



Lyon Way, Greenford,
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www.polybags.co.uk



Polybags Social Contract & Trading Policy

Polybags take very seriously their responsibilities to their customers and staff by providing workplace standards and business practices that are consistent with our values as a leading supplier of packaging products to the UK market.

This policy is designed to raise awareness of fair and ethical trading amongst Polybags' staff, clients, and suppliers and to promote good labour standards. It is also to help the Company conform to all of the requirements of current legislation where applicable and to ensure that all business activities are within the scope of the Ethical Trading Initiative base-code.

We confirm that we trade according to the following criteria:

1. All employment is freely chosen and staff are free to leave after reasonable notice, with written terms and conditions of employment that details the employment relationship.
2. All staff are entitled to belong to trade unions and collective bargaining is respected, to the extent permitted by local law.
3. Working conditions are safe and hygienic and health and safety are a priority at management level.
4. No discrimination is practiced and child labour is not used.
5. Wages exceed the minimum wage wherever possible and deductions as part of disciplinary measures are not allowed.
6. Regular employment is provided for those who are employed on a permanent contract.
7. No cruel or degrading treatment or practices are allowed.
8. No bribery, corruption, blackmailing or bullying is permitted.
9. Good environmental stewardship is practiced.
10. Suppliers and buyers are both free to sell and buy from any number of other businesses or outlets without restriction.



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We also ask all our key suppliers (after 6 months of working with them) to affirm in writing to us that their businesses are also built on these ethical criteria so that we can offer assurances to our customers that the products they receive from us have been ethically produced.

We aim to operate above the minimum standards required by law to ensure our employees are safe, rewarded and valued. As we continue to grow our business we aim to offer more opportunities for our staff in regard to both workplace conditions and welfare benefits.

Individual contracts of employment work in tandem with the Staff Handbook for outlining working hours, grievance and disciplinary procedures, holiday entitlement, absence and sick pay rules and notice periods for termination of employment.

No discrimination declaration relates to pay, hiring, compensation, access to training, promotion, and termination of employment or retirement on the grounds of race, nationality, religion, age, disability, marital status, sexual orientation, union membership or political affiliation. We aim to ensure that opportunities for all are equally available.

Polybags are keen to learn from others and would ask if anyone has any ideas or feedback regarding our social contract and trading policy to contact us.