



Foyle Food Group			
Human Resources Procedures Manual			
Module			
Ethical Trading Policy – FFG HR – ER07			
Issue No: 3	Date Effective: 20/05/2010 Current version: 20/08/2018 Reviewed: 20/08/2018	Page 1 of 6	Authorisation Signature 

Summary Statement

The Foyle Food Group is committed to high ethical standards in the way we conduct our business. We expect high levels of integrity from all of our employees in all aspects of their working lives.



1. EMPLOYMENT IS FREELY CHOSEN

- There is no forced, bonded or involuntary prison labour.
- 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. FREEDOM OF ASSOCIATION AND THE RIGHT TO COLLECTIVE BARGAINING ARE RESPECTED

- Workers, without distinction, 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 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.

Document Tracker: Type: Microsoft Word Doc
Location: FFG HR Manual
Folder Name: Employee Relations
File Name: FFG HR – ER07 Ethical Trading Policy

Foyle Food Group			
Human Resources Procedures Manual			
Module			
Ethical Trading Policy – FFG HR – ER07			
Issue No: 3	Date Effective: 20/05/2010 Current version: 20/08/2018 Reviewed: 20/08/2018	Page 2 of 6	Authorisation Signature 



3. WORKING CONDITIONS ARE SAFE AND HYGIENIC

- 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.
- Workers shall receive regular and recorded health and safety 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.

4. CHILD LABOUR SHALL NOT BE USED

- There shall be no recruitment of child labour.
- Children and young persons under 18 shall not be employed at night or in hazardous conditions **ROI - any employment of persons under 18 shall be in accordance with the protection of employment (Young Persons) Act, 1996.**

Document Tracker: Type: Microsoft Word Doc
Location: FFG HR Manual
Folder Name: Employee Relations
File Name: FFG HR – ER07 Ethical Trading Policy

Foyle Food Group			
Human Resources Procedures Manual			
Module			
Ethical Trading Policy – FFG HR – ER07			
Issue No: 3	Date Effective: 20/05/2010 Current version: 20/08/2018 Reviewed: 20/08/2018	Page 3 of 6	Authorisation Signature 



5. LIVING WAGES ARE PAID

- 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.
- 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.
- 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. WORKING HOURS ARE NOT EXCESSIVE

- Working hours comply with national laws and benchmark industry standards, whichever affords greater protection.
- 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. From time to time overtime may be necessary to fulfil organisational requirements and the company will endeavour to provide sufficient notice to employees. Overtime shall not

Document Tracker: Type: Microsoft Word Doc
Location: FFG HR Manual
Folder Name: Employee Relations
File Name: FFG HR – ER07 Ethical Trading Policy

Foyle Food Group			
Human Resources Procedures Manual			
Module			
Ethical Trading Policy – FFG HR – ER07			
Issue No: 3	Date Effective: 20/05/2010 Current version: 20/08/2018 Reviewed: 20/08/2018	Page 4 of 6	Authorisation Signature 

be demanded on a regular basis and shall always be compensated at a premium rate where applicable.

- The Foyle Food Group will adhere to the regulations within the Working Time Directive UK / ROI.



7. NO DISCRIMINATION IS PRACTISED

- 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, or membership of the travelling community.
- Legislation places a responsibility on employers to check and make copies of original identity documents before someone starts work to ensure the person concerned is entitled to work in the UK / ROI.

8. REGULAR EMPLOYMENT IS PROVIDED

- 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,

Document Tracker: Type: Microsoft Word Doc
Location: FFG HR Manual
Folder Name: Employee Relations
File Name: FFG HR – ER07 Ethical Trading Policy

Foyle Food Group			
Human Resources Procedures Manual			
Module			Authorisation Signature 
Ethical Trading Policy – FFG HR – ER07			
Issue No: 3	Date Effective: 20/05/2010 Current version: 20/08/2018 Reviewed: 20/08/2018	Page 5 of 6	

nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

9. NO HARSH OR INHUMANE TREATMENT IS ALLOWED



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

The provisions of this code constitute minimum and not maximum standards, and this code should not be used to prevent companies from exceeding these standards. Companies applying this code are expected to comply with national and other applicable law and, where the provisions of law and this Base Code address the same subject, to apply that provision which affords the greater protection.

Any wilful or negligent breach of these guidelines by an employee may render him / her subject to disciplinary action up to and including dismissal.

This Policy and procedures will be implemented, monitored and managed within the Foyle Food Group by the Group Human Resources Manager.

Document Tracker: Type: Microsoft Word Doc
Location: FFG HR Manual
Folder Name: Employee Relations
File Name: FFG HR – ER07 Ethical Trading Policy

Foyle Food Group		
Human Resources Procedures Manual		
Module		
Ethical Trading Policy – FFG HR – ER07		
Issue No: 3	Date Effective: 20/05/2010 Current version: 20/08/2018 Reviewed: 20/08/2018	Page 6 of 6
		Authorisation Signature 

Document Tracker: Type: Microsoft Word Doc
Location: FFG HR Manual
Folder Name: Employee Relations
File Name: FFG HR – ER07 Ethical Trading Policy