

Ethical Trading Policy

Through an ethical trading philosophy and our environmental policy statement, we are striving to ensure that what we buy, use and dispose of and what we do as a business helps, albeit in a small way, to build a fairer, more ethical, socially just and environmentally sustainable world.

Ethical Trading Policy Statement

Independent Integrity Inspection Limited (*INDEi*) will aim to trade ethically. To implement this policy, we will:

- Not take advantage of lower employment or manufacturing costs in developing countries;
- Adhere to any Government recognised trading sanctions;
- Not trade with those countries which our Directors believe are violators of human rights.
- Refuse to work with any client or prospective client which we have reason to consider exploits humans, animals or the environment unfairly.

INDEi's commitment to its suppliers, service providers and customers:

INDEi recognises that our ethical and social performance and reputation is a key part of our overall commercial success.

Employees

INDEi is committed to ensuring that our employment practices and the enforcement of corporate regulations ensure the protection of the rights of all 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 of course expand and become larger we will be able to offer more opportunities for our staff.

Customers

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

Suppliers

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

INDEi's ethical Trading Code of Practice

This Code of Practice applies to:

Staff directly employed by *INDEi* on temporary or permanent contracts.

Staff employed or provided by contractors or employment agencies to work on *INDEi*' premises or to undertake work for or on behalf of *INDEi*.

No forced, bonded or involuntary labour shall be used.

All employment with *INDEi* is freely chosen.

Staff are not required to lodge deposits or identity papers with us.

Staff are free to leave *INDEi* after reasonable notice.

No child labour shall be used

There shall be no recruitment of child labour.

Children or persons under 16 are not employed at any time, day or night.

Children or persons under 18 are not employed full-time.

Working conditions are safe and hygienic.

INDEi takes adequate measures to prevent accidents and minimise potential hazards.

Staff receive regular health & safety training.

Staff have unrestricted access to toilet facilities and drinking water.

INDEi has a published Health & Safety Policy.

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

Staff pay rates are above the national legal minimum standards.

Staff are not forced to work in excess of 48 hours per week, a voluntary opt out agreement is available for those wishing to work in excess of 48 hours per week.

Staff are provided 2 days off per week

Staff are given written terms and conditions of employment that details the employment relationship between and 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 periods for termination of employment.

No deductions are made from wages as a disciplinary measure, and pay slips detailing lawful deductions are provided for each pay period.

Labour only contracting, sub contracting and fixed term contracts are not used as a means to avoid obligations under labour or social security laws.

Signed:

James Bayliss

Date:

3rd April 2018

Review Date:

3rd April 2019