

Central Medical Supplies Ltd.

Ethical Trading Policy.

Summary Statement

At Central Medical Supplies Ltd. We believe strongly in ethical principles and good stewardship. We are therefore proud to guarantee that we trade according to the following Ethical Trading Criteria:

1. All employment is freely chosen
2. Freedom of Association – the freedom of association is respected and the Company will comply with UK labour relations legislation in this regard
3. Working conditions are safe and hygienic.
4. Child labour is not used.
5. Wages are fair and comparable to industry standard.
6. Deductions from wages as a disciplinary measure shall not be permitted.
7. Working hours are not excessive.
8. No discrimination is practised.
9. Regular employment is provided for those who are employed on a permanent contract.
10. No harsh, cruel or degrading treatment or practices are allowed.
11. No bribery, corruption, blackmailing or bullying is permitted.
12. Third Party Suppliers and buyers are both free to sell and buy from any number of other businesses. No restrictions, as a way of guaranteeing business, are allowed.

We have developed a full policy statement outlining how we expect our practice to develop in order to be able to offer strong guarantees to our customers that the services they receive from us have been ethically designed, managed and implemented.

Our Full Ethical Trade Policy Statement

1. Policy Statement

Central Medical Supplies Ltd. recognises that our commercial activities have potential to impact on our suppliers and our locality.

As a socially responsible small business our suppliers, local community and customers have a right to expect:

- Products manufactured and sourced by Central Medical Supplies Ltd. are produced under working conditions that are hygienic and safe.
- All workers involved in the delivery of services provided by Central Medical Supplies Ltd. are treated with full consideration to their basic human rights.
- Central Medical Supplies Ltd. acts in an ethical manner above and beyond basic legal requirements.
- Central Medical Supplies Ltd. is therefore committed to implementing the principles of the Ethical Trading Initiative Base Code (although we are not members of the ETI).
- This policy sets out Central Medical Supplies Ltd. commitment to its suppliers and customers; setting out the measures we are taking to ensure that we are acting in an ethical manner

2. Central Medical Supplies Ltd. Commitment to its suppliers, service providers and customers:

Central Medical Supplies Ltd. Recognises that our ethical and social performance and reputation is a key part of our overall commercial success.

- **Employees**

Central Medical Supplies Ltd. is committed to ensuring that our employment practices and the enforcement of corporate regulations ensure the protection of the rights of all those who work for us. In many areas we aim to operate above the minimum standards required by law to

Ensure our employees are safe, rewarded and valued. As we of course expand and become larger we will be able to offer more opportunities for our staff.

- **Customers**

Central Medical Supplies Ltd. is committed to demonstrating its ethical and social responsibility credentials to enable customers to make informed choices about whose services they purchase.

- **Suppliers**

Central Medical Supplies Ltd. is committed to monitoring social standards in our supply chain,

3. Code of Practice

3.1 This Code of Practice applies to:

- Staff directly employed by Trading Initiative Base Code (although we are not members of the ETI). on temporary or permanent contracts.
- Staff employed or provided by contractors or employment agencies to work on Central Medical Supplies Ltd. premises or to undertake work for or on behalf of Central Medical Supplies Ltd.

3.2 No forced, bonded or involuntary labour shall be used.

- All employment with Central Medical Supplies Ltd. is freely chosen.
- Staff are not required to lodge deposits or identity papers with us.
- Staff are free to leave Central Medical Supplies Ltd after reasonable notice.

3.3 No child labour shall be used

- There shall be no recruitment of child labour.
- Children or persons under 16 are not employed at any time, day or night.

4. Working conditions are safe and hygienic.

- Central Medical Supplies Ltd. takes adequate measures to prevent accidents and minimize potential hazards.
- Staff receive regular health & safety training.
- Staff have unrestricted access to toilet facilities and drinking water.
- Central Medical Supplies Ltd. has a published Health & Safety Policy.

5. Working hours and remuneration are reasonable and comparable to other companies in our sector and regular employment is provided.

- Staff pay rates are above the national legal minimum standards.
- Staff are not forced to work in excess of 48 hours per week, a voluntary opt out agreement is available for those wishing to work in excess of 48 hours per week.
- Staff are provided 2 days off per week
- Staff are given written terms and conditions of employment that details the employment relationship between and the respective obligations of the employee and employer, rates of pay, working hours, grievance and disciplinary procedures, holiday entitlement, absence and sick pay rules and notice periods for termination of employment.

- No deductions are made from wages as a disciplinary measure, and pay slips detailing lawful deductions are provided for each pay period.
 - Labour only contracting, sub-contracting and fixed term contracts are not used as a means to avoid obligations under labour or social security laws.

6. No discrimination is practised:

- There is no discrimination in pay, hiring, compensation, access to training, promotion, and termination of employment or retirement on the grounds of race, nationality, religion, age, disability, marital status, sexual orientation, union membership or political affiliation.
- Opportunities for personal and career development are equally available to all employees.

7. No harassment, threats, abuse or intimidation shall be practised. Physical, verbal and sexual threats, abuse, harassment or intimidation is expressly prohibited and grounds for summary dismissal, if proved.

8. Employment Agencies

- Employment agencies contracted to supply temporary staff shall demonstrate commitment to and application of the requirements of this code.

- Employment agencies contracted to supply temporary staff shall ensure that all staff supplied to Central Medical Supplies Ltd. are eligible to work in the UK by:

- Following Immigration and Nationality Directorate Guidelines on Amendments to Section 8 of the Asylum and Immigration Act 1996.
- Ensuring that the requirements of the Immigration and Asylum Act 1999 Section 22 Code of Practice are met.
- Retaining copies of identity papers, work permits or passport stamps as detailed in the Home Office List of Specified Documents and UK Passport Stamps.

- Employment agencies contracted to supply temporary staff shall ensure that all staff supplied to Central Medical Supplies Ltd. have sufficient command of English to understand:

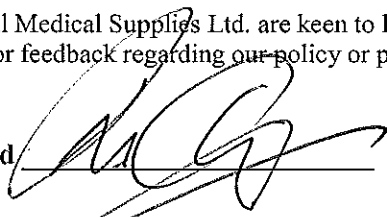
- The agency's responsibilities under this code of practice.
 - Central Medical Supplies Ltd. Health & Safety requirements.
 - Written statements of employment particulars.
- Or have other measures in place to ensure that all these requirements are communicated in the employee's native language.

9. Central Medical Supplies Ltd. Directors have overall responsibility for all aspects of ethical trading at work within the business.

10. Looking towards further improvement

Central Medical Supplies Ltd. are keen to learn from others and would ask if anyone has any ideas or feedback regarding our policy or practice to contact us.

Signed



Managing Director

Date

28 June '17

Revision 2