit will not result in the worker receiving less than the applicable legal minimum wage.

Disciplinary Deductions

Deductions from wages will not be made for disciplinary purposes, nor will any deductions not provided for by local law be permitted without the express written permission of the worker concerned. Performance or behavioral issues will be dealt with by other performance management methods, which may include counseling, warnings, and/or ongoing training.

This policy does not prevent supplier from restricting or eliminating discretionary bonuses based on supplier or individual performance.

Employment Eligibility Fees

The supplier will not deduct employment eligibility fees from wages.

Union Dues

The supplier will not deduct union membership dues, fees, fines, or other assessments from workers' wages without the express and written consent of the individual worker, unless otherwise specified in a valid collective bargaining agreement.

50.2.3 RETIREMENT/SEVERANCE FUNDS

The supplier will fully fund/pay into all legally required social security, unemployment, retirement, or severance funds (sometimes referred to as provident funds) and maintain adequate financial records of the payment into and/or maintenance of such funds.

The supplier will have in place a procedure for determining all statutory severance and other separation benefits (termination payments) to which the worker is entitled under local law. The supplier will fully pay the worker such termination payments upon termination of employment.

50.2.4 PROBATIONARY AND TRAINING WAGES

The supplier will not pay a probationary wage that is below the legal minimum wage, including the payment of overtime at a premium rate.

Payment of training wages or participation in an apprenticeship program will be in accordance with local law and the requirements of the Regular Employment is Provided CLS.

50.2.5 COMMUNICATION AND SOCIAL DIALOGUE

Workers will be provided with written and understandable information about their employment terms and conditions, including wages and benefits, before entering employment.

Pay Slips

The supplier will provide every worker with a printed payment record in the local language for the whole pay period each time they are paid. The supplier may substitute printed payment records with an electronic payment record if workers consent to electronic delivery and have or are granted reasonable access. The payment record will include at least the following information:

- Pay period and wage payment dates.
- All regular and overtime hours worked.
- Wage rates for hours of work.

- Totals for regular and overtime compensation.
- All additional compensation such as individual/team bonuses.
- All deductions for insurance and/or other legally mandated deductions.

Workers will receive training, so they understand the payment format.

As recommended practice, the supplier should provide and/or inform workers of safe savings accounts and/or financial products where possible, as well as provide or link workers to financial literacy training.

Collective Bargaining

To the extent permitted by local law, supplier will recognize the right of represented workers to engage in collective bargaining, bargain in good faith, and honor the terms of any signed collective bargaining agreement for the duration of that agreement. Refer to the Freedom of Association and Collective Bargaining are Respected CLS.

50.2.6 HOLIDAY AND LEAVE POLICIES AND PROCEDURES

The supplier will have clearly written policies and procedures regarding legally required holidays, Sick Leave, Annual Leave, Maternity Leave, Paternity Leave, emergency family leave and other leaves as required by local law. The supplier will effectively communicate its leave policy to workers. The supplier will train its staff responsible for implementing its leave policy regarding their roles and responsibilities.

The supplier will provide all legally required holidays and leaves and, to the extent not inconsistent with local law, comply with the specific additional requirements below:

Sick Leave

Workers will be provided sick leave in accordance with the requirements of country law.

As recommended practice, even if not required by country law, workers should be provided time off to recover from sickness or injury as required by a government certified medical doctor. When in dispute, the supplier could require a second opinion from an alternate qualified medical provider at the supplier's expense.

Annual Leave

In countries where no annual leave is mandated by law, the supplier is required to provide annual leave as part of a worker's compensation and benefits.

Maternity Leave

Even if not required by local law, women workers are entitled to unpaid maternity leave. Except in the case of Extraordinary Circumstances such as retrenchment, women workers will be entitled to return to their employment on the same or equivalent terms and conditions that applied to them prior to taking leave and will not be subject to any discrimination or loss of seniority.

