

Tower Supplies

3 Yarrow Road
Poole | Dorset | BH12 4TS
T+44(0)1202 718 000
www.towersupplies.com
sales@towersupplies.com



Ethical Trading Policy Statement

Commitment

Tower supplies is committed to taking appropriate account of the ethical and social components of its business. It recognises that its ethical and social performance and reputation are key factors in all its operations.

Tower Supplies is committed to ensuring the protection of the rights of all those who work for the Company, through well established and widely available personnel policies. In many areas the Company aims to operate above the minimum standards by law to ensure that employees are safe, rewarded and valued.

Furthermore, Tower Supplies is committed to satisfying the Ethical Trading and Social Responsibility requirements of its customers. This is achieved through the policies set out below.

Ethical Trading Code of Practice

Tower Supplies is committed to monitoring social standards in the supply chain and the Company encourages suppliers to operate to the same ethical standards employed by Tower Supplies itself.

As a minimum, direct suppliers are required to comply with or have time defined plans to adopt ethical trading standards at their own manufacturing and supply sites and to drive ethical trading requirements along their own supply chain.

This Code of Practice applies to:

Staff directly employed by Tower Supplies on temporary or permanent contracts.
Staff employed or provided by employment agencies to work on Tower Supplies premises

No forced bonded or involuntary labour shall be used

- All employment with Tower Supplies is freely chosen
- Staff are not required to lodge deposits or identify papers with us
- Staff are free to leave Tower Supplies after reasonable notice

No child labour shall be used

- There shall be no recruitment of child labour
- Young persons under the age of 18 are not employed at night or required to undertake hazardous activities

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The logo for Tower Supplies, featuring the word "TOWER" in a bold, white, sans-serif font with a stylized blue wave above the letter 'O', set against a black rectangular background.

All employees have the right to join a recognised trade union

Working conditions are safe and hygienic

- Tower supplies takes adequate measures to prevent accidents and minimise potential hazards
- Staff receive regular health and safety training
- Staff have unrestricted access to toilet facilities and drinking water
- Tower Supplies has published a Health & Safety Policy, which details responsibility at the main site

Working hours and remuneration are reasonable and regular employment is provided

- Staff pay rates comply with national legal standards as a minimum
- Staff are not forced to work in excess of 48 hours per week on a regular basis and are provided with two 2 days off per week
- Staff are given written terms and conditions of employment that details the employment relationship between and the respective obligations of the employee and employer; working hours, grievance and disciplinary procedures, holiday entitlement, absence and sick pay rules and notice periods for termination of employment
- No deductions are made from wages as a disciplinary measure and pay slips detailing lawful deductions (tax and national insurance) and voluntary deductions (Charity deductions) are provided for each pay period
- Sub-contracting and fixed term contracts are not used as a means to avoid obligations under labour or social security laws

No discrimination is practised

- There is no discrimination in pay, hiring, compensation, access to training, promotion, termination of employment or retirement on the grounds of race, nationality, age disability or any other legally required category
- Opportunities for personal and career development are equally available to all employees

No harassment, threats, abuse or intimidation shall be practised

- Physical, verbal and sexual threats, abuse, harassment or intimidation is expressly prohibited
- As a matter of policy, Tower Supplies does not make irregular payments

Employment Agencies

Employment agencies contracted to supply temporary staff shall ensure that all staff supplied to Tower Supplies are eligible to work in the United Kingdom and have sufficient command of English to understand Tower Supplies Code of Practice, Health and Safety requirements and written statements of employment particulars.

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Tower Supplies management have overall responsibility for ethical trading at work within their respective businesses and areas of control.

Each employee also has a duty to co-operate with management so far as is necessary to enable the latter to fulfil their statutory obligations.

This includes

- Co-operating in the introduction and operation of all measures designed to fulfil management's obligations under this policy
- Drawing attention to actual or potential problems
- Suggesting ways in which ethical trading practices could be improved

Tower Supplies is committed to monitoring standards in the supply chain, and the Company encourages suppliers to operate to the same ethical standards employed by Tower Supplies itself.

As a minimum, direct suppliers are required to comply with or have time defined plans to adopt ethical trading standards at their own manufacturing and supply sites, and to drive ethical trading requirements along their own supply chain. All suppliers are required to complete an Ethical Trading form stating that they comply with the Code of Practice employed by Tower Supplies, which is based on the ETI Base Code from the ILO.

As part of our Supplier Management Framework, Tower monitors all aspects of supplier performance and operates an Approved Suppliers list - continued failures in a supplier's performance will eventually result in that supplier being removed from the list.

Suppliers are expected to have relevant third party accreditation, such as WRAP and Oeko-Tex, as well as ISO 9901 and 14001 and be able to provide evidence of regular recognised third part audits, such as BSCI or SMETA that cover labour standards, health & safety, ethics and environmental management.



Charles Aris
Chief Executive Officer
Tower Supplies
February 2023