

## **Ethical Trading Policy**

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**Action Foods** will ensure that the conditions outlined below are reflected in its own behaviour and that of its suppliers.

1. Employment shall be freely chosen. There shall be no forced, bonded or involuntary prison labour. Workers should be free to leave their employer after reasonable notice.
2. Workers should be allowed freedom of association and the right to collective bargaining. An appointed worker representative who is not subject to discrimination shall have reasonable access to those workers they represent in the workplace.
3. Working conditions must be 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 associated with the course of work by minimising hazards and causes in the working environment.
4. Access to clean toilet facilities, potable water and sanitary food storage (where necessary) shall be provided.
5. Responsibility for health and safety shall be assigned to a senior management representative.
6. Child labour should not be observed. There shall be no recruitment of child labour. Children and young persons under 18 shall not be employed in hazardous conditions.
7. Living wages must be paid. Wages and benefits paid for a standard working week should meet at minimum national legal standards or industry benchmark standards. 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 each time they are paid. Wage deductions, as a disciplinary measure shall not be permitted. All disciplinary measures shall be recorded.
8. Working hours must not be excessive. Working hours shall comply with national laws or industry benchmark standards. Overtime shall be voluntary.
9. **Action Foods** strive to adhere to all requirements made by their customers regarding Ethical Trading including Third Party audits or risk assessments.
10. Should **Action Foods** become aware that one of its suppliers has breached the principles of the ETI, that supplier will be removed from the Approved Supplier List as soon as possible and customers notified.

**Paul Dunne - Director**

**25<sup>th</sup> February 2025**

Version 2