



Ethical Employment Policy

At Quality Pack we believe strongly in ethical trading and strong stewardship. As a company, we recognize that our commercial activities have a potential to impact on our suppliers and members of the local community.

We will act broadly in line with, but never less than, the Base Code of the Ethical Trading Initiative.

The key elements of the Base Code are:

- Free choice of employment
- Respect freedom of association and the right to collective bargaining
- Safe & hygienic working conditions
- No child labour
- Pay living wages
- Reasonable working hours
- No discrimination
- Provision of regular employment
- No harsh or inhumane treatment

Quality Pack Ltd understands its legal obligations to provide equal opportunities to all persons without discrimination. We will fully comply with those obligations and further recognise advantages that can be attained by the contributions of a diverse workforce.

This Policy sets out the company's position on all aspects of employment, including recruitment, promotion and task allocation with respect to age, sex, race, religion, disability marital status, sexual orientation or contract status.

Statement of Policy

Other than where obligated by legislation, no employee or job applicant will receive less favourable treatment on the grounds of age, sex, race, religion, disability, marital status, sexual orientation or contract status or will be disadvantaged by conditions that cannot be shown to be justifiable.

The application of recruitment, training and promotion policies will be on the basis of job requirements and the individuals' abilities, skills and merits.

All employees will be made aware of the provisions of this policy.

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Recruitment and Promotion

Recruitment advertisements will give sufficiently clear and accurate information to enable potential applicants to assess their suitability for the post. The information will be provided in such a manner so as not to restrict or guide potential applicants in terms of age, sex, race, religion, disability, marital status or sexual orientation unless there is a genuine occupational qualification which limits the post to this particular group. Where this is the case, it will be clearly stated and qualified.

All job descriptions and specifications will only include those requirements that are necessary and justifiable for the effective performance of the job.

Selection procedures will be appropriate to the job description and will deal only with the applicant's suitability for the post. Where it is necessary to ask questions relating to personal circumstances, these will be purely related to job requirements and will be asked to all candidates.

Employment

All employees will be considered solely on their merits for any career development, training and promotion opportunities.

We will not employ anybody under the age of 16. Where an employee is aged between 16 and 18, due regard will be paid to the additional obligations dictated by legislation.

Quality Pack Ltd will not discriminate on the basis of age, sex, race, religion, disability, marital status, sexual orientation or contract status in the allocation of duties between employees at any level with comparable job descriptions.

All employees are at free to join a trades union and/or bargain collectively and the company does not require membership of a trades union as a condition of employment.

We will put into place reasonable facilities, resources and other measures within the workplace for those employees who become disabled during employment or for disabled appointees.

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Grievances and Victimisation

Any form of discrimination is unacceptable and will not be tolerated by Quality Pack Ltd.

Disciplinary procedures will be undertaken against any individual who is identified as discriminating against another employee.

We expect our managers to be proactive in policing this policy.

Quality Pack Ltd. recognises that there may be difficult and sensitive circumstances concerning discrimination and if an individual feels unable to raise issues through the line management structure they can speak directly and confidentially to a senior manager.

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