

Mosspark Group

Standard Operating Procedure

Ethical Trading Policy

1.0 Policy Statement

The Mosspark Group of Companies, incorporating Dundas Chemical Company Ltd, Caledonian Proteins Ltd, Caledonian Petfoods Ltd, Oakbank Waste Management Ltd, Oakbank Plant Hire Ltd and Dundas Transport Ltd, is committed to protecting workers rights in our own business. We continually map ourselves against the Ethical Trading Initiative (ETI) Base Code which is an internationally recognised set of labour standards.

The Mosspark Group of Companies will ensure that:

1. Employment is freely chosen
2. Working conditions are safe and hygienic
3. Child labour shall not be used
4. Living wages are paid
5. Working hours are not excessive
6. No discrimination is practised
7. Regular employment is provided
8. No harsh or inhumane treatment is allowed.

Furthermore, the Mosspark Group of Companies is aware of the UK Modern Slavery Act 2015 that is designed to tackle slavery in the UK, and whilst we are not legally required to publish an annual modern slavery statement we have done so to demonstrate that we are fully committed to ensuring that slavery and human trafficking are not taking place in our own business or in businesses we are linked to .

2.0 Our Commitment

The organisation will conduct an annual review on this policy and will put in place any measures required to ensure that our commitment to the ETI Base Code is upheld. The following standards are taken from the ETI Base Code and are the very minimum standards that the organisation will consistently meet:

2.1 Employment is freely chosen

2.1.1 There is no forced, bonded or involuntary prison labour.

2.1.2 Workers are not required to lodge "deposits" or their identity papers with their employer and are free to leave their employer after reasonable notice.

2.2 Working conditions are safe and hygienic

- 2.2.1 A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.
- 2.2.2 Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers.
- 2.2.3 Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.
- 2.2.4 Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers.
- 2.2.5 The company observing the code shall assign responsibility for health and safety to a senior management representative.

2.3 Child labour shall not be used

- 2.3.1 There shall be no new recruitment of child labour.
- 2.3.2 Young persons under 18 shall not be employed at night or in hazardous conditions.
- 2.3.3 These policies and procedures shall conform to the provisions of the relevant ILO standards.

2.4 Living wages are paid

- 2.4.1 Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. In any event wages should always be enough to meet basic needs and to provide some discretionary income.
- 2.4.2 All workers shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid.
- 2.4.3 Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the expressed permission of the worker concerned. All disciplinary measures should be recorded.

2.5 Working hours are not excessive

- 2.5.1 Working hours must comply with national laws and any collective agreements made.
- 2.5.2 Working hours, excluding overtime, shall be defined by contract, and shall not exceed 48 hours per week.

2.5.3 All overtime shall be voluntary. Overtime shall be used responsibly, taking into account all the following: the extent, frequency and hours worked by individual workers and the workforce as a whole. It shall not be used to replace regular employment.

2.5.4 Working hours may exceed 60 hours in any seven day period only in exceptional circumstances where all of the following are met:

- this is allowed by national law;
- appropriate safeguards are taken to protect the workers' health and safety.

2.5.5 Workers shall be provided with at least one day off in every seven day period or, where allowed by national law, two days off in every 14 day period.

2.6 No discrimination is practiced

2.6.1 There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

2.7 Regular employment is provided

2.7.1 To every extent possible work performed must be on the basis of recognised employment relationship established through national law and practice.

2.7.2 Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub-contracting, or homeworking arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

2.8 No harsh or inhumane treatment is allowed

2.8.1 Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.