

A decorative graphic in the top left corner consisting of overlapping organic shapes in shades of orange, red, and yellow, with a dark grey line looping through them.

## Ethical Trading Policy

### Commitment to Stakeholders

#### i. Partners

All partners are committed to behaving at all times in an ethical manner whilst maximising company value.

#### ii. Employees

Lillie Harrison Ltd (LH) is committed to ensuring that our personnel policy practices, and where possible those of our clients, ensure the protection of the rights of all those who work for us. Wherever possible we operate above the minimum standards required by law to ensure that our employees are safe, rewarded and valued.

#### iii. Contractors

LH is committed to ensuring that our Temporary Employees work only for clients where their working conditions are safe and clean, they are treated with respect and are not expected to work unreasonable hours.

#### iv. Clients

LH continues to be committed to adhering to the Ethical Trading and Social Responsibility requirements of its customers. We ensure this through the rigorous application of our policies and external audits conducted by our clients.

### Ethical Trading Code of Practice

#### **No forced, bonded or involuntary labour shall be used.**

- o All employment with Lillie Harrison is freely chosen.
- o Neither Staff or Contractors are required to lodge deposits or original identity papers with us.
- o Staff are free to leave Lillie Harrison after giving one months notice.
- o Contractors are free to leave Lillie Harrison after giving one weeks notice.

#### **No child labour shall be used.**

- o No person under the age of 16 is employed.

#### **All employees have the right to join a recognised trade union and to bargain collectively.**

- o Lillie Harrison has an open attitude towards the activities of trade unions.
- o Union representatives are able to carry out their activities without hindrance.

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

- o Where possible and practicable Lillie Harrison conducts risk assessments to prevent accidents and minimise potential hazards at both its own premises and those of clients.
- o Staff and Contractors receive appropriate and regular health and safety training.
- o Staff and Contractors have unrestricted access to toilet facilities and drinking water.
- o Lillie Harrison has a Health & Safety Policy, which details responsibility at branch and company level.



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**Working hours and remuneration are reasonable and where possible are better than other companies within the industrial recruitment sector. Where possible and requested regular employment is provided.**

- o Staff and contractor pay rates comply with current national legal standards as a minimum.
- o Staff and contractors are not forced to work in excess of 48 hours per week, and are provided with at least 1 day off per week. Any overtime is voluntary.
- o Staff and Contractors 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 & sick pay rules and notice periods for termination of employment.
- o No deductions are made from wages as a disciplinary measure, and pay slips detailing lawful deductions (tax, national insurance) and voluntary deductions (pension, transport, personal accident insurance) are provided for each pay period.
- o Labour-only contracting, sub-contracting and fixed term contracts are not used as a means to avoid obligations under labour or social security laws

**No discrimination is practised.**

- o 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, gender, marital status, sexual orientation, union membership or political affiliation.
- o Opportunities for personal and career development are equally available to all employees.

**No harassment, threats, abuse or intimidation shall be practised.**

- o Physical, verbal and sexual threats, abuse, harassment or intimidation is expressly prohibited.

**No financial or other inducements shall be offered to any client's employees in their personal capacity in order to persuade them to award a contract to Lillie Harrison.**

- o No cash or cash equivalent payment of any kind will be made to any individual who is not a legitimate Staff member or Contractor of Lillie Harrison.
- o No entertainment, gifts or similar inducements with a value in excess of £100 will be offered to any client during any one calendar year.

## **2. Organisation**

The **Managing Director** has overall responsibility for all aspects of ethical trading.

The **Operations Director** has day to day responsibility for ensuring that the policy is adhered with in the spirit in which it was written.

**Contract Managers** are responsible for the implementation of this policy by:

- Promoting ethical working practices and following appropriate procedures.
- Investigating and reporting any incidents or non-conformances against this policy.

**ALL Employees** also have a duty to co-operate with management so far as is necessary to enable the latter to fulfill their obligations.

