

RESPONSIBLE BUSINESS ALLIANCE (RBA) CODE OF CONDUCT AWARENESS TRAINING

Introduction:

The RBA, formerly known as the EICC, was established in 2004 to promote a common code of conduct for the electronics and information and communications technology (ICT) industry.

The RBA code of conduct sets out the standards required to ensure that:

- Working conditions in the electronics industry supply chain are safe
- Workers are treated with respect and dignity
- Manufacturing processes are environmentally responsible

Course Objectives:

To provide delegates with:

- An understanding of the concepts and requirements of RBA Code of Conduct
- Knowledge on how to comply to the code

Course Contents:

- 1.0 Introduction and Overview
 - 1.1 RBA Code of Conduct Structure
 - 1.2 RBA Terms and Definitions
 - 1.3 Case Studies / Exercises
 - 1.4 Q&A Session
- 2.0 Labour
 - 2.1 Freely Chosen Employment
 - 2.2 Young Workers
 - 2.3 Working hours
 - 2.4 Wages and Benefits
 - 2.5 Humane Treatment
 - 2.6 Non-Discrimination / Non-Harassment
 - 2.7 Freedom of Association
 - 2.8 Case Studies / Exercises
 - 2.9 Q&A Session

- 3.0 Health and Safety
 - 3.1 Occupational Safety
 - 3.2 Emergency Preparedness
 - 3.3 Occupational Injury and Illness
 - 3.4 Industrial Hygiene
 - 3.5 Physically Demanding Work
 - 3.6 Machine Safeguarding
 - 3.7 Sanitation, Food and Housing
 - 3.8 Health and Safety Communication
 - 3.9 Case Studies / Exercises
 - 3.10 Q&A Session

- 4.0 Environment
 - 4.1 Environmental Permits and Reporting
 - 4.2 Pollution Prevention and Resource Reduction
 - 4.3 Hazardous Substances
 - 4.4 Solid Waste
 - 4.5 Air Emissions
 - 4.6 Materials Restrictions
 - 4.7 Water Management
 - 4.8 Energy Consumption and Greenhouse Gas Emissions
 - 4.9 Case Studies / Exercises
 - 4.10 Q&A Session

- 5.0 Ethics
 - 5.1 Business Integrity
 - 5.2 No Improper Advantage
 - 5.3 Disclosure of Information
 - 5.4 Intellectual Property
 - 5.5 Fair Business, Advertising and Competition
 - 5.6 Protection of Identify and Non-Retaliation
 - 5.7 Responsible Sourcing of Minerals
 - 5.8 Privacy
 - 5.9 Case Studies / Exercises
 - 5.10 Q&A Session

- 6.0 Management Systems
 - 6.1 Company Commitment
 - 6/2 Management Accountability and Responsibility
 - 6.3 Legal and Customer Requirements
 - 6.4 Risk Assessment and Risk Management

- 6.5 Improvement Objectives
- 6.6 Training
- 6.7 Communication
- 6.8 Worker Feedback, Participation and Grievance
- 6.9 Audits and Assessments
- 6.10 Corrective Action Process
- 6.11 Documentation and Records
- 6.12 Supplier Responsibility
- 6.13 Case Studies / Exercises
- 6.14 Q&A Session

Who Should Attend:

This course will be beneficial to those who are new to the RBA Code. Participants will learn about Code requirements and how to implement them across their organisations.

Training Methodology:

- Interactive Lectures
- Group Activity and Presentation
- Practical Exercises
- Case Studies
- Group Discussion
- Participants will receive comprehensive course manuals with reference materials.

Award of Certificate:

Certificate of Successful Completion will be issued to participants with at least 75% attendance.

Duration:

2 days (14 hours)

Course Fee:

\$500 nett per trainee (GST is not applicable).