



Ethics Policy Statement

Basildon Timbers Ethics Policy Statement sets out the core principles that suppliers and sub contractors must follow to maintain high standards of integrity and professionalism in their working practices.

This statement is based upon the Ethical Trading Initiative (ETI) Base Code which is founded on the conventions of the International Labour Organisation (ILO) and is an internationally recognised code of labour practice, with the exception of Clause 10 – Safeguarding within the supply chain.

By signing this statement you are declaring your organisation, and any sub contractors, practises as a minimum, the following:

1 Employment is freely chosen

- 1.1 There is no forced, bonded or involuntary prison labour.
- 1.2 Workers are not required to lodge “deposits” or their identity papers with their employer and are free to leave their employer after reasonable notice.

2 Freedom of association and the right to collective bargaining are respected

- 2.1 Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively.
- 2.2 The employer adopts an open attitude towards the activities of trade unions and their organisational activities.
- 2.3 Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace.
- 2.4 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.

3 Working conditions are safe and hygienic

- 3.1 A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of and specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, 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.
- 3.2 Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers.
- 3.3 Access to clean toilet facilities, potable water and if appropriate sanitary facilities for food storage shall be provided.

- 3.4 Accommodation, where provided, shall be clean, safe, and meet the basic needs of workers.
- 3.5 A senior management representative will be assigned the responsibility of health and safety.

4 Child labour shall not be used

- 4.1 There shall be no recruitment of child labour.
- 4.2 We require all of our suppliers to adhere to the standards set out by the International Labour Organisation as regards the employment of children and young people. In particular:
 - (a) children must not be recruited before they have reached the age of completion of compulsory schooling, and in any case not before the age of 15; and
 - (b) those under 18 must not be required to perform hazardous duties.
- 4.3 We require all of our staff, suppliers, contractors, agents and all other individuals and businesses with whom we work, to comply with this policy and our approach to modern slavery and human trafficking.
- 4.4 We require all relevant individuals:
 - (a) to read and ensure they understand the policy;
 - (b) to report any behaviour which they believe may breach this policy to an appropriate manager;
 - (c) to communicate our policy to all relevant colleagues and business partners where appropriate; and
 - (d) to ensure they carry out their roles in a way which enables Basildon Timber to comply with this policy.
- 4.5 We require all businesses with whom we work:
 - (a) to adopt policies and procedures within their own businesses to enable them (and their staff) to comply with this policy;
 - (b) to ensure that their staff hiring practices (including for the hiring of temporary staff via agencies and similar provides) are designed to establish that all workers are giving their labour of their own volition and are not being controlled by others to any extent;
 - (c) to adopt policies and procedures in relation to the selection and management of their own suppliers which aim to identify and manage the risks of modern slavery and human trafficking;
 - (d) to maintain records to enable them to provide us with the information we need to publish an annual supply chain transparency statement; and
 - (e) to monitor the success of the policies and procedures described above, in order to constantly raise standards.
- 4.6 These policies and procedures shall conform to the provisions of the relevant ILO standards.

5 Living wages are paid

- 5.1 Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. In any event, wages should always be enough to meet basic needs and to provide some discretionary income.
- 5.2 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.
- 5.3 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 of the worker concerned. All disciplinary measures should be recorded.

6 Working hours are not excessive

- 6.1 Working hours must comply with national laws, collective agreements, and the provisions of 6.2 to 6.6 below, whichever affords the greater protection for workers. Sub-clauses 6.2 to 6.6 are based on international labour standards.
- 6.2 Working hours, excluding overtime, shall be defined by contract, and shall not exceed 48 hours per week
- 6.3 All overtime shall be voluntary. Overtime shall be used responsibly, taking into account all the following: the extent, frequency and hours worked by individual workers and the workforce as a whole. It shall not be used to replace regular employment. Overtime shall always be compensated at a premium rate.
- 6.4 The total hours worked in any seven day period shall not exceed 60 hours, except where covered by clause 6.5 below.
- 6.5 Working hours may exceed 60 hours in any seven day period only in exceptional circumstances where all of the following are met:
 - This is allowed by national law
 - This is allowed by a collective agreement freely negotiated with a worker
 - Appropriate safeguards are taken to protect the workers' health and safety; and
 - The employer can demonstrate that exceptional circumstances apply such as unexpected production peaks, accidents or emergencies

7 No discrimination is practiced

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

8 Regular employment is provided

- 8.1 To every extent possible, work performed must be on the basis of recognised employment relationship established through national law and practice.
- 8.2 Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub-contracting, or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

9 No harsh or inhumane treatment is allowed

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

10 Safeguarding within the supply chain

In this context, safeguarding means protecting a person's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect.

- 10.1 That you provide a safe and trusted environment which safeguards anyone who your company or organisation has contact with, including staff, volunteers and beneficiaries.
- 10.2 That you set a culture that prioritises safeguarding, so that it's safe for those affected to come forward, and to report incidents and concerns with assurance they will be handled sensitively and properly.
- 10.3 There are adequate safeguarding policies, procedures and measures to protect people, which are shared and understood.
- 10.4 That you have procedures in place outlining how incidents and allegations will be handled should they arise, including reporting to the relevant authorities.

Companies applying this code are expected to comply with national and other applicable law and, where the provisions of law and this Code address the same subject, to apply that provision which affords the greater protection.

Organisation	Basildon Timber Merchants Limited
Name	John Cordery
Position	Director
Signature	
Date	1st December 2021

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