As recommended practice, where local law does not guarantee at least 14 weeks maternity leave, the supplier is encouraged to offer 14 weeks in line with ILO guidance. In addition, it is encouraged that the supplier develop a parental leave policy that also provides paternity leave, where not provided for under local law.

Menstrual leave

No physical exams may be conducted to verify eligibility for menstrual leave if it is a benefit mandated by local law.

50.2.7 FACILITY CLOSURE AND RETRENCHMENT

In the event of a facility closure or other corporate restructuring which will result in the retrenchment or termination of workers, at a minimum, the supplier will perform the following practices.

Notice

Give workers, worker representatives where applicable, and in accordance with legal requirements, the relevant governmental authorities as much advance notice and relevant information regarding the redundancies/retranchment as is possible under the circumstances.

Relevant information includes the rationale or criteria for the closure or retranchment, the number, and categories of workers likely to be affected and the period over which the terminations are intended to be carried out.

At a minimum, the supplier will provide such notice, or pay in lieu of notice (for example, paying 30 days' wages instead of providing 30 days' notice), and information as is required under local law.

Severance

Fully pay all severance, social security and other separation benefits to which workers being retranched are entitled under local law.

Release of Claims

The supplier will not require that workers sign any declaration of good health, waivers, or releases of other rights as a condition of receiving legally entitled severance pay or other benefits. The supplier may condition receipt of discretionary or additional severance and benefits on an acknowledgment and/or release of claims.

Collective Bargaining Agreement

In the event affected workers are represented by a trade union or worker organization, the supplier will fully comply with all applicable notice, consultation, payment of severance, outplacement or other benefits provided for in the current collective bargaining agreement or otherwise agreed to between the supplier and such trade union or worker representatives.

In the event of closure or retranchment, in addition to what is required by local law or collective bargaining agreement, the supplier is encouraged to provide the following either directly or in coordination with governmental, non-governmental organizations (NGO) or other third parties.

Consultation

The opportunity for workers and worker representatives, where applicable, to meet and consult on measures to be taken to avert or to minimize the redundancies/retranchment and measures to mitigate the adverse effects of retranchment on the workers.

Transfer

The opportunity to transfer to other owned facilities within the country at a comparable wage, if available.

Appeal Process

A process whereby workers are provided an opportunity to reply, challenge or make appeals during the retranchment process.

Outplacement/Retraining Assistance

Examples may include:

- **Setting up job banks or otherwise helping workers find re-employment opportunities at nearby similar industries or within the community**
- **Setting up a process by which workers are informed of potential job openings**
- **Placing paid ads in local media calling on potential employers to support effected workers by giving them priority in new hiring.**

Medical Benefits

In addition to what is legally required, additional assistance for pregnant workers and workers with significant medical conditions corresponding to their condition.

Assistance in Obtaining Government Benefits

This may include educating workers of their rights and coordinating with appropriate local government agencies. For example, having government agencies, appropriate NGO, holding sessions at the facility or at a nearby convenient location to provide information and assist workers in filling out forms to obtain governmental assistance, and access to government training programs.

50.2.8 PROGRESSIVE REALIZATION OF A FAIR WAGE

The supplier commits to developing and implementing a process that incrementally moves worker compensation (wages and benefits) over time toward meeting workers' basic needs including some discretionary income. The following are examples of actions supplier can undertake to meet this obligation.

Payment of Wages and Benefits

Continue to comply with the requirements set forth in the Code and CLS to fully and timely pay its workers at least the minimum wage required by local law, or prevailing wage, whichever is higher, provide legally mandated benefits including holidays and leaves, and comply with all regulations on social insurance.

