



NORWOOD UK

International Ethical
Trade Policy

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Employment is freely chosen.

Staff and prospective staff are not bound into onerous contractual terms. They are free to leave any time (and frequently do!), and are not required to give deposits or hand over identity papers.

Freedom of association and the right to collective bargaining

While we do not recognise a trade union for collective bargaining purposes, no member of staff is penalised for being a member of a union. Union representation is encouraged in our grievance and disciplinary policies, and staff are permitted to be accompanied in accordance with employee statutory rights.

Working Conditions are Safe and Hygienic

You could evidence this with reference to your health and safety policies, assessment of head office environment, and the site spot checks you do, as well as lone working policy.

You also provide safe and clean accommodation when staff stay overnight.

Child Labour

Compliance with this may be a matter of checking your supply chain, to ensure that they do not use child labour in supplying you. This could be evidenced by contractual terms with suppliers (it might be worth discussing with Kate including this clause in your new terms and conditions). You personally will carry out right to work checks including looking at passports and dates of birth.

Living Wages are Paid

We can evidence compliance with NMW and National Living Wage. We also carry out pay reviews and give staff the opportunity to earn a bonus.

It states that deduction from wages should not be taken without express permission. We seek express permission and have a contractual right to do so. Disciplinary measures (when taken) are fully recorded on personnel files.

Working Hours are not excessive

We actively monitor working time and travel time, through test instruments and vehicle journey times, giving accommodation where staff are working far away.

While staff have signed the 48 hour opt out, they will rarely work a week that exceeds this. In the event that they do, this is usually balanced by a week working lesser hours. Their basic contractual hours are 40 per week. No staff work above 60 hours per week in a seven day period.

Staff are salaried, which does not attract overtime payment. However, they have the opportunity to earn bonuses to augment their basic pay.

No discrimination is practised

You have an Equal Opportunities policy, which is followed and regular training is provided on it.

Regular Employment is Provided

The majority of staff are engaged on full-time permanent contracts.

No harsh or inhumane treatment.

Physical or mental abuse, threats etc are all gross misconduct offences under the disciplinary procedure. The disciplinary procedure is actively used.

Signed for and on behalf of the company

A handwritten signature in blue ink, appearing to read 'Jo Shuttlewood', written in a cursive style.

Jo Shuttlewood – HR Director