



## Ethical Trading Code of Practice

Date: February 2010

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## Introduction

TomTom's products are manufactured by many different suppliers around the world and this document recognises the company's responsibilities for the labour and human rights practices within its supply chain and sets out key business practices that are the basis of its Ethical Trading Code of Practice.

The TomTom Ethical Trading Code of Practice is at the core of the company's procurement processes and is embedded in its vendor selection process.

The company recognises that it has a significant role to play in the management of its supply chain and will endeavour to ensure that this policy is adhered to at each link in the chain.

This code applies to all suppliers. The provisions of the code extend to all workers, regardless of their status or relationship with a supplier. The code therefore also applies to workers who are engaged informally, on short-term contracts or on a part-time basis.

This code is based on the general principles contained in the Universal Declaration of Human Rights (UNDHR), ILO Conventions, other relevant international human rights and labour standards, the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the Restriction of the use of certain Hazardous Substances in electrical and electronic equipment (RoHS) Directive and the Waste Electrical and Electronic Equipment (WEEE) Directive.

TomTom expects its suppliers to comply with the Fundamental ILO Conventions (Declaration on Fundamental Principles at Work) with regard to child labour and young workers, forced labour, freedom of association and collective bargaining, and non-discrimination.

## Objectives

The objectives of TomTom are to engage responsibly, efficiently and profitably in its chosen areas of business.

TomTom expects its suppliers to ensure that their products and services are produced and delivered in line with certain minimum standards as outlined below.

### 1. Labour Laws

The code is not, and should not be interpreted as, a means to circumvent or undermine national laws or national labour inspectorates. Similarly, this code is not, and should not be interpreted as, a substitute for free trade unions, nor should it be used as a substitute for collective bargaining.

- Suppliers are expected to comply with all local country labour laws, including those related to wages, hours worked, working conditions and child labour. Where there are differences between the provisions of this code and national laws or other applicable standards, suppliers shall adhere to the higher or more stringent requirements.
- Conflicts between the provisions of this code and national laws or other applicable standards shall be evaluated by TomTom in cooperation with the supplier and relevant stakeholders in order to establish the most appropriate course of action that will help to foster respect for

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fundamental human rights, labour standards and the environment. If any conflicts are detected, the supplier must inform TomTom immediately.

## 2. Health and Safety

- Suppliers shall ensure that they provide a healthy and safe working environment for employees, including, but not limited to, protection from fire, accidents and toxic substances and in accordance with international standards, such as OHSAS 18001 and national laws.
- Suppliers must provide a suitable, clean and sanitary infrastructure, including access to toilets and potable water, which conforms to the needs of the employees and is adequate to its numbers.
- Suppliers shall ensure that they provide health and safety information and training to employees.

## 3. Child Labour and Young Workers

### **Minimum Age Requirements**

- The supplier shall not engage in, or benefit from, the use of child labour. The minimum age for employment shall not be less than the age of completion of compulsory schooling and, in any case, shall not be less than 15 years (or 14 years where established by national laws in accordance with the ILO developing-country exception).

### **Educational Remediation Programme**

- If the supplier becomes aware that it is employing children of school age, it shall ensure that those children are enrolled in a remediation programme, rather than being summarily terminated from employment.

### **Light work and Apprenticeship Programmes**

- Where permitted by national laws, the supplier may employ children between 12 and 15 to perform a few hours of light work per day. The work must be simple tasks of a limited nature and not interfere with the children's educational responsibilities. Apprenticeship programmes for children below the minimum age of employment must be remunerated and clearly aimed at training.

### **Hazardous and Harmful Work**

- The supplier shall refrain from hiring young workers (below 18 years of age) to perform any type of work that is likely to jeopardise their health, safety or morals.

## 4. Forced Labour

- Suppliers must not participate in, or benefit from, forced, bonded or compulsory labour and employees should be free to leave their employment after reasonable notice.
- Employees are not required to lodge deposits of money or identity papers with their employers.

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## **5. Freedom of Association and Collective Bargaining**

### **The Right to Freedom of Association and Collective Bargaining**

- The supplier must not interfere with the workers' rights to form and join unions, or other associations of their own choosing, and to bargain collectively. Nor shall the supplier discourage membership of unions. Workers' representatives shall not be subject to discrimination and shall be given access to employees at the workplace. The supplier must recognise elected workers' representatives and bargain in good faith with them regarding all important workplace concerns.

