



September 23, 2010

To Whom It May Concern:

Please be advised that Timeplanner's is committed to conducting its business affairs in a socially responsible and ethical manner consistent with all applicable national and local legal requirements, customs, and published industry standards pertaining to employment and manufacturing.

It is our position that we maintain just and decent working conditions throughout our business, and we require our suppliers to do so as well, and strive to adhere to a strict Code of Business Conduct and conform to the standards listed below:

- **Forced Labor** – Timeplanner's does not use any type of forced labor, whether in the form of prison labor, indentured labor, bonded labor, or otherwise.
- **Child Labor** – Timeplanner's does not employ any person under the age of 18 years old. The use of child labor by suppliers is also strictly prohibited.
- **Harassment or Abuse** – at Timeplanner's, every employee is treated with dignity and respect. No employee shall be subject to any physical, sexual, psychological, or verbal harassment or abuse.
- **Health and Safety** – all employees shall be provided with a safe and healthy working environment to prevent accidents and injury to health arising out of, linked with, or occurring in the course of work or as a result of the operation of Timeplanner's facilities.
- **Wages and Benefits** – Timeplanner's recognizes that wages are essential to meeting employees' basic needs. Timeplanner's pays all employees at least minimum wage as required by all applicable local laws and provides all legally mandated benefits.
- **Hours of Work** – except in extraordinary business circumstances, Timeplanner's employees do not work more than (a) the limits on regular and overtime hours allowed by local law; or (b) on average, 60 hours per week, inclusive of overtime.
- **Overtime Compensation** – in addition for compensation for regular hours of work, all Timeplanner's employees are compensated for overtime hours at such premium rate as is legally required by law.

Sincerely,

Tim O'Boyle
General Manager

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