

Expac Preston LTD	Quality Manual Ethical Trade Policy	Page 1 of 1
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Expac Preston LTD is proud to be a member of the Supplier Ethical Data Exchange (SEDEX) a not for profit, membership organisation. SMETA (SEDEX Ethical Trade Audit) is the audit methodology created by SEDEX and uses the Ethical Trading initiative base code and local law as its monitoring standard and as such we will strive to ensure ethical practice throughout our business and supply chains.

We have adopted the ETI's Base Code of labour practice ("the code") which is based upon the International Labour Organisation.

We aim to trade only with suppliers who commit to the provisions set out in the code which are as follows:

- Employment is freely chosen – forced or involuntary labour is not permitted, workers are not required to lodge "deposits" or identity papers with their employer and they are free to leave their employer after reasonable notice.
- Freedom of association and the right to collective bargaining are respected.
- Working conditions are safe and hygienic – this involves compliance with local and national regulations and the provision of adequate health and safety training. The prevailing knowledge of the industry and any specific hazards should also be considered.
- Child labour shall not be used – minimum working age regulations must be applied.
- Living wages are paid in line with age groups specified.
- Working hours are not excessive and do comply with national laws or industry standards.
- Discrimination is not tolerated nor practiced.
- Regular employment is provided.
- No harsh or inhumane treatment is allowed.

We will build alliances with like-minded businesses and NGO's (Non-Governmental Organisations) to resolve ethical issues at an international level. To achieve this we have an active program of:

- Supply chain mapping
- Supplier visits and audits
- Shortening the supply chain
- Using third party certified suppliers
- Building ethical considerations into our supplier contracts

We are committed to working in partnership with our suppliers to ensure adherence to and application of the code.

We have an ethical and human rights grievance policy and procedure for confidentiality reporting when the standards are not seen to be met allowing stakeholders to raise these as anonymous grievances through a process that does not require expert assistance or involve cost beyond that to raise and communicate the grievance. The process has transparency to all stakeholders from first raising the grievance through to the final outcome and communicated where appropriate through statistics or case studies. Confidentiality and privacy is respected and maintained throughout the process required. The principles of this policy constitute the minimum standards expected and we will encourage our suppliers to exceed these standards wherever possible. In addition to this policy our suppliers are expected to comply with national and other applicable law.