Pay Systems

Establish a pay system that regularly reviews and adjusts worker compensation based on the following considerations:

- The minimum wage required under local law.
- The supplier's business needs.
- The different levels of worker education, skill, training, professional experience, and position within the company.
- Compensation incentive programs that reward individual and collective performance.
- Payment of a competitive wage based on comparison to wage practices of similar companies and/or main competitors within the labor market.
- Monitoring of wages compared to inflation and changes in consumer prices so that workers do not suffer an erosion of their wages in real terms.
- Providing equal pay for equal work and otherwise implementing non-discriminatory compensation practices.
- Make sure that workers are not required to work an excessive number of working hours and that any overtime hours are paid at premium rates.

Policies and Procedures

Establish or realign policies and procedures to reflect the commitments contained in this CLS. Train its staff responsible for implementing its compensation systems regarding their roles and responsibilities.

Communication and Social Dialogue

Provide workers with adequate and ongoing information on compensation and, consistent with local law, respect the rights of its workers to freedom of association and collective bargaining.

Training and Development

Offer training and worker development programs to improve worker performance at all levels of the company, including operators, supervisors (team and group leaders), staff and managers.

50.3 DOCUMENTATION

Refer to [1.3](#) Documentation.

50.4 REFERENCES

Fair Labor Association (FLA) Code of Conduct

ILO Convention No. 158, Termination of Employment Convention (1982)

51 Regular Employment is Provided

51.1 STANDARD

Work is performed on the basis of a recognized employment relationship established through local law and practice. The supplier does not use any form of home working arrangement for the manufacturing of Nike product.

51.2 REQUIREMENTS

51.2.1 REGISTRATION

The supplier will comply with the requirements of local law regarding registration of workers.

51.2.2 CONTRACTS OF EMPLOYMENT

The supplier will comply with the requirements of local law regarding use of contracts of employment, including any requirement that workers have a written employment contract, as well as the terms, duration and/or renewal of such employment contracts.

The supplier will fully explain the terms outlined in the worker's employment contract, if any, which will be written in the worker's language.

Where employment contracts are used, workers will be given a copy of the employment contract in the worker's language before entering employment.

51.2.3 USE OF TEMPORARY WORKERS AND SHORT-TERM CONTRACTS

The supplier will not avoid its obligations under local labor or social security laws arising from the regular employment relationship through the excessive use of temporary (labor only contracting) or use of short or fixed-term contracts.

Use of temporary workers, where legally permitted, should to the extent possible only be used to meet seasonal work or peak season demands or to fill short-term vacancies or staffing needs of less than one year.

Examples of possible excessive use of temporary workers or short-term contracts include:

- Widespread use of temporary workers for more than one year to meet an ongoing employment need.
- Widespread renewal of short-term contracts where such practice denies workers full entitlement to severance pay, social security tenure and other benefits.
- Generally, in manufacturing, where more than 15% of workers at a supplier location are temporary workers or on short-term contract.

Employment laws and practices in this area are complex and vary significantly from country-to- country. Application of this CLS will be determined in accordance with local law.

51.2.4 APPRENTICE PROGRAMS

As a rule, payment of training wages or participation in apprenticeship programs is not allowed where such programs result in the payment of wages or provision of worker benefits less than that provided to regular workers.

As an exception, such programs may be approved on a case-by-case basis where the program is:

- Provided for and in compliance with local law.
- Designed for the benefit of the trainees by imparting job skills or leading to regular employment.
- The participation of the trainee in the program is limited in duration (generally no more than six months).
- The trainees are compensated at the legal minimum wage, or higher.
- The program is not used for the purpose of avoiding the supplier's obligations under labor or social security laws arising from the employment relationship.

51.2.5 HOME WORKING ARRANGEMENTS PROHIBITED

To make sure that the supplier is compliant with the Code and CLS, the supplier will not use any form of home working arrangement to produce Nike, Inc. product. This means that workers will not perform Nike production work outside of the regular workplace.

Where home working arrangements are established for other buyers (non-Nike production), the supplier will establish and be able to demonstrate the system by which it is ensured that Nike, Inc. production is not deliberately or inadvertently home worked.

51.3 DOCUMENTATION

Refer to [1.3](#) Documentation.