

ETHICAL SOURCING POLICY

OFFICIAL SENSITIVE

DOC REF: 20210101-CG-PO-Ethical Sourcing Policy

REVISION: 0

APPROVAL DATE: 01/01/2021

APPROVED BY: LW

SECTION	TITLE
1.0	Purpose
2.0	Scope
3.0	Roles & Responsibilities
4.0	Policy

1.0 Purpose

The purpose of this Ethical Sourcing Policy (ESP) is to ensure that all group company suppliers meet appropriate minimum ethical and social standards. The ESP is designed to ensure that group companies buy their products from suppliers that can demonstrate awareness and adherence to relevant and appropriate social and ethical standards.

2.0 Scope

This policy applies to all areas of the business and the aim is to guarantee that we work ethically, considering human rights as well as the social, economic and environmental impacts of what we do.

Where relevant we aim to meet and exceed legislation which relates to these areas and where legislation doesn't exist, we endeavour to carry out best practices across all areas of the business.

This ESP is based on the internationally recognised Social Accountability 8000 (SA 8000) criteria. SA8000 is an auditable certification standard based on the UN Universal Declaration of Human Rights, Convention on the Rights of the Child and various International Labour Organization (ILO) conventions.

3.0 Roles & Responsibilities

JOB TITLE	RESPONSIBILITIES
Managing Director	Is ultimately responsible for this procedure.

4.0 Policy

We aim to ensure that all suppliers engaged by any group company shall adhere to the following terms and practices.

4.1 Child labour

No workers under the age of 15; minimum lowered to 14 for countries operating under the ILO Convention.

4.2 Forced labour

No forced labour, including prison or debt bondage labour; no lodging of deposits or identity papers by employers or outside recruiters.

4.3 Health and Safety

Provide a safe and healthy work environment; take steps to prevent injuries; regular health and safety worker training; system to detect threats to health and safety; access to bathrooms and drinking water.

4.4 Freedom of Association and Right to Collective Bargaining

Respect the right to form and join trade unions and bargain collectively.

4.5 Discrimination

No discrimination based on race, caste, origin, religion, disability, gender, sexual orientation, union or political affiliation, or age; no sexual harassment.

4.6 Discipline

No corporal punishment, mental or physical coercion or verbal abuse.

4.7 Compensation

Wages paid for a standard work week must meet the legal and industry standards and be sufficient to meet the basic need of workers and their families.

4.8 Conducting Audits

A full audit of our ESP policy shall be carried out annually.

The scope, criteria and method for each audit shall be recorded on the Internal Audit Form.

The full audit report shall be delivered to senior managers within 14 days of completion of the audit.