

70050 Toffeln Labour Standards Policy

Scope	All Areas
Region	Globally
Purpose	To outline to all affected parties the company's Policy on Labour Standards and Ethics that the company adheres to and in turn requires its Suppliers to adhere to as a contractual obligation
Associated Systems	70090 Bribery and Corruption Policy

Toffeln Ltd is an established supplier of work shoes, medical equipment and medical consumables based in the UK. Toffeln seeks to develop long-term business partnerships with reputable suppliers. These partnerships can only be successful if suppliers have a mutual respect for our ethical standards. Our Relationships with our suppliers are based on the principle of trust and honest dealings at all times and therefore we believe this mutual respect must be extended to everyone along the supply chain including employees, sub-contractors and other third parties.

It is recognised that within some countries there are legal and cultural differences from our own but it is essential that all the company's Suppliers' factories and places of work must meet the local labour laws and carry out their business practices with good ethics.

Detailed below are areas that we require all of our suppliers to stand by that our company also pledges to stand by:

- The use of child labour is not acceptable. Employees within the factories must meet the minimum legal working age and must not be less than 14 years of age whichever is the greater.
- The use of forced labour or involuntary labour of any kind is not acceptable.
- The exploitation of any individual or group is not acceptable
- The use of any form of physical abuse to coerce or punish workers is not acceptable. Additionally the use of non-physical abuse such as threat of violence, sexual harassment or verbal abuse is also not acceptable.
- Discrimination against a person or group as a result of race, religion, colour, gender, nationality, age, maternity, marital status or disability is not acceptable.

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- Suppliers must ensure that all working premises comply with all applicable laws regarding working conditions, worker health and safety, fire, safety, risk protection, sanitation, electrical and structural safety.
- Working Hours / days, wages, over-time pay and holiday pay must be in compliance with all local laws and must meet the legal minimum wage or a wage that meets local Industry standards, whichever is greater.

Our company is committed to supply relevant resources to implement these standards and due to the high importance of this issue, Toffeln operates a **Labour Standards Assurance Scheme**. This is regularly reviewed by the company Management and audited by an external auditor.

We look for cooperation and understanding from new and existing Suppliers in providing requested information to enable us to successfully maintain this system.

This policy replaces the company's previous documents known as the 'Ethical Sourcing Statement' and 'Labour Standards Statement'.

To report any violation of these standards please email whistleblowing@toffeln.com

Signed for and on behalf of the Company Management:



Jim Leflaive, Director 11th September 2017

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