

Ethical Trading Code

1. Employment should be freely chosen
 - All workers should be working of their own free will.
 - There should be no involuntary prison labour, bonded labour or other forced labour of any kind.
 - No monetary deposits should be required or deducted from pay.
 - Original identity or similar documents should not be held by the employer.
 - All workers should be able to leave their jobs if they choose, without losing pay or benefits to which they are entitled, having given a reasonable notice period.
2. Freedom of association and the right to collective bargaining should be respected
 - Workers should be allowed to join or form trade unions, or similar groups, in order to negotiate collectively with management on employment matters.
 - Trade union or other workers' representatives should be treated fairly, without discrimination, and be allowed to represent workers effectively.
3. Working conditions should be safe and hygienic
 - Health and safety of employees should be actively managed, including control of risks arising from:
 - Machinery and tools
 - Production materials and chemicals
 - Fire
 - Noise
 - Dust
 - Temperature extremes
 - Buildings structure
 - Sanitary facilities
 - and should include the provision of adequate:
 - Personal protective equipment
 - Machine guarding
 - Job training
 - Escape routes
 - Fire fighting equipment
 - Ventilation

The smart choice for safety

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- Safety notices and information
 - Safety training
 - First aid materials and qualified personnel
 - Accident and illness records and correct actions
 - Clean toilets, washing and changing facilities
 - Safe food storage
 - Drinking water
 - Clean, safe and private accommodation (where provided)
4. Child labour should not be used
- All workers should be 16 years old or over.
5. Living wages should be paid
- All workers should earn at least the minimum legal wage (or minimum established within the industry, or minimum to provide for basic living requirements, whichever is the higher) for a standard working week, including after permitted deductions.
 - Written details, provided prior to commencement of employment, should clearly communicate all conditions of employment pertaining to pay, including overtime arrangements.
 - Pay slips, provided to each worker each time they are paid, will clearly indicate how the pay has been calculated, including basic hours, overtime hours and permitted deductions.
 - There should be no deductions from wages other than those allowed by law.
 - There should be no pay deductions made as disciplinary measures.
6. Working hours should not be excessive
- Working hours should comply with national law and industry standards.
 - At least one day in seven should be free as a rest day.
 - The working of overtime should be voluntary and not mandatory.
 - Overtime working should not be regular routine.
 - Overtime should be paid at a premium rate as specified in national law or accepted industry practice.
7. No discrimination of any kind should be practiced
- There should be no discrimination or preferential treatment given to any worker or group of workers on the grounds of:
 - Sex, including pre and post pregnancy
 - Race
 - Caste
 - National origin
 - Religion
 - Age
 - Disability
 - Marital status
 - Trades Union or workers council membership

- Political affiliation
 - with regard to:
 - Provision of employment
 - Pay and benefits
 - Working conditions
 - Training
 - Promotion
 - Pension
 - Overtime opportunity
8. Regular employment should be provided
- Employment should be provided on the basis of a recognised employer/worker relationship as established through national law and practice.
 - Employer obligations should not be avoided by excessive use of labour-only contracting, subcontracting, fixed term contracts, home-working or apprenticeship schemes or probationary periods.
 - All workers should be entitled to paid leave, sick and maternity leave with no detriment to their employment status.
9. There should be no harsh or inhumane treatment
- Workers should not be subject to corporal punishment, physical abuse (or threat of), verbal abuse, sexual harassment, bullying or any other form of intimidation in the workplace.
 - There should be no such behaviour permitted between workers.

Signature: -



Date:-

5/3/2018

Position: -

MANAGING DIRECTOR

Review:-

5/3/2019