

## **Clinisupplies' Ethical Sourcing Policy**

*Based on the Ethical Trading Initiative base code*

Clinisupplies Ltd. have adapted the following policy based on the Ethical Trading Initiative Base code as part of its sourcing policy. We use the guidelines setup below for all our resources within Clinisupplies Ltd.

We request all our suppliers and manufacturing facilities to sign and agree to the below guidelines as a minimum. We also encourage you to disseminate ethical codes attuned to the below with your first and second tier suppliers as far as is possible throughout the supply chain.

### **Employment is freely chosen**

- There is no forced, bonded or involuntary labour.
- Workers are not required to lodge "deposits" or their identity papers with their employer and are free to leave their employer after giving reasonable notice.

### **Freedom of association and the right to collective bargaining are respected**

- Workers without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively.
- The employer adopts an open attitude towards the activities of trade unions and their organisational activities.
- Workers' representatives are not discriminated against and have access to carry out their representative functions in the workplace.
- Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.

### **Working conditions are safe and hygienic**

- 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 as far as is reasonably practicable, the causes of hazards inherent in the working environment.
- Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers.
- Access to clean toilet facilities, to potable water, and sanitary facilities for food storage shall be provided where necessary.

- Accommodation where provided, shall be clean, safe, and meet the basic needs of the workers.
- The company observing the code shall assign responsibility for health and safety to a senior management representative.

#### **Child labour shall not be used**

- There shall be no recruitment of child labour, the minimum working age of local/national laws shall be observed.
- Companies shall develop or participate in and contribute to policies and programmes which provide for the transition of any child found to be performing child labour to enable her or him to attend and remain in quality education until no longer a child
- Persons under 18 shall not be employed at night or in hazardous conditions.
- These policies and procedures shall conform to the provisions of the relevant ILO standards as a minimum.

#### **Living wages are paid**

- 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 the basic needs and to provide some discretionary income.
- 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.
- 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 must be recorded.

#### **Working hours are not excessive**

- Working hours comply with national laws and benchmark industry standards, whichever affords greater protection.
- In any event, workers shall not on a regular basis be required to work in excess of 48 hours per week and shall be provided with at least one day off for every 6 consecutive days worked. Overtime shall be voluntary, shall not exceed 12 hours per week, shall not be demanded on a regular basis and overtime shall always be compensated at a minimum of standard pay rates.

**No discrimination is practised**

- 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.

**Regular employment is provided**

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

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**Regular employment is provided**

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

**No harsh or inhumane treatment is allowed**

- Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.
- The provisions of this code constitute minimum and not maximum standards, and this code should not be used to prevent companies from exceeding these standards. Companies applying this code are expected to comply with national and other applicable law and, where the provisions of law and this Base Code address the same subject, to apply that provision which affords the greater protection.

We, Clinisupplies Ltd, do hereby confirm that we follow the minimum and exceed the above Ethical Trading Initiatives, base codes and which forms part of our Ethical Sourcing document.

Details of person responsible for policy: -

(Print name) Paul Cook

(Signature) 

(Position) Clinisupplies CEO

(Date) 13/11/2020

<b>Title</b>	<b>Clinisupplies' Ethical Sourcing Policy</b>
<b>Purpose</b>	This policy provides focus on sourcing at the highest possible standards of responsible, sustainable and socially aware business practice. Clinisupplies primary goal is to ensure that products/goods and services are produced and delivered ethically, responsibility extends beyond the act of sourcing goods and services. It also includes the processes of evaluating and engaging with a supply market through to managing relationships with suppliers.
<b>Version No</b>	4
<b>Issue Date</b>	2 <sup>nd</sup> November 2020
<b>Approved by</b>	Paul Cook & Samik Basu
<b>Date of Approval</b>	2 <sup>nd</sup> November 2020
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### Version Control

Version	Date	Author	Status	Comments
4	02/11/2020	Bali Josen	Complete	