

HOMEWORKING POLICY

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1. INTRODUCTION

This document details M&S' requirements for suppliers regarding homeworking, to ensure our Global Sourcing Principles, employment conditions and standards are upheld for all workers located outside the "factory gates" who carry out approved work for certain M&S products.

2. DEFINITIONS

Homeworking: *"work carried out by a person in his or her home or in other premises of his or her choice, other than the workplace of the employer; for remuneration; which results in a product or service as specified by the employer, irrespective of who provides the equipment, materials or other inputs used, unless this person has the degree of autonomy and of economic independence necessary to be considered an independent worker under national laws, regulations or court decisions"* (as per the ILO Home Work Convention, 1996 (No. 177))

Employer: *"a person, natural or legal, who, either directly or through an intermediary, whether or not intermediaries are provided for in national legislation, gives out homework in pursuance of his or her business activity"* (as per the ILO Home Work Convention, 1996 (No. 177))

Subcontracting: when any tier 1 main production is sent to another approved factory.

Outsourced Processing: when a process (e.g. dyeing, laundering, printing, washing, embroidery) is carried out on a product or part of a product in an outside unit to the main production site. The unfinished product is then returned to the main production site to be finished, labelled and packed.

Unauthorised subcontracting: when main production or finished products are being manufactured in a site not approved by M&S. This is not acceptable.

3. OUR POSITION

We believe that homeworking may sometimes be a necessary part of our supply chain only for particular approved products and we therefore accept the use of homeworkers under strict adherence to our policies and procedures, to ensure acceptable working conditions for anyone working off-site in homes, public spaces or small workshops close to their homes.

From the perspective of homeworkers, the option to work from home can offer a degree of flexibility not met by traditional site-based work. Homeworkers frequently cite the advantages offsite working offers in enabling paid work to be balanced with domestic and family responsibilities. Homeworking should never be used a way to reduce costs by the main factory.

We acknowledge that it can be challenging to ensure that labour standards for homeworkers comply with international labour standards and the ETI Base Code. We are therefore committed to working with our suppliers, to monitor labour conditions for homeworkers and make improvements if necessary.

This is a complex issue but under this homeworking policy we will:

- communicate our position on homeworking internally and to our supplier partners
- work with our suppliers to ensure acceptable labour conditions and the rights for homeworkers are upheld in our supply chains. We will aim to do this using the [ETI Homeworker Guidelines](#) – including working conditions, agreements, working hours and pay.

We expect our supplier partners:

- to adopt a policy and make a commitment to ensuring homeworkers' labour conditions are ethical and transparent.
- to communicate this policy to their suppliers down the supply chain, including homeworkers themselves.
- to declare all homeworking in their supply chain to M&S.
- to work with M&S to develop action plans for improving employment conditions for homeworkers if necessary.

4. ACCEPTABLE CIRCUMSTANCES FOR HOMEWORKING

Homeworking is only accepted when the work requires special workmanship skills which are not available in main production units. Examples may include some beading work, weaving straw products, hand embroidery, hand knit / crochet and other hand-crafted product.

Types of production where homeworking will not be accepted include assembly work, finishing, packing, labelling, panel knitting, and other types of simple tasks that can easily be performed in the factory.