

Ethical Trading Policy IL004

Summary Statement

At Ivory & Ledoux 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. All staff are entitled to belong to trade unions and collective bargaining is respected, to the extent permitted by local law.
3. Working conditions are safe and hygienic.
4. Child labour is not used.
5. Wages are fair and comparable to other retailers and wherever possible exceed the minimum wage.
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. Good environmental stewardship is practiced.
13. Suppliers and buyers are both free to sell and buy from any number of other businesses or outlets. 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. 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 products they receive from us have been ethically produced and traded.

Our Full Ethical Trade Policy Statement

1. Policy Statement

Ivory & Ledoux 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:

1.1 Products manufactured and sourced by Ivory & Ledoux are produced under working conditions that are hygienic and safe.

1.2 Ivory and Ledoux's expectations are that all workers involved in the production and trading of products are treated with full consideration to their basic human rights.

1.3 Ivory & Ledoux acts in an ethical manner above and beyond basic legal requirements.

Version No. 6 Issue Date:15/10/20	Revision No. Last Review/Revision date:	Authorisation: Peter Moor Page 1 of 4
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1.4 Ivory & Ledoux is therefore committed to implementing the principals of the Ethical Trading Initiative Base Code (although we are not members of the ETI).

1.5 Ivory & Ledoux complies with the Modern Slavery Act 2015.

2 This policy sets out Ivory & Ledoux's commitment to its suppliers and customers, setting out the measures we are taking to ensure that we are acting in an ethical manner.

2.1 Employees

Ivory & Ledoux 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.

2.2 Consumers

Ivory & Ledoux is committed to demonstrating its ethical and social responsibility credentials to enable consumers to make informed choices about whose products they purchase. This is achieved through the publication of policies and product information on our website.

2.3 Suppliers

Ivory & Ledoux is committed to monitoring social standards in our supply chain, and we encourage our suppliers to operate to the same ethical standards we employ ourselves.

3. Ivory & Ledoux Ethical Trading Code of Practice

3.1 This Code of Practice applies to:

3.1.1 Staff directly employed by Ivory & Ledoux on temporary or permanent contracts.

3.1.2 Staff employed or provided by contractors or employment agencies to work on Ivory & Ledoux premises or to undertake work for or on behalf of Ivory & Ledoux.

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

3.2.1 All employment with Ivory & Ledoux is freely chosen.

3.2.2 Staff are not required to lodge deposits or identity papers with us.

3.2.3 Staff are free to leave Ivory & Ledoux after reasonable notice.

3.3 No child labour shall be used

3.3.1 There shall be no recruitment of child labour.

3.3.2 Children or persons under 16 are not employed at any time, day or night.

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

Version No. 6 Issue Date:15/10/20	Revision No. Last Review/Revision date:	Authorisation: Peter Moor Page 2 of 4
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- 3.4 All employees have the right to join a recognised trade union.
- Union representatives are able to carry out their duties without hindrance.
 - Ivory & Ledoux has an open attitude towards the activities of trade unions.

4. Working conditions are safe and hygienic.

- 4.1 Ivory & Ledoux takes adequate measures to prevent accidents and minimise potential hazards.
- 4.2 Staff receive regular health & safety training.
- 4.3 Staff have unrestricted access to toilet facilities and drinking water.
- 4.4 Ivory & Ledoux has a published Health & Safety Policy.

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

- 5.1 Staff pay rates are above the national legal minimum standards.
- 5.2 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.
- 5.3 Staff are provided 2 days off per week
- 5.4 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.
- 5.5 No deductions are made from wages as a disciplinary measure, and pay slips detailing lawful deductions are provided for each pay period.
- 5.6 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:

- 6.1 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.
- 6.2 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. Organisation

Ivory & Ledoux Directors have overall responsibility for all aspects of ethical trading at work within the business.

Amendment History

Version	Date	Amendments Made	By Whom
1	22.06.08	New policy created	John Currie
2	22.01.14	Addition of supplier signature section	Nicky Martin
3	18.02.15	Revise reference link	Phyu Khaing

Version No. 6	Revision No.	Authorisation: Peter Moor
Issue Date: 15/10/20	Last Review/Revision date:	Page 3 of 4

4	15/12/16	Updated policy with MSA 2015	Victoria Lawrence
5	20/06/19	Policy updated	Peter Moor
6	15/10/2020	Policy revised	Elsa Dias