



## Code of Conduct

I.D. Me believes that positive business relationships are built on trust and integrity. We hold ourselves and our partners to the highest ethical and legal standards. The I.D. Me Code of Conduct outlines the minimum requirements needed to ensure that all workers are protected while making the products we sell. Our business partners are required to acknowledge their acceptance of this Code of Conduct and ensure it is implemented across their supply chain, including upstream suppliers. This Code of Conduct is one part of a comprehensive social compliance program that includes regular on-site auditing, accountability and transparency.

I.D. Me has consulted with leaders in both industry and non-profits to ensure our Code of Conduct is comprehensive. If you have any questions or comments, please contact us at [inforequest@idmepromotions.com](mailto:inforequest@idmepromotions.com).

### Child Labor

- All employees must meet the country's minimum age requirement and be at least 16 years old.
- All suppliers shall maintain records on each employee to verify the date of birth and date of employment.

### Forced Labor

- The use of forced labor (including prison, indentured or bonded) is prohibited and there shall not be any forms of physical or mental coercion.
- No employee shall be compelled to work due to force, threat of force or intimidation of any kind.

### Harassment and Abuse

- All employees are treated with respect and dignity. No employee shall be subject to any physical, sexual, psychological or verbal harassment or abuse.

---

**I.D. Me Promotions**  
18401 Burbank Boulevard, Suite 116  
Tarzana, CA 91356  
Phone: 818.774.9500  
[www.idmepromotions.com](http://www.idmepromotions.com)



### Nondiscrimination

- No employee shall be subject to discrimination in employment, including hiring, compensation, promotion or discipline, on the basis of gender, race, religion, age, disability, sexual orientation, pregnancy, marital status, nationality, political opinion, trade union affiliation, social or ethnic origin or any other status protected by local law.

### Fair Wages, Hours and Benefits

- All suppliers must comply with local laws regarding wages, working hours, overtime and employee benefits.
- The regular work week shall not exceed 48 hours, and the sum of regular and overtime work shall not exceed 60 hours. EXCEPT UNDER EXTRAORDINARY CIRCUMSTANCES.
- Overtime hours must be consensual and paid at a premium rate. CIRCUMSTANCES.
- Employees must be given at least 24 consecutive hours of rest in every seven-day period. EXCEPT UNDER EXTRAORDINARY CIRCUMSTANCES.
- Conditional employment practices such as training wages, pre-employment fees and deposits are not allowed.

### Freedom of Association and Collective Bargaining

- Suppliers shall recognize and respect the right of employees to freedom of association and collective bargaining.

### Health and Safety

- Suppliers must provide a safe and healthy working environment and take steps to prevent accidents and worker injury.

### Informed Workplace

- All employees must be kept informed about workplace standards both verbally and by posting notices in a prominent place. Employee training on benefits and standards must be provided on a regular basis.

---

I.D. Me Promotions  
18401 Burbank Boulevard, Suite 116  
Tarzana, CA 91356  
Phone: 818.774.9500  
[www.idmepromotions.com](http://www.idmepromotions.com)



Please indicate your acceptance to this Code of Conduct, and your commitment to implement these codes to your upstream suppliers. All products provided to I.D. Me Promotions must be made in facilities that meet this Code of Conduct.

Vendor: PCNA

I.D. Me Promotions, LLC

Date: 11/21/2016

Date: 11/21/16

By: [Signature]  
(Signature)

By: [Signature]  
(Signature)

Name: Dennis Grobisen

Neil Levitt  
Vice President  
Neil@idmepromotions.com  
Facsimile: (818) 774-9510

Title: VP of Sales PCNA

I.D. Me Promotions  
18401 Burbank Boulevard, Suite 116  
Tarzana, CA 91356  
Phone: 818.774.9500  
www.idmepromotions.com