



## ETHICAL TRADING POLICY STATEMENT

The principles adopted by Mane Contract Services Limited in this policy document are based on the International accepted standards set out in the Ethical Trading Initiative (ETI) Base Code of Labour Standards.

Mane Contract Services Limited will, as far as is reasonably practicable, ensure that they, and their suppliers and their sub-contractors, comply with the stated policy requirements.

### **1. Employment is freely chosen**

There is no forced, bonded or involuntary prison labour. Workers are not required to leave deposits or their identity papers with their employer and are free to leave their employer after reasonable notice.

### **2. Freedom of association and the right to collective bargaining are respected**

An open attitude is adopted towards activities of trade unions and workers have the right to join or form trade unions of their own choosing. Collective bargaining is respected and worker's representatives are allowed to carry out their representative function in the workplace.

### **3. Modern slavery and human trafficking is not tolerated**

Modern slavery is not tolerated in any form within the organisation's supply chain. Steps will be taken to assess and manage the risk of modern slavery and human trafficking where that risk exists.

### **4. Working conditions are safe and hygienic**

A safe and hygienic working environment shall be provided. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work. Access to clean toilet facilities, potable water and sanitary facilities for food storage shall be provided.

### **5. Child labour shall not be used**

There shall be no recruitment of child labour. Companies shall develop or participate in programmes which provide for the transition of any child found to be performing child labour, to enable that child to attend and remain in quality education until no longer a child. Children and young persons under 18 shall not be employed at night or in hazardous conditions or as a minimum meet Local National Legal Standards.

### **6. Living wages are paid**

Wages and benefits paid for a standard working week must meet; at a minimum, National legal Standards or Industry benchmark Standards, whichever is higher. Workers shall be made aware of their employment conditions.

### **7. Working hours are not excessive**

Working hours shall comply with National Laws and Benchmark Industry Standards, whichever affords the greater protection. In any event, workers shall be provided with at least one day off for every 7 day period. Overtime shall always be compensated at a premium rate or with time off in lieu of the extra hours worked. Working hours should meet Local, National, Legal or Industry benchmark standards as a minimum.

### **8. No discrimination is practiced**

There shall be no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race (including colour, nationality or ethnic origin), religion, belief, age, disability, gender, gender re-assignment, marital status, sexual orientation, or political affiliation.

### **9. Employment**

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

### **10. No harsh or inhumane treatment is allowed**

Physical abuse or discipline, the threat of physical abuse, sexual or other harassment, verbal abuse or other forms of intimidation shall be prohibited. The provisions of this policy constitute minimum and not maximum standards.

We will ensure that this policy is communicated and available to all relevant stakeholders as appropriate.

This policy shall be reviewed for effectiveness and suitability at least annually as part of the management review process.

This statement represents my commitment on behalf of the company.

**Signed**



**Position**

Managing Director

Date 1 January 2020