

## **Ethical Trading Policy**

### **1. EMPLOYMENT IS FREELY CHOSEN**

1.1 There is no forced, bonded or involuntary prison labour.

1.2 Workers are not required to lodge "deposits" or their identity papers with their employer and are free to leave their employer after reasonable notice.

### **2. WORKING CONDITIONS ARE SAFE AND HYGIENIC**

2.1 A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.

2.2 Nominated workers shall receive recorded health and safety training, and such training shall be repeated where appropriate.

2.3 Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.

2.4 The company observing the code shall assign responsibility for health and safety to The Business Services Manager.

### **3. CHILD LABOUR SHALL NOT BE USED**

3.1 There shall be no new recruitment of child labour.

3.2 Children and young persons under 18 shall not be employed at night or in hazardous conditions.

3.3 These policies and procedures shall conform to the provisions of the relevant ILO standards.

### **4. LIVING WAGES ARE PAID**

4.1 Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. In any event wages should always be enough to meet basic needs and to provide some discretionary income.

4.2 All workers shall be provided with written and understandable Information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid.

### **5. WORKING HOURS ARE NOT EXCESSIVE**

5.1 Working hours comply with national laws and benchmark industry standards, whichever affords greater protection.

5.2 In any event, workers shall not on a regular basis be required to work in excess of 48 hours per week and as standard receive 20 days holiday excluding all public holidays and Christmas. Overtime shall be voluntary.

### **6. NO DISCRIMINATION IS PRACTISED**

6.1 There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

**7. REGULAR EMPLOYMENT IS PROVIDED**

7.1 To every extent possible work performed must be on the basis of recognised employment relationship established through national law and practice.

7.2 Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, subcontracting, or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

**8. NO HARSH OR INHUMANE TREATMENT IS ALLOWED**

8.1 Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse OR other forms of intimidation are be prohibited and will be subject to disciplinary procedure.