



ISO 9001:2008-5.2

Centerprise Group Ethical Trading Policy

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COMPANY PROPRIETARY INFORMATION

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Approvals

The signatures below certify that this policy has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

	Name	Signature	Position	Date
Prepared by	Chris Hunt		Quality Manager	04/09/2014
Approved by	Garry Stevens		CEO	08/09/2014

Amendment Record

This Policy is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below:

Page No.	Context	Revision	Date
	Initial Issue	1	08/05/2014
	Review of Document and introducing document control and Quality Management references	2	04/09/2014

Supporting documentation:

Ref	Title & Description	
QM001	Quality Management Manual	ISO 9001:2008
	Staff Handbook	

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1. Centerprise Group Ethical Trading Policy Statement

Summary Statement

At Centerprise International Ltd, we believe strongly in ethical principles. We are therefore proud to operate, wherever possible, and follow the Ethical Trading Criteria:

1. All employment is freely chosen
2. Working conditions are safe and hygienic
3. Child labour is not used
4. Wages and fair and competitive to industry standards and will always exceed the minimum wage
5. Deductions from wages as a disciplinary measure shall not be permitted
6. Working hours are not excessive
7. No discrimination is practised
8. Regular employment is provided for those who are employed on a permanent contract
9. No harsh, cruel or degrading treatment or practices are tolerated
10. No Bribery, corruption, blackmailing or bullying is tolerated
11. 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 also ask all our suppliers to affirm in writing to us that their businesses are also built on these ethical criteria.

2. Our Full Ethical Trade Policy Statement

1. Policy Statement

Centerprise International Ltd recognises that our commercial activities have the potential to impact on our suppliers and our locality

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

- Products manufactured and sourced by Centerprise International Ltd are produced under working conditions that are hygienic and safe
- All workers involved in the delivery of services by Centerprise International Ltd are treated with full consideration to their basic human rights
- Centerprise International Ltd acts in an ethical manner above and beyond basic legal requirements
- Centerprise International 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 Centerprise International Ltd commitment to its suppliers and customers by setting out the measures we are taking to ensure that we are acting in an ethical manner.

2. Centerprise International Ltd is committed to its Suppliers, Service Providers and Customers

Centerprise International Ltd recognises that our ethical and social performance and reputation is a key part of our overall commercial success.

2.1 Employees

Centerprise International 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.

2.2 Customers

Centerprise International Ltd is committed to demonstrating its ethical and social responsibility credentials to enable customers to make informed choices about who services they purchase.

2.3 Suppliers

Centerprise International Ltd is committed to monitoring social standards in our supply chain, and we encourage our suppliers to operate to the same ethical standards that we employ ourselves.

3. Centerprise International Ltd Ethical Trading Code of Practice

3.1 The Code of Practice applies to:

- Staff directly employed by Centerprise International Ltd on temporary or permanent contracts
- Staff employed or provided by contractors or employment agencies to work on Centerprise International Ltd premises or to undertake work for or on behalf of Centerprise International Ltd

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

- All employment with Centerprise International Ltd is freely chosen
- Staff are free to leave Centerprise International Ltd after reasonable notice

3.3 No child labour shall be used:

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

4. Working conditions are safe and hygienic

Centerprise International Ltd takes adequate measures to prevent accidents and minimise potential hazards by:

- Staff receiving regular health and safety training
- Staff having unrestricted access to toilet facilities and drinking water
- Centerprise International Ltd has a published Health and Safety Policy

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

Centerprise International Ltd ensures that:

- Staff pay rates are above the national legal minimum standards
- 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
 - Grievance and disciplinary procedures
 - Holiday entitlement
 - Absence and sick pay rules
 - 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
- 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

7. No Harassment, threats, abuse or intimidation shall be tolerated.

Physical, verbal and sexual threats, abuse, harassment or intimidation will not be tolerated 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
- Ensure that all staff supplied to Centerprise International 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

- Ensure that all staff supplied to Centerprise International Ltd have sufficient command of English to understand:
 - The agency's responsibility under this code of practice
 - Centerprise International Ltd Health and Safety requirements
 - Written statements of employment particularsOr to have other measures in place to ensure that all these requirements are communicated in the employee's native language.

9. Organisation

Centerprise International Ltd Directors have overall responsibility for all aspects of ethical trading at work within the business.

10. Looking towards further improvement

Centerprise International Ltd is keen to learn from others and would ask if anyone has any ideas or feedback regarding our policy or practice to contact us.

Signed 

Name: G Stevens

Position: CEO

Date: 08/09/2014