

# Ethical Sourcing



The Trussell Trust complies with the Ethical trading initiative base code. We expect our suppliers and their supply chain to comply with this code.

## 1. Employment is freely chosen

- There is no forced, bonded or involuntary labour
- Forced labour is understood as all work or service that a person is compelled to carry out under any threat of punishment or confiscation of any personal belongings, such as ID card, passport etc and for which work the said person has not offered themselves voluntarily
- Bonded labour is understood as labour not only physically bonded, but also bonded by financial debts, loans or deposits.
- Workers are not required to lodge “deposits” or their identity papers with their employer and are free to leave their employer after reasonable notice.

## 2. Freedom of Association

- Supplier shall ensure that workers are not prevented from associating freely nor exercising bargaining activities
- Supplier shall ensure that workers have the right to join or form trade unions of their own choosing and to bargain collectively
- Workers are not discriminated against and have access to carry out their representative functions in the workplace without fear of harassment, reprisal or intimidation.

## 3. Working conditions are safe and hygienic

- A safe and hygienic working environment shall be provided. 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, so far as is reasonably practicable, the causes of hazards inherent in the working environment.
- Workers should receive regular and recorded health and safety training and equipment as appropriate, and such training shall be kept up to date and a record kept by a designated officer
- Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.
- Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers

## 4. Child Labour shall not be used

- In no circumstances shall child labour (young people 15 or under) be utilised by our suppliers or within their supply chain.
- The supplier should comply with applicable law and regulation concerning the minimum age of workers. Where young workers are lawfully employed they should be guaranteed proper working hours, wages and safe working conditions.
- Young persons under the age of 18 shall not be employed at night or in hazardous conditions i.e. work which exposes the young person to physical, psychological or sexual abuse, work underground, or underwater, at dangerous heights, in confined spaces or with dangerous machinery, equipment or tools.

## **5. Terms of Employment**

- All of our suppliers' workers (and those within a supplier's supply chain) must be paid at least the minimum wage in the country of employment and paid overtime in accordance with local legal requirements or as agreed.
- Suppliers should ensure that workers are not, except in exceptional circumstances, required to work excessive hours during their working week. All overtime shall be voluntary and not used to replace regular employment.
- 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.
- Workers shall be given access to grievance systems to enable employment related matters to be fully investigated to fair resolution. All disciplinary measures should be recorded.
- 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.

## **6. Equal Rights**

- Workers shall be treated fairly and equally. Suppliers must select workers based on ability, and not on personal characteristics such as sex, race, colour, ethnic origin, sexual orientation, gender identity, pregnancy, religion, trade union activity, political beliefs, disability or age.
- Suppliers shall adopt a zero tolerance to violence, bullying, intimidation and abuse at work in any form of verbal, non-verbal or physical harassment.