

Ethical Trading Policy

Objective

BIZ Engineering Ltd is committed to ensuring that our employees (and those of all our suppliers) are treated fairly and provided with safe working conditions at all times, and that none of such employees is subject to slavery nor has been subject to human trafficking.

We are also committed to minimising our impact on the global and local environment during the manufacturing process.

Standards

BIZ Engineering Ltd will seek to ensure that we meet our social, ethical and environmental responsibilities in all respects. We will take reasonable measures to ensure that those further down the supply chain also meet such responsibilities. Our particular requirements are:

1. **Slavery and Human Trafficking** – No employee shall be subject to slavery or have been the victim of human trafficking. Guidance issued by the U.K. Government explains what is meant by the terms “slavery” and “human trafficking” as follows:-
 - (a) “Slavery, in accordance with the 1926 Slavery Convention, is the status or condition of a person over whom all or any of the powers attaching to the right of ownership are exercised. Since legal ‘ownership’ of a person is not possible, the key element of slavery is the behaviour on the part of the offender as if he/ she did own the person, which deprives the victim of their freedom.”
 - (b) “An offence of human trafficking requires that a person arranges or facilitates the travel of another person with a view to that person being exploited. The offence can be committed even where the victim consents to the travel. This reflects the fact that a victim may be deceived by the promise of a better life or job or may be a child who is influenced to travel by an adult. In addition, the exploitation of the potential victim does not need to have taken place for the offence to be committed. It means that the arranging or facilitating of the movement of the individual was with a view to exploiting them for sexual exploitation or non-sexual exploitation.”
2. **Child Labour** – We hold accurate records of the ages and working hours of all employees who in all cases must not be less than the legal minimum age as required under the relevant national Law.
3. **Hours of Work** – We hold accurate records of the working hours of all employees and such hours must not exceed the legal maximum. All employees must receive a reasonably acceptable number of breaks, days off and holidays.
4. **Wages** – All wages must meet or exceed legal minimum levels and any deductions must be reasonable, agreed and understood by the employees.
5. **Employment** – There must be no discrimination in the hiring of employees, who should all be provided with a written contract of employment and disciplinary rules in a language they can understand.



6. **Abuse of Employees** – There must be no physical or verbal abuse of employees.
7. **Health and Safety and Hygiene** – A safe working environment, where all risks of injury through exposure to fire or flood, materials, power, equipment, machinery or hazardous activities has been assessed and minimised. All working conditions should be clean, hygienic and meet all legal standards and all employees should have ready access to clean drinking water at all times.
8. **Environment** – We are committed to reducing the impact of the production of our products on the environment. Where we are producing goods which incorporate raw materials in short supply (e.g. wood) it is important that they meet all required standards of care and can produce all necessary certification, if appropriate.

Process

BIZ Engineering Ltd will always seek to work with suppliers, who are committed to meeting the standards as set out in this Policy.

It is important to BIZ Engineering Ltd that all its suppliers make themselves aware of our Ethical Trading Policy and ensure that they and those further down the supply chain comply with it at all times.

We shall take appropriate action in the case of any supplier who fails to comply or co-operate fully. Such action will almost inevitably include our ceasing to trade with the supplier.

Signed and dated copies of the company's statement are held locally and can be produced on request.