

## **BROOK TAVERNER ETHICAL POLICY**

### **LABOUR STANDARDS**

Brook Taverner Ltd follows the labour standards recommended by the Ethical Trading Initiative & adheres to the principles of the ETI base code.

The Labour standards are based on the Conventions of the International Labour Organisation and the Universal Declaration of Human Rights.

#### **1 Employment is freely chosen**

##### **1.1**

There is no forced, bonded or involuntary prison labour.

##### **1.2**

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 There is no discrimination in employment**

##### **2.1**

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.

#### **3 No exploitation of child labour**

##### **3.1**

There shall be no recruitment of child labour.

##### **3.2**

Children and young persons under 18 shall not be employed at night or in hazardous conditions.

#### **4 Freedom of association and the right to collective bargaining**

##### **4.1**

Workers have the right to join or form trade unions of their own choosing and to bargain collectively.

##### **4.2**

Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace.

##### **4.3**

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.

## **5 Payment of a living wage**

### **5.1**

Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. In any event wages should always be enough to meet basic needs and to provide some discretionary income.

### **5.2**

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.

### **5.3**

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.

## **6 No excessive working hours**

### **6.1**

Working hours comply with national laws and benchmark industry standards, whichever affords greater protection.

### **6.2**

In any event, workers shall not on a regular basis be required to work in excess of 48 hours per week and shall be provided with at least one day off for every 7 day period on average. Overtime shall be voluntary, shall not exceed 12 hours per week, shall not be demanded on a regular basis and shall always be compensated at a premium rate.

## **7 Decent working conditions**

### **7.1**

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, 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.

### **7.2**

Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers.

### **7.3**

Access to clean toilet facilities and to potable water, and if appropriate sanitary facilities for food storage shall be provided.

### **7.4**

Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers.

### **7.5**

The company observing the code shall assign responsibility for health and safety to a senior management representative.

## **8 Regular employment must be provided**

### **8.1**

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

## **9 No Harsh or inhumane treatment is allowed**

### **9.1**

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

## **10 Fire safety**

### **10.1**

Comprehensive fire safety evacuation and management plans are in place, particularly for factories located in multi-floored environments

### **10.2**

Storage of flammable materials such as chemicals or textiles in high risk areas such as production areas or near generators is strictly prohibited.

### **10.3**

Fire drills are conducted regularly and adhere to established local government standards.

## **11 Anti – Bribery**

### **11.1**

Brook Taverner Limited values its reputation for ethical behaviour and for financial probity and reliability. It recognises that over and above the commission of any crime, any involvement in bribery will also reflect adversely on its image and reputation. Its aim therefore is to limit its exposure to bribery.

This policy outlines the Company's position on preventing and prohibiting bribery, in accordance with the UK Bribery Act 2010. The Company is committed to the highest standards of ethical conduct and integrity in its business activities in the UK and overseas.

Brook Taverner Ltd will not tolerate any form of bribery by, or of, its employees, agents or consultants or any person acting on the behalf of Senior Management.

## 11.2

Under the Bribery Act 2010, a bribe is a financial or other type of advantage that is offered or requested with:

The intention of inducing or rewarding improper performance of a function or activity: or

Knowledge or belief that accepting such a reward would constitute the improper performance of such a function or activity.

A relevant function or activity includes public, state or business activities or any activity performed in the course of a person's employment, or on behalf of another company or individual, where the person performing that activity is expected to perform it in good faith or in accordance with a position of trust.

I can confirm that all the garments produced on behalf of Brook Taverner Ltd are manufactured in accordance with the above ethical policy requirements.

## 12 Modern Slavery

Brook Taverner is committed to ensuring there is no modern slavery or human trafficking in our supply chain, or any part of our business.

All Brook Taverner suppliers comply with the 2015 Modern Slavery Act where applicable.

We only work with suppliers who adhere to the principles set out in our ethical sourcing policy, prior to commencing business. Our sourcing policy contains our ethical codes of conduct, aligned to the ETI base code. This includes, among other requirements, conditions whereby factories producing our goods must ensure that employment is freely chosen, child labour shall not be used, and no harsh or inhumane treatment will occur.

Signed:



Position: [Managing Director](#)

Company: [Brook Taverner Ltd.](#)

Date Effective: [9.11.2016](#)

### **Brook Taverner Ltd.**

Haincliffe Road  
Keighley  
West Yorkshire  
BD21 5BU

**Tel:** +44 (0) 1535 251902

**Fax:** +44 (0) 1535 251903

**Email:** [post@brooktaverner.com](mailto:post@brooktaverner.com)