

Workplace Code of Conduct

Oak Hall Cap and Gown is committed to conducting business in a socially responsible and ethical manner. We acknowledge our corporate responsibilities to our employees, representatives, customer, and the communities in which we do business.

Laws and Regulations: Facilities shall adhere to rules and conditions of employment that respect employees and, at a minimum, safeguard their rights under both national and international labor laws, as well as, social security laws and regulations applicable to the jurisdiction in which they operate.

Nondiscrimination: Facilities shall provide a work environment free of discrimination. No person shall be subject to discrimination in employment including hiring, compensation, advancement, disciplinary action, termination or retirement, on the basis of gender, race, religion, age, disability, sexual orientation, nationality, political affiliation, social group or ethnic origin.

Harassment or Abuse: All facilities shall provide an environment free of harassment or abuse. All employees shall be treated with respect and dignity. No employee shall be subject to any physical, sexual, psychological or verbal harassment or abuse.

Forced Labor: Facilities shall not use any form of involuntary labor including: prison labor, indentured labor, bonded labor or any other form of forced labor.

Child Labor: Facilities shall not employ workers under the age of 15 or under the age for completion of compulsory education, whichever is higher.

Freedom of Association and Collective Bargaining: Facilities shall recognize and respect the right of employees to freedom of association and collective bargaining.

Health, Safety, and Environment: Facilities shall provide a safe and healthy workplace setting and must, at a minimum, fully comply with all applicable laws and regulations regarding the provision of a safe and healthy work environment. Facilities shall also strive to prevent accidents and injury to health arising out of, linked with, or occurring in the course of work or as a result of the operation of said facility. Facilities shall also comply with all applicable environmental laws and regulations and shall strive to adopt responsible measures to mitigate negative impacts on the environment.

Hours of Work: Facilities shall not require workers to work more than the regular and overtime hours allowed by laws of the local jurisdiction. The regular work week shall not exceed 48 hours and facilities shall provide employees at least 24 consecutive hours of rest in every seven-day period, except in exceptional business circumstances that are out of the control of the business. Facilities shall not request overtime work on a regular basis and shall compensate all overtime

work at a premium rate. The sum of regular and overtime hours in a week shall not exceed 60 hours except in exceptional circumstances.

Compensation: Facilities shall provide wages and benefits that are sufficient to meet the workers' basic needs and provide some discretionary income. Facilities shall pay at least the minimum wage or the appropriate prevailing wage, whichever is higher, and comply with all legal requirements on wages. Where compensation does not meet workers' basic needs and provide some discretionary income, each facility shall work with the Fair Labor Association to take appropriate actions that seek to progressively realize a level of compensation that does.