### **Alternative Measures in Case of State Prohibition on Unions**

- If trade unions are not allowed in the area of operation, or only state authorised organisations are allowed, the supplier shall facilitate, and not prevent, alternative measures to allow employees to gather independently to discuss work-related matters and a forum to present work-related concerns to management.

## **6. Eliminate Discrimination and Provide Equal Opportunities**

- The supplier shall not engage in, or support discrimination on the basis of; race, colour, sex, language, religion, political or other opinion, caste, national or social origin, property, birth, union affiliation, sexual orientation, health status, family responsibilities, age and disability or other distinguishing characteristics. Hiring, remuneration, benefits, training, advancement, discipline, termination, retirement or any other employment-related decisions shall be based on relevant and objective criteria.

## **7. Working Hours**

- Suppliers shall ensure that working hours of employees comply with national laws, are not excessive and are reasonable in the local labour market. Overtime shall be voluntary and infrequent. Employees are entitled to at least one day off per week, shall be given reasonable breaks while working and sufficient rest periods between shifts.

## **8. Payment**

- Suppliers shall ensure that employees understand their employment conditions. Fair and reasonable pay and terms are provided which meet local industry benchmarks and national minimum requirements.

## **9. Disciplinary Practices**

- Suppliers shall ensure that employees are treated with respect and dignity. Physical or verbal abuse or other harassment or other forms of intimidation are prohibited.

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## 10. Environmental Practices

### Complying with Environmental Legislation

Suppliers are expected to meet or exceed all national laws and relevant international regulations, including the RoHS and WEEE Directives, relating to the handling and disposal of any hazardous substances and waste product produced as a result of the manufacturing process.

We also expect our suppliers to comply with the REACH Regulation, which stands for the Registration, Evaluation, Authorisation and Restriction of Chemicals, as far as applicable on the substances in the articles we place on the EU and EEA market. From October 22, 2008 suppliers of articles have to inform the recipient on the presence of the substances on the so called "candidate list of Substances of Very High Concern (SVHC), above 0,1% in the article (weight percentage). This list contains substances that are candidate for possible authorization and/ or restriction in specific applications in the future.

TomTom as any other electronic article producer has to collect the required information from its supply chain.

- The supplier shall maintain awareness of current environmental legislative requirements, relevant to the environmental impacts of its activities, products and services and ensure legal compliance through training, awareness, operational control and monitoring.

### Environmental Management

- The supplier must strive to minimise the adverse environmental impacts of its activities, products and services through a proactive approach and responsible management of its environmental aspects and in accordance with international standards, such as ISO 14001.

### Continuously Improving Environmental Performance

- The supplier shall demonstrate continuous improvements of the overall environmental performance related to significant environmental aspects.

## 11. Supply Chain

- Direct suppliers to TomTom are responsible for their links further down the supply chain and for ensuring that the same standards as set out in this Ethical Trading Code of Practice are applied. TomTom reserves the right to audit all links in the supply chain.

## 12. Business Integrity

- TomTom expects suppliers to maintain a high standard of integrity in all their business relationships with employees of TomTom and to foster the highest possible levels of professional competence throughout the supply chain.

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### **13. Compliance**

- TomTom expects its suppliers to accept responsibility for adopting and implementing acceptable safety, environmental, labour, human rights, social and legal standards under which products are made and services are provided.
- TomTom and its suppliers will work together as far as possible to highlight and improve areas of concern and to ensure the cessation of serious breaches of the TomTom Ethical Trading Code of Conduct. Where such breaches persist TomTom reserves the right to terminate the business relationship.

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## 14. Security

- TomTom expects its suppliers to cooperate with security investigations by TomTom Corporate Security, pertaining to the integrity of our employees, consultants and contractors.
- If our suppliers conduct business outside the scope of their contract with TomTom representatives, we expect our suppliers to report this to TomTom Corporate Security.
- TomTom expects its suppliers to refrain from paying cash to TomTom representatives. If such payments occur and/or if they are solicited, we expect our suppliers to report this to TomTom Corporate Security immediately.
- TomTom expects its suppliers to practice restraint in presenting TomTom representatives with gifts that represent a significant value (above 200 Euros). We also expect our representatives and suppliers to practice appropriate morals and values when we visit one another.
- TomTom expects its suppliers to have adequate internal controls and security management on risks of fraud and theft that could negatively impact our products, people or image.

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**Agreed and accepted by:**

**Name:** .....

**Company:** .....

**Signature:** .....

**Date:** .....