

## Ethical Trading Policy

### Introduction

Danfloor is committed to the policy of ethical trading by identifying and promoting good practice in the implementation of codes of labour practice. As a group of companies Danfloor UK and Danfloor A/S support the observance of internationally recognised labour standards set out by the International Labour Organisation (ILO) and national and international laws. We focus on fundamental human rights throughout our company and of those employees within our supply chains to ensure that working conditions, for all, meet or exceed international standards.

As a Company we respect the standards which are laid out by the Ethical Trading Initiative to cover the following areas, which are expanded on below:

- Employment is freely chosen
- Freedom of association and the right to representation is respected
- Working conditions are safe and hygienic
- Child labour shall not be used
- Living wages are paid
- Working hours are not excessive
- No discrimination is practised
- Regular employment is provided
- No harsh or inhumane treatment is allowed

### Employment is freely chosen

- a) There is no forced, bonded or involuntary prison labour
- b) Employees are free to leave the Company after reasonable notice.

### Freedom of association and the right to representation are respected

- a) All employees have the right to freedom of speech providing dignity and respect to others is shown at all times. There should be no breach of legislation relating to sex, race, disability, sexual orientation, religion or age.
- b) Employee's representatives are not discriminated against and have access to carry out their representative functions in the workplace.
- c) Employees have a forum for consultation within the business with elected representatives

### **Working conditions are safe and hygienic**

- a) A safe and hygienic working environment is provided. Adequate steps have been taken to prevent accidents and injury to health which may arise out of, be associated with, or occur during the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in our working environment.
- b) Employees receive regular and recorded health and safety training and this training is repeated for new or reassigned employees.
- c) Access to clean toilet facilities, water and where appropriate sanitary facilities for food storage is provided.
- d) Accommodation where provided, shall be clean, safe and meet the basic needs of the workers.
- e) The responsibility for health and safety has been assigned to the Managing Director and the Senior Management team.

### **Child labour shall not be used**

- a) There is no recruitment of child labour.
- b) The Company only recruits employees who are not required to be in full time education. In the UK this includes 16 and 17 year olds and in Denmark 15 year olds or older. Employment of 16 and 17 year olds in the UK will be subject to adherence to the Working time Directive and the Working Environment Act for those in Denmark and the additional duties imposed by Health and Safety legislation.
- c) Children and young persons under 18 shall not be employed at night or in hazardous conditions.
- d) These policies and procedures conform to the provisions of the relevant International Labour Organisation (ILO) standards.

### **Living wages are paid**

- a) Wages and benefits paid for a standard working week meet and, in most cases, exceed the national minimum wage.
- b) All employees 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 concerned each time that they are paid.
- c) Employees will be advised and agree to any deductions made from wages.

### **Working hours are not excessive**

- a) Working hours comply with the Working Time Regulations (UK) and The Working Environment Act (Denmark).
- b) Employees shall not on a regular basis be required to work an average of 48 hours per week (over 17 weeks) and shall be provided with at least one day off for every 7-day period on average. Overtime shall always be compensated at the appropriate rate.
- c) Any employee who wishes to may voluntarily sign an opt out agreement of the Working Time Regulations 1998.

### **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 is provided**

- a) All employees shall be provided with details of their standard hours of work in their statement of terms and conditions of employment.
- b) Because of the nature of our business hours can be variable. However, employees shall be given reasonable notice of any change in hours.

### **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 is prohibited.

### **Entitlement to work**

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

### **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.

### **Involvement with suppliers**

Danfloor will, wherever possible, ensure that our suppliers adopt the standards that are contained in the Ethical Trading Initiative Base Code and will lead by example.

If there is any breach of this code which Danfloor considers to be severe or persistent, or the supplier is unwilling or unable to make the necessary improvements within a reasonable time frame, Danfloor may terminate its relationship with that supplier.

I have read and understood the above policy:

Name:

Signed:

Position:

Company:

Date: