



ETHICAL TRADING POLICY

Signature:

Date:

13-09-22

Position:

DIRECTOR

Annual Review Date:

13-09-23

Ethical Trading Policy Amendment Record

[illegible]

Introduction

Millions of people around the world are forced to endure inadequate, unsafe and unfair conditions every day when they go to work. At FWB Products Limited (FWB) we aim to trade in a responsible manner, ensuring our commitments and obligations are upheld, whilst building the trust of our stakeholders, suppliers and customers.

FWB is committed to promoting positive working conditions and practices throughout our supply chain – and we want to work with responsible providers who share our values. We aim to work collaboratively and to create an environment that both enables transparency throughout our supply chain, and that encourages education and development.

We feel this approach can be achieved by implementing the principles of the Ethical Trading Initiative (ETI) Base Code throughout our supply chain, and by encouraging and supporting our suppliers to do the same.

The ETI is an alliance of companies, trade unions and NGOs that was established to improve and promote respect for workers' rights around the globe. The alliance created the ETI Base Code, an internationally recognised and easily understandable code of practice that is founded on the conventions of the International Labour Organisation (ILO).

The core elements of the Base Code

Employment is freely chosen

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

Freedom of association

- Where the right of 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.

Work 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 occurred in the course of work, by minimizing, so far as is reasonably practicable, the causes of hazards inherent in the working environment.
- Workers shall receive appropriate health and safety training (recorded), and such training shall be repeated for new and reassigned workers.
- Access to clean toilet facilities and to drinking water, and, if appropriate, sanitary facilities for food storage is provided.
- Accommodation, where provided, shall be clean, safe, and meets the basic needs of the workers.

Child labour shall not be used

- There shall be no recruitment or use of child labour.
- Children and young persons under 18 years of age shall not be employed at night or in hazardous conditions.
- There shall be no use of child labour which shall be exploitative or jeopardize the health, safety, educational development or morals of any child.

Living wages are paid

- Wages and benefits paid for a standard working week, 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 need 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 express permission from the worker concerned. All disciplinary measures shall be recorded.

Working hours are not excessive

- Working hours comply with national laws and benchmark industry standards.
- Workers contractual hours should not be in excess of 48 hours per week and are provided with at least one day off for every 7 day period on average.
- All overtime is voluntary and does not exceed 12 hours per week and should be paid at additional rate.

No discrimination is practiced

- 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.

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 are prohibited.

Follow good Environmental practice

- To meet all relevant national and international laws and regulations and continuously improve environmental performance.

As a company, FWB recognises that the core elements of the Base code are integral to our trading standards, and we uphold our commitment to the Ethical Trading principles detailed in this policy.

Our objectives and aspirations regarding Ethical Trading are stated clearly within this policy and we expect our suppliers and customers to match these with a commitment to work; conducting their duties in a responsible manner, and we expect to be respected and supported by all of our suppliers.