



SUMMARY STATEMENT

At Shed Grounds Maintenance we believe strongly in ethical principles and good stewardship. We are therefore proud to 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, except in exceptional circumstances as described in section 12.5 of the Disciplinary Policy and Procedure.
- 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.

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

STATEMENT OF INTENT

Shed Grounds Maintenance 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:

- All workers involved in the delivery of services provided by Shed Grounds Maintenance are treated with full consideration to their basic human rights.
- Shed Grounds Maintenance acts in an ethical manner above and beyond basic legal requirements.



- Shed Grounds Maintenance 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 Shed Grounds Maintenance's commitment to its suppliers and customers; setting out the measures we are taking to ensure that we are acting in an ethical manner.

COMMITMENT TO EMPLOYEES, CUSTOMERS AND SUPPLIERS

Shed Grounds Maintenance recognises that our ethical and social performance and reputation are a key part of our overall commercial success.

Employees

Shed Grounds Maintenance 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 our business grows, we will be able to offer more opportunities for our staff.

Customers

Shed Grounds Maintenance is committed to demonstrating its ethical and social responsibility credentials, to enable customers to make informed choices about whose services they purchase.

Suppliers

Shed Grounds Maintenance is committed to monitoring social standards within our regular suppliers and is currently considering implementing a system to encourage the same.

ETHICAL TRADING CODE OF PRACTICE

This Code of Practice applies to:

- Staff directly employed by Shed Grounds Maintenance on temporary or permanent contracts.
- Staff employed or provided by contractors to work on Shed Grounds Maintenance premises or to undertake work for or on behalf of Shed Grounds Maintenance.

No forced, bonded or involuntary labour shall be used.

- All employment with Shed Grounds Maintenance is freely chosen.
- Staff are not required to lodge deposits or identity papers with us.
- Staff are free to leave Shed Grounds Maintenance after reasonable notice.



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.
- Children or persons under 18 are not employed full-time.

WORKING CONDITIONS ARE SAFE AND HYGIENIC.

- Shed Grounds Maintenance takes adequate measures to prevent accidents and minimise potential hazards.
- Staff shall receive regular health and safety training.
- Staff shall have unrestricted access to toilet facilities and drinking water.
- Shed Grounds Maintenance 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, 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 detail the employment relationship between the respective obligations of the employee and employer, rates of pay, working hours, holiday entitlement, and notice periods for termination of employment. Other policies are kept at head office for reference by employees. Policies are regularly reviewed to ensure that we comply fully with relevant legislation.
- 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, subcontracting 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 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.

LEGAL ENTITLEMENT TO WORK

Employment agencies contracted to supply any temporary staff shall ensure that all staff supplied to Shed Grounds Maintenance 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.

ORGANISATION

Shed Grounds Maintenance Directors have overall responsibility for all aspects of ethical trading at work within the business.

Date: 4th January 2024

Date of next Review: 4th January 2025