



Updated: August 2015

Ethical Trading Policy

Recommendations

Affecting all agency staff and staff for hire

1. Freedom of choice

- Right to work is freely chosen by the employee
- No security or bond is required
- Termination of employment can be freely exercised subject to reasonable terms or written terms of employment

2. Freedom of association

- Right to collective bargaining and Trade Union subject to current legislation
- No discrimination against employee representatives
- An open attitude is held to Trade Unions and their organisational activities

3. Provision of regular employment

- All national legislation is adhered to
- Work is permanent or as laid out in terms of employment established at interview
- No labour or social security regulations are breached by using alternative working patterns.

4. Equal opportunities

A policy is in place

- There are no threats, physical or verbal abuse, sexual harassment nor intimidation
- Disciplinary procedures are in place as enforcement of the above
- Full maternity rights comply with national legislation

5. Remuneration

- Minimum wages meet governmental and treasury guidelines and provide some discretionary income
- The wage structure is explained at interview with a detailed breakdown of deductions, bonuses etc.
- We make deductions for non-attendance without prior consent-factory enforced
- All disciplinary measures are documented
- All employee personal and financial details are secure with no forwarding to third parties.

6. Working hours

- These are agreed at interview and give the greatest protection against exploitation
- The 1998 Working Time Regulations are in place. Opting out to work over 48 hrs per week is agreed and signed by employee