

Ethical Trading Policy

Revision Date	Description	Sections Affected	Revised By	Approved By

Fire & Security
Protecting people, processes & property

Summary Statement

At Tecserv UK we strongly believe in ethical principles and good stewardship. Where possible we trade according to the following Ethical Trading Criteria:

- All employment is freely chosen.
- Working conditions are safe and hygienic.
- Child labour is not used.
- Wages are fair and comparable to industry standard and will always exceed the minimum wage.
- Deductions from wages as a disciplinary measure shall not be permitted.
- Working hours are not excessive.
- No discrimination is practised.
- Regular employment is provided for those who are employed on a permanent contract.
- No harsh, cruel or degrading treatment or practices are allowed.
- No bribery, corruption, blackmailing or bullying is permitted.
- 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.

Our Full Ethical Trade Policy Statement

Policy Statement

Tecserv UK recognises that our commercial activities have potential to impact on our suppliers and our locality.

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

- Products sourced by Tecserv UK are produced under working conditions that are hygienic and safe.
- All workers involved in the delivery of services provided by Tecserv UK are treated with full consideration to their basic human rights.
- Tecserv UK acts in an ethical manner above and beyond basic legal requirements.
- Tecserv UK is therefore committed to implementing the principles of the Ethical Trading Initiative Base Code.
- Tecserv UK commitment to its suppliers, service providers and customers.
- Tecserv UK recognises that our ethical and social performance and reputation is a key part of our overall commercial success.

Employees

Tecserv UK 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.

We establish recognised relationships with our employees in accordance with existing legislation in UK or in any Country where we are obtaining products or sub contracting.

All employees are provided with an easy to read, formal contract of employment with particular clarity in relation to wages. In the case where an employee is unable to read, the contract of employment will be read and explained to them by an appropriate company representative or another appropriate third party.

Customers

Tecserv UK is committed to demonstrating its ethical and social responsibility credentials to enable customers to make informed choices about whose services they purchase.

Suppliers

Tecserv UK is committed to monitoring social standards in our supply chain and we encourage our suppliers to operate the same ethical standards we employ ourselves.

Tecserv UK Limited Ethical Trading Code of Practice this code of practice applies to:

- Staff directly employed by Tecserv UK on temporary or permanent contracts.
- Staff employed or provided by contractors or employment agencies to work on Tecserv UK premises or to undertake work on behalf of Tecserv UK.
- No forced, bonded or involuntary labour shall be used.
- All employment with Tecserv UK is freely chosen.
- Staff are not required to lodge deposits or identity papers with us.
- Staffs are free to leave Tecserv UK after serving reasonable notice as set out in their contract of employment.

Child Labour

Tecserv UK is against the use of child labour and believes its long-term elimination is ultimately in the best interests of children. Procurement and supply management professionals will ensure that their organisation's supplier complies with child labour laws.

Working Conditions

- Working conditions are safe and hygienic.
- A senior member of staff is assigned responsibility for Health and Safety within the Company.
- Tecserv UK takes adequate measures to prevent accidents and minimise potential hazards.
- Staff receive regular health and safety training and have access to the Health and Safety Policy.
- The nominated management representative regularly monitors compliance with the Health and Safety Policy.
- Appropriate PPE is provided to all employees who require them at no cost to the individual.
- Staffs have unrestricted access to welfare, toilet facilities and drinking water and are entitled to regular breaks.
- Tecserv UK has a published Health & Safety Policy.
- 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.
- 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 the 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.

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.
- 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.

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 Tecserv UK 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 Tecserv UK have sufficient command of English to understand:

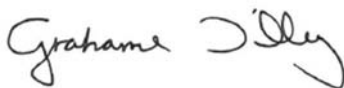
- The agency's responsibilities under this code of practice.
- Tecserv UK's health and safety requirements.
- Written statements of employment particulars.
- Or have other measures in place to ensure that all these requirements are communicated in the employee's native language.

Organisation

The Director of Tecserv UK has overall responsibility for all aspects of ethical trading at work within the business.

Looking towards further improvement

Tecserv UK is always looking to develop and learn from others and welcome anyone that has any suggestions or feedback regarding our policy or practice to contact us.

A handwritten signature in black ink that reads "Grahame Tilley".

Grahame Tilley
CEO