



Ethical Trading Policy

1. Freedom Of Choice

- Right to work is freely chosen by the employee.
- Workers are not required to lodge deposits or ID Papers.
- Termination of employment can be freely exercised subject to reasonable terms or written terms of employment.

2. Freedom of association

- Right to collective bargaining and Trade Union subject to current legislation.
- No discrimination against employee representatives.
- An open attitude is help to Trade Unions and their organisational activities.

3. Provision of regular employment

- All national legislation is adhered to.
- Work is laid out in contractual terms established at the registration/interview stage.
- No labour or social security regulations are breached by using alternative working patterns.

4. Equal opportunities

- A policy is in place.
- There are no threats, physical or verbal abuse, sexual harassment nor intimidation.
- Disciplinary procedures are in place as enforcement of the above.
- Full maternity, paternity and adoption rights comply with national legislation.

5. Remuneration

- Minimum wages meet governmental and treasury guidelines and provide some discretionary income.
- The wage structure is explained at interview/registration with a detailed breakdown of deductions, bonuses etc.
- 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.
- All disciplinary measures are documented.
- All employee personal and financial details are secure with no forwarding to third parties.
- Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the expressed permission of the worker concerned. All disciplinary measures should be recorded.

6. Working hours

- These are agreed at the interview, or the assignment, and give the greatest protection against exploitation.
- The 1998 Working Time Regulations are in place. Opting out to work over 48 hours per week is agreed and signed by the worker.
- Overtime is voluntary.
- There is no obligation to work when it is offered.

7. Working conditions

- There is a safe and hygienic working environment.
- Qualified first aiders are provided and records maintained.
- Responsibility for Health and Safety instruction should be given.
- Appropriate clean toilet facilities are provided.
- Drinking water is available.
- Facilities provided for storage of food and clean spacious premises provided for the consumption during recreational times.

8. Child labour

- There must be no recruitment of child labour.
- All employees under 18 are subject to the legal, moral and Health and Safety constraints currently in operation.

9. Immigration law and compliance

- Only employ those with a legal right to work as defined by law.
- Original documentation proving eligibility to work and proof of identity must be seen and copies retained, as per statutory requirements as necessary.