



Repose Furniture Limited (Repose) Ethical Trading Statement

At Repose we are strongly committed to ethical principles and good stewardship. We are therefore, proud to guarantee that we trade according to the following Ethical Trading Criteria:

- All employment is freely chosen.
- Working conditions are safe and hygienic.
- Child labour is not used.
- Wages are fair and comparable to industry standard and will always exceed the minimum wage.
- Deductions from wages as a disciplinary measure shall not be permitted.
- Working hours are not excessive.
- No discrimination is practised.
- Regular employment is provided for those who are employed on a permanent contract.
- No harsh, cruel or degrading treatment or practices are allowed.
- No bribery, corruption, blackmailing or bullying is permitted.
- Third party suppliers and buyers are both free to sell and buy from any number of other businesses. No restrictions, as a way of guaranteeing business, are allowed.

Policy Statement

Repose recognises that our commercial activities have potential to impact on our suppliers and our locality. As a socially responsible business our suppliers, local community and customers have a right to expect that:

- Products manufactured and sourced by Repose Furniture are produced under working conditions that are both hygienic and safe.
- All workers involved in the delivery of services provided by Repose are treated with full consideration to their basic human rights.

This policy sets out the Repose commitment to its suppliers and customers; setting out the measures we are taking to ensure that we are acting in an ethical manner.

Repose Commitment to its suppliers, service providers and customers:

Repose recognise that ethical and social performance is a key part of our commercial success. We are committed to ensuring that:

- **For our employees**, our employment practices and the enforcement of corporate regulations ensure the protection of their rights. We aim to operate above the minimum standards required by law to ensure our employees are safe, rewarded and valued.
- **For our customers**, we demonstrate our ethical and social responsibility credentials to enable customers to make informed choices about the services they purchase.
- **For our supply chain**, we monitor, where possible, the social standards and ethical practices of our suppliers whilst encouraging our suppliers to operate to the same ethical standards we employ ourselves.



Repose Ethical Code of Trading Practice

This Code of Practice applies to:

- Staff directly employed by Repose Furniture Limited on temporary or permanent contracts.
- Staff employed or provided by contractors to work for or on behalf of Repose Furniture Limited.

1. No forced, bonded or involuntary labour shall be used.

- All employment with Repose is freely chosen.
- Staff, are not required to lodge deposits or identity papers with us.
- Staff, are free to leave Repose after reasonable notice.

2. Child Labour shall not be used

- There shall be no use of child labour.
- Children or persons under 16 are not employed at any time, day or night.
- Children or persons under 18 are not employed at night or in hazardous conditions.

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 measures are taken to prevent accidents and minimize potential risks.
- Staff are provided with access to clean toilet facilities and to potable water and, if appropriate access to sanitary facilities for food storage.
- Staff receive regular Health and Safety training and there are members of staff responsible for Health and Safety
- Repose has a published Health and Safety Policy.

4. Working Hours are reasonable and not excessive

- Staff are given written terms and conditions of employment that details the employment relationship between, and the respective obligations of, the employee and employer, rates of pay, working hours, grievance and disciplinary procedures, holiday entitlement, absence and sick pay rules and notice periods for termination of employment.
- Staff are not forced to work in excess of 48 hours per week.
- All overtime is voluntary and shall be taken responsibly taking into account – the extent, the frequency and hours worked.
- Staff are provided two days off per week.
- Labour only contracting, sub-contracting and fixed terms contract are not used as a means to avoid obligations under labour or social security laws.



5. Remuneration

- Wages and benefits paid for a standard working week meet, at a minimum, the national legal or industry benchmark standards. Staff pay rates are above the national legal minimum standards.
- No deductions are made from wages as a disciplinary measure, and pay slips detailing lawful deductions are provided for each pay period.

6. No discrimination is practised

- There is no discrimination in pay, hiring, compensation, access to training, promotion and termination or employment or retirement on the grounds of race, nationality, religion, age, disability, marital status, sexual orientation, union membership or political affiliation.
- Opportunities of personal and career development are equally available to all employees.

7. No Harsh or inhumane treatment

- Physical, verbal and sexual threats, abuse, harassment or intimidation is expressly prohibited and grounds for summary dismissal, if proved.

8. Entitlement to work

- Only workers with a legal right to work in the country will be employed.
- For both workers and agency workers, original documents should be reviewed and then returned to workers to verify the right to work.

9. Labour providers

- Labour providers should only supply workers registered with them.
- Relationships with labour providers should be covered by a Service Level Agreement which meets all national legal requirements.