

Ethical Trading Policy

Pelican Engineering Group is committed to ensuring that products being sourced are obtained in a responsible and sustainable way in that the workers involved in the process, from material to end product, are safe and treated fairly.

To ensure that this is possible Pelican Engineering build long, mutually trusting relationships with suppliers who work together with ourselves to ensure accountability and transparency of their labour practices. Pelican Engineering is committed to purchasing all materials and products from suppliers who have ethical practices and will seek evidence of compliance from suppliers.

Pelican Engineering will not encourage any practice that goes against Pelican Engineering's standards, approved suppliers and that of our International Organisation for Standardisation (ISO) and the related guidance: - [Ethical Trading Initiative \(ETI\) - GOV.UK \(www.gov.uk\)](#)

Transparency - We will strive to be open and honest when we work with others and ensure reporting is fair and transparent.

Specific Supplier Requirements - The requirements are in addition to all applicable legislation and that of our internal standards for products supplied which are to be safe, legal and of good quality.

Ethical Trading Code - Suppliers shall at all times comply with this code and with the applicable national and international laws, regulations, codes and standards, both in the country in which the supplier works and in the country in which the product and/or services are sourced/provided. Suppliers shall ensure, as far as is reasonably practicable, that their suppliers, agent(s), subcontractors and consultants, who are directly or indirectly involved in the provision of goods and/or services to Pelican Engineering comply with the code. Suppliers shall ensure:

Employment is freely chosen - There is no forced, bonded or involuntary prison labour. Workers are not required to lodge monetary deposits or their identity papers with their employer and are free to leave their employment after reasonable notice. Freedom of Association - Workers, without distinction, have the right to join or form trade unions of their own and bargain collectively:-

- The employer adopts an open attitude towards the activities of the trade unions and their organisational activities.
- Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace.
- Where the right to 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.

No Child Labour - There shall be no new recruitment of child labour

- Companies shall develop or participate in and contribute to policies and programmes which provide for the transition of any child found to be performing child labour to enable her or him to attend and remain in quality education until no longer a child.
- Children and young persons under 18 shall not be employed at night or in hazardous conditions.
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- These policies and procedures shall conform to the provisions of the legal and ethical standards and the provisions of the relevant International Labour Organisation (ILO) Standards.

Health, Safety and Wellbeing - 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, association 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 shall receive regular and recorded health & safety awareness training, and such training shall be repeated for new or reassigned workers.
- 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.
- The company observing the code shall assign responsibility for health and safety to a senior management representative.

Freedom of association and the right to collective bargaining respected - Workers have the right to join or form trade unions of their own choosing and to bargain collectively. The employer adopts an open attitude towards the activities of trade unions and their organisational activities. Workers' representatives are not discriminated against and have access to carry out their representative functions in the work place.

Where the right to 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.

Regular employment is provided - To every extent possible work performed must be on the basis of recognised employment relationships established through national law and practice.

Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub-contracting and home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

Entitlement to work - Only workers with a legal right to work in the country should be employed. For both workers and agency workers, original documents should be reviewed and then returned to workers to verify the right to work.

Labour Providers - Labour providers should only supply workers registered with them. Relationships with labour providers should be covered by a Service Level Agreement which meets all national legal requirements. Labour providers should be independently audited on a regular basis to ensure compliance with national requirements/legislation.

Fair Wages & Benefits (living wage) - Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards, which is higher. In any event wages should always be enough to meet basic needs 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 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 expressed permission of the worker concerned. All disciplinary measures should be recorded.

Lawful Working Hours - Working hours must comply with national laws, collective agreements, and the provisions of below, whichever affords the greater protection for workers are based on international labour standards:-

- Working hours, excluding overtime, shall be defined by contract, and shall not exceed 48 hours -PW
- All overtime shall be voluntary. Overtime shall be used responsibly, taking into account all the following: the extent, frequency and hours worked by individual workers and the workforce as a whole. Its shall not be used to replace regular employment. Overtime shall always be compensated at a premium rate, which is recommended to be not less than 125% of the regular rate of pay.
- The total hours worked in any 7 day period shall not exceed 60 hours, except by below clause.
- Working hours may exceed 60 hours in any 7 day period only in exceptional circumstances where all of the following are met:
 1. This is allowed by national law or this is allowed by a collective agreement freely negotiated with a workers' organisation representing a significant portion of the workforce
 2. Appropriate safeguards are taken to protect the workers' health and safety; and the employers can demonstrate that exceptional circumstances apply such as unexpected productions peaks, accidents or emergencies

Workers shall be provided with at least one day in every 7 day period or, where allowed by national, 2 days off in every 14 day period

No Discrimination - 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.

To every extent possible work performed must be on the basis of recognised employment relationship established through national law and practice.

Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub-contracting, or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

Fair Treatment of Employees - Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be **prohibited**.