

Ethical Trade Policy Statement

1. Policy Statement

Kendal Nutricare 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:

1. Products manufactured and sourced by Kendal Nutricare Ltd are produced under working conditions that are hygienic and safe.
2. All workers involved in the production of products sold by Kendal Nutricare Ltd from direct suppliers, indirect suppliers and our own service providers are treated with full consideration to their basic human rights.
3. Kendal Nutricare Ltd acts in an ethical manner above and beyond basic legal requirements.
4. Kendal Nutricare Ltd is therefore committed to implementing the principals of the Ethical Trading Initiative Base Code (although we are not members of the ETI).
5. This policy sets out Kendal Nutricare Ltd'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. Kendal Nutricare Ltd.'s Commitment to its suppliers, service providers and customers:

Kendal Nutricare Ltd recognises that our ethical and social performance, and reputation, are a key part of our overall commercial success, and recognises the importance of ethical trading and social responsibility.

1. Employees
Kendal Nutricare 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 of course expand and become larger we will be able to offer more opportunities for our staff.
2. Consumers
Kendal Nutricare Ltd 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 our policies along with supplier and product information.

3. Suppliers

Kendal Nutricare Ltd 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.

The ethical trading practices of our direct suppliers will initially be monitored by signing in acknowledgement of key ethical trading practices given in our summary statement and we ask suppliers to drive Ethical Trading requirements along their own supply chain.

Not signing in agreement to any of our policies will not mean that we will not trade with the opposing business.

3. Kendal Nutricare Ltd Ethical Trading Code of Practice

3.1 This Code of Practice applies to:

1. Staff directly employed by Kendal Nutricare Ltd on temporary or permanent contracts.
2. Staff employed or provided by contractors or employment agencies to work on Kendal Nutricare Ltd premises or to undertake work for or on behalf of Kendal Nutricare Ltd.

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

1. All employment with Kendal Nutricare Ltd is freely chosen.
2. Staff are not required to lodge deposits or identity papers with us.
3. Staff are free to leave Kendal Nutricare Ltd after reasonable notice.

3.3 No child labour shall be used

1. There shall be no recruitment of child labour.
2. Children or persons under 16 are not employed at any time, day or night.
3. Children or persons under 18 are not employed full-time.

3.4 All employees have the right to join a recognised trade union.

- Union representatives are able to carry out their duties without hindrance.
- Kendal Nutricare Ltd has an open attitude towards the activities of trade unions.

4. Working conditions are safe and hygienic.

1. Kendal Nutricare Ltd takes adequate measures to prevent accidents and minimise potential hazards.
2. Staff receive regular health & safety training.
3. Staff have unrestricted access to toilet facilities and drinking water.
4. Kendal Nutricare Ltd has a published Health & Safety Policy.

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

1. Staff pay rates are above the national legal minimum standards.
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.
3. 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.
4. No deductions are made from wages as a disciplinary measure, and pay slips detailing lawful deductions are provided for each pay period.
5. Labour only contracting, sub contracting and fixed term contracts are used but not as a means to avoid obligations under labour or social security laws.

6. No discrimination is practised:

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.
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. Employment Agencies

- Employment agencies contracted to supply temporary staff shall demonstrate commitment to and application of the requirements of this code.

- Employment agencies contracted to supply temporary staff shall ensure that all staff supplied to Kendal Nutricare Ltd are eligible to work in the UK by:

1. Following Immigration and Nationality Directorate Guidelines on Amendments to Section 8 of the Asylum and Immigration Act 1996.
2. Ensuring that the requirements of the Immigration and Asylum Act 1999 Section 22 Code of Practice are met.
3. Retaining copies of identity papers, work permits or passport stamps as detailed in the Home Office List of Specified Documents and UK Passport Stamps.

- Employment agencies contracted to supply temporary staff shall ensure that all staff supplied to Kendal Nutricare Ltd have sufficient command of English to understand:

1. The agency's responsibilities under this code of practice.
2. Kendal Nutricare Ltd Health & Safety requirements.
3. Kendal Nutricare Ltd Food Safety requirements.
4. Written statements of employment particulars.
Or have other measures in place to ensure that all these requirements are communicated in the employee's native language.

9. Organisation

Kendal Nutricare Ltd and its Director/s have overall responsibility for all aspects of ethical trading at work within the business.

10. Looking towards further improvement

Kendal Nutricare 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.

Signed



Dated 5th September 2017