



## **Ethical Policy**

### **Summary Statement**

At Weedon PSC we believe strongly in ethical principles and good stewardship. We are therefore proud to guarantee that we trade in accordance to the following criteria:

- All employment is freely chosen.
- Working conditions are safe and hygienic.
- Child labour is not used.
- Wages are fair and comparable to industry standards and will always meet the minimum and national living wage as defined by the UK government.
- Deductions from wages as a disciplinary measure shall not be permitted.
- Working hours shall not be excessive.
- No discrimination is practiced.
- Regular employment is provided for those who are employed on a permanent contract.
- No harsh, cruel or degrading treatment or practises are allowed.
- No bribery, corruption, blackmailing or bullying is permitted.
- Third party suppliers and buyers are both free to sell and buy from any number of other businesses. No restrictions other than agreed written contracts are to be used as a way of guaranteeing business.

We have developed a full policy statement outlining how we expect our practice to develop in order to be able to offer strong guarantees to our customers that the services they receive from us have been ethically designed, managed and implemented.

# Full Ethical Policy Statement

## 1. Policy Statement

Weedon PSC recognises that our commercial activities have potential to impact on our customers, suppliers and locality.

As a socially responsible business our customers, suppliers and local community have a right to expect:

- Products sourced by PSC are produced under working conditions that are hygienic and safe.
- All workers involved in the delivery of services provided by WPSC are treated with full consideration to their basic human rights.
- WPSC acts in an ethical manner above and beyond basic legal requirements.
- WPSC is therefore committed to implementing the principles of the Ethical Trading Initiative Base Code (Although we are not a member of ETI).
- This policy sets out WPSC's commitment to its suppliers and customers, setting out the measures we are taking to ensure we are acting in an ethical manner.

## 2. Weedon PSC Commitment to its employees, customers, suppliers and service providers.

WPSC recognises that our ethical and social performance and reputation is part of our overall success.

### Employees

WPSC is committed to ensuring that our employment practices and the enforcement of corporate regulations ensure the protection of the rights of those who work for us. In many areas we aim to operate above the minimum standards required by law to ensure our employees are safe, rewarded and valued. As we grow we will try to offer more development opportunities to our staff.

### Customers

WPSC is committed to demonstrating its ethical and social responsibility credentials to enable customers to make informed choices about whose services they purchase.

### Suppliers

WPSC is committed to monitoring the social standards in our supply chain and we encourage our suppliers to operate the same ethical standards as we employ ourselves.

## 3. Weedon PSC Trading Code of Practice.

**3.1 this code of practice applies to:**

- Staff directly employed by WPSC on temporary or permanent contracts.
- Staff employed or provided by contractors to work on premises to undertake work for or on behalf of WPSC including employment agencies.

**3.2 No forced, bonded or involuntary labour shall be used.**

- All employment with WPSC is freely chosen.
- Workers are not required to lodge “deposits” or their identity papers
- Staff are free to leave WPSC after reasonable notice.

**3.3 No child labour shall be used.**

- There shall be no recruitment of child labour.
- Persons under 16 are not employed at any time day or night; we do however support government backed work experience and training programs for teenagers.
- Young persons under 18 are not permitted to work at night or in hazardous conditions

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

- WPSC takes adequate measures to prevent accidents and minimize potential hazards.
- Staff receive regular H&S training
- Staff have unrestricted access to toilet facilities and drinking water.
- WPSC has a published H&S policy.

**5. Working hours and remuneration are reasonable and comparable to other companies in our sector and regular employment is provided.**

- Staff pay rates meet the national legal minimum and national living wage standards as defined by the UK government.
- Staff are not forced to work in excess of 40 hours per week.
- Staff are provided 2 days off per week.
- Staff are given written terms and conditions of employment that detail the employment relationship between the respective obligations of the employee and employer, rates of pay, working hours, grievance and disciplinary procedures, holiday entitlement, absence and sick pay, rules and notice period for termination of employment.
- No deductions from wages as a disciplinary measure and pay slips used as means to avoid obligations under labour or social security laws.

**6. No discrimination is practiced.**

- There is no discrimination in pay, hiring, compensation, access to training or promotion and there is no discrimination with regards to termination of employment or retirement on the grounds of race, creed, age, disability, marital status, sexual orientation or colour.
- Opportunities for personal and career development are equally available to all employees.

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

- Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively.
- Weedon PSC adopts an open attitude towards the activities of trade unions and their organisational activities.
- Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace.

**8. Harassment.**

- No harassment, threats, abuse or intimidation will be tolerated. Physical, verbal and sexual threats, abuse, harassment or intimidation is expressly prohibited and grounds for dismissal if proven.

**9. Organisation.**

- WPSC Directors have overall responsibility for all aspects of ethical trading at work and within the business.

**10. Looking forward.**

- Looking towards further improvement WPSC are keen to learn from others and would ask if anyone has any ideas, feedback or comments regarding our policy or practices to please contact us.

Signed

A handwritten signature in black ink, appearing to read 'C. CMA'.

Weedon Group Managing Director