

**Compensation**

Doan potters shall fairly compensate their employees by providing wages and benefits that are in compliance with the local and national laws of Vietnam.

**Hours of Labor**

Doan potters requires that our contract manufacturers and suppliers limit normal working hours to less than 48 hours per week. In the event that workers work overtime, this shall be compensated at a premium rate and limited to no more than an additional four hours per day.

**Forced Labor/Prison Labor**

Forced or prison labor will not be tolerated by Doan potters. We shall maintain employment on a voluntary basis.

**Disciplinary Practices**

Doan potters will not tolerate the use of physical abuse, mental or physical coercion, and verbal abuse as disciplinary practices.

**Child Labor**

Doan potters will not tolerate use of child labor, in violation of national legislation in the country of origin of its products or of the United Nations Convention on the Right of the Child (Article 32.1) in the production of any of its products either by the supplier or any of the supplier's subcontractors.

**Discrimination/Human Rights**

Doan potters recognizes that cultural differences exist and different practices apply in various jurisdictions, however, we believe that all terms and conditions of employment should be based on an individual's ability to do the job, not on the basis of personal characteristics or beliefs. Doan potters have a social and political commitment to basic principles of human rights and do not discriminate against employees in hiring practices or any other term or condition of work, on the basis of race, color, national origin, gender, sexual orientation, religion, disability, or other similar factors.

**Freedom of Association and Collective Bargaining**

Doan potters recognizes the right of all personnel to form and join trade unions of their choice and to bargain collectively. Furthermore, we ensure that representatives of trade unions are not the subject of discrimination and that such representatives have access to their members in the workplace.

**Workplace Environment**

Doan potters shall provide adequate medical facilities and ensure that all production and manufacturing processes are carried out in conditions that have proper and adequate regard for the health and safety of those involved. Doan potters does not tolerate an unhealthy or hazardous work environment or which utilizes mental or physical disciplinary practices.

Doan potters requires that all our suppliers define their own social accountability policies, which shall serve to guide their day-to-day practice.

In order to ensure that our numerous suppliers comply with these aspects of our Social Accountability Standard, Doan potters' social auditing staff work directly with the suppliers to improve conditions in their factories. Those suppliers, which are in full compliance with our social accountability requirements, are given preference when we make purchasing decisions.