

	Policy No.:	HSP37
	Issue No.:	1
HEALTH & SAFETY POLICIES & PROCEDURES		
Title:	Ethical Trading/Purchasing	Date: 20/06/2023

Cables Direct Limited complies with the following Ethical Trading Policy, and encourages compliance with it by their suppliers and shall monitor such compliance so far as reasonably practicable.

Employment is freely chosen

There is no forced, bonded or involuntary prison labour.
Workers are free to leave their employer after reasonable notice.

Freedom of association and the right to collective bargaining are respected to the extent permitted by local law.

Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates and does not hinder the development of parallel means for independent and free association and bargaining.

Working conditions are safe and hygienic

A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of or associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.

Workers shall receive appropriate health and safety training, and such training shall be repeated for new or reassigned workers.

Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers.

The company observing the policy shall assign responsibility for health and safety to a senior management representative.

Child labour shall not be used

Children shall not be employed and young persons under 18 will not be employed at night or in hazardous conditions.

These policies and procedures shall conform to the provisions of the relevant International Labour Organisation (ILO) standards.

Living wages are paid

Wages and benefits paid for a standard working week meet national legal standards.

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.

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 for the worker concerned. All disciplinary measures should be recorded.

Working hours are not excessive

Working hours comply with national laws and known benchmark industry standards.

No discrimination is practiced

There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, disability, gender, marital status, sexual orientation, union membership or political affiliation.

No harsh or inhumane treatment is allowed

Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

No bribery or corruption is permitted

No bribes shall be paid or accepted to give or receive business

Follow good environmental practice

To meet all relevant national environmental laws and regulations, and to improve environmental performance by aiming to comply with international standards.

Summary

Cables Direct Limited shall:

- only source products from suitably approved suppliers, as detailed and recorded in Cables Direct Limited approved suppliers list;
- ensure that there is an appropriately experienced and qualified person(s) managing the procurement process and that the scope of the procurement process is appropriately and clearly defined; and
- ensure all individuals involved in the procurement process, in particular those directly responsible for procuring goods and services, operate to high ethical standard

Procurement personnel must declare in writing to their immediate superior any actual or potential conflict of interest and must not:

- use their position or authority for personal gain;
- divulge confidential or sensitive information to any unauthorised persons;
- accept gifts unless of a token value (e.g. diaries and pens); or
- accept hospitality which may be deemed to have influenced a business decision

Review

The Managing Director is responsible for the regular review and furtherance of this purchasing/trading policy.

Issue No.	1	Compiled By	I Chapman
Date	20/03/2023	Approved By	<i>Toherina Gregory</i>

Reviewed on:	Reviewed by	Next review due	Comments
15/01/2021	Ian Chapman	15/01/2022	Information still current and relevant
20/06/2023	Ian Chapman	20/06/2024	Remains a key element of Cables Direct values
16/12/2024	Ian Chapman	16/12/2025	Remains a key element of Cables Direct values