



Pacific West Ethical Trading Policy

OVERVIEW

At Pacific West (UK) Ltd we believe strongly in ethical principles & good stewardship. Pacific West has developed this policy based on the ETI base code.

Pacific West (UK) Ltd is committed to high standards of social responsibility & ethical trading. Pacific West comply to all standards required by UK law; all staff, service providers & contractors are treated with full consideration to their basic human rights & Pacific West (UK) Ltd acts in an ethical manner beyond basic legal requirements.

As a socially responsible broker of food products all workers involved in the production of products brokered by Pacific West Foods (UK) Ltd are produced under working conditions that are hygienic & safe.

All staff involved in the production of products brokered by Pacific West (UK) Ltd are treated with full consideration to their basic human rights.

This policy sets out the commitment of Pacific West (UK) to its suppliers, customers, sub-contractors & staff to ensure we are acting in an ethical manner.

We are committed to ensuring that we continuously look at ways of improving working standards and the effect we, and they, have on the environment and require our Suppliers to consider their Corporate Social Responsibility Policy which should at least be as compliant with Pacific West Foods (UK) own policy as set out below.

Suppliers & Ethical Practices Within Our Supply Chain

Pacific West is committed to ensuring Ethical Practices within our supply chain do not compromise the reputation of Pacific West Foods (UK) Ltd or our customers.

We assess all suppliers using an ethical questionnaire based on the key requirements of the ETI base code & ask all suppliers to sign a Supplier Human Trafficking and Anti-Slavery Commitment.

People & Culture

Customers and staff are extremely important to Pacific West Foods (UK) Ltd

The offices are fully accessible for all customers including those with disabilities.

We are an equal opportunities employer and we are committed to ensuring that no employee or applicant is treated less favorably on the grounds of race, religion, age, gender, ethnic origin, disability, or sexual orientation.

Employment

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.

Freedom of association and the right to collective bargaining are respected.

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Staff, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively. We adopt an open attitude towards the activities of trade unions and their activities.

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

Working conditions are safe and hygienic

A safe and hygienic working environment shall be provided. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring during work, by minimizing the causes of hazards inherent in the working environment.

New staff receive health and safety training.

Access to clean toilet facilities and to potable water will be available always

Sanitary facilities for food storage shall be provided.

There is a be trained first aider in the office.

There is a fire-warden who undertakes regular testing in the building.

Child labour shall not be used.

No persons under the age of 16 will be employed. Pacific West UK will work with local schools & strive to provide work experience for young persons who may be under 16 on a short-term basis.

Any children undertaking work experience will be closely supervised by a responsible adult.

No one under 18 shall not be employed at night or exposed to hazardous conditions.

Living wages are paid

Wages are paid above the national minimum wage.

All staff shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment and about the 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.

No deductions will be made for PPE or training.

Working hours are not excessive

Workers are provided with a minimum one day off a week.

Standard working hours do not exceed 48 hours a week. Overtime is voluntary. Working hours must comply with national laws.

All overtime is voluntary. Overtime shall be used responsibly. The total hours worked in any seven-day period shall not exceed 60 hours, except where covered below.

Working hours may exceed 60 hours in any seven-day period only in exceptional circumstances where all the following are met:

- appropriate safeguards are taken to protect the workers' health and safety

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- the employer can demonstrate that exceptional circumstances apply such as unexpected production peaks, accidents or emergencies. Workers shall be provided with at least one day off in every seven-day period.

Employee contracts

All staff are provided with written terms of conditions of employment detailing rates of pay, working hours, grievance procedures, disciplinary procedures, holiday entitlement, absence & sick pay rules and notice periods for termination of employment.

No discrimination is practiced

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.

Regular Employment

Regular employment is provided for those staff on a permanent contract

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.

No human trafficking

All staff are permitted to travel freely.

All staff can leave the offices under reasonable circumstances without disciplinary penalty.

The company will not retain control or retain personal identity documents

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