

TAYLOR *made* SERVICES UK LTD



OUR FULL ETHICAL TRADE POLICY STATEMENT

1. Policy Statement

Taylor Made Services UK LTD 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 Taylor Made Services UK LTD are treated with full consideration to their basic human rights.
- Taylor Made Services UK LTD acts in an ethical manner above and beyond basic legal requirements.
- Taylor Made Services UK 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 Taylor Made Services UK LTD commitment to its suppliers and customers, setting out the measures we are taking to ensure that we are acting in an ethical manner.

2. Taylor Made Services UK LTD's Commitment to its employees and customers:

Taylor Made Services UK LTD recognises that our ethical and social performance and reputation is a part of our overall commercial success.

Employees

Taylor Made Services UK 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. As we expand we will be able to offer more opportunities for our staff.

Customers

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

3. Taylor Made Services UK LTD Ethical Trading Code of Practice

This Code of Practice applies to:

- Staff directly employed by Taylor Made Services UK LTD on temporary or permanent contracts.
- No forced, bonded or involuntary labour shall be used.
- All employment with Taylor Made Services UK LTD is freely chosen.
- Staff are free to leave Taylor Made Services UK LTD after reasonable notice.
- There shall be no recruitment of child labour & no child labor shall be used.

- **4. Working conditions are safe and hygienic.**
 - Taylor Made Services UK LTD takes adequate measures to prevent accidents and minimize potential hazards.
 - Staff receive regular health & safety training.
 - Staff have unrestricted access to toilet facilities and drinking water.
 - Taylor Made Services UK LTD has a published Health & Safety Policy.

- **5. Working hours and remuneration** are reasonable and comparable to other companies in our sector .
 - 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.
 - Working hours will be a maximum of 48 hours per week unless candidates opt out at their own discretion. Overtime will be offered if available but never mandated.
 - All pay rates and salaries will be appropriate to the role being carried out and in any case will as a minimum meet the rates determined by the Government for National Minimum Wage.
 - Taylor Made Services UK LTD will never inflate fees for licences or certificates required by law to carry out work. Wherever possible, Workers will pay the relevant government departments directly for all UK licenses, permits etc. however should Taylor Made Services UK LTD ever be required to pay on behalf of the Worker, any monies deducted from pay will always equal the actual monies paid by Taylor Made Services UK LTD.

6. No discrimination is practised:

- No discrimination is practised whatsoever in the registration of candidates or selection for assignment and workers will be selected according to skills, suitability, experience and availability as appropriate.
- There is no discrimination in pay, hiring, compensation, access to training, and 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 are equally available to all employees.
- Harsh or inhumane treatment is strictly forbidden and workers who encounter verbal or physical abuse; harassment; intimidation or any form of threatening behaviour in the workplace will be given Taylor Made Services UK LTD full support to take appropriate action.

7. Organisation

Taylor Made Services UK LTD Directors have overall responsibility for all aspects of ethical trading at work within the business.

8. Looking forwards towards further improvement Taylor Made Services UK LTD are keen to learn from others and would ask if anyone has any ideas or feedback regarding our policy or practice to contact us.