

# Ethical Trading Policy

## 1 Statement of Policy

- 1.1 Nobisco Limited (the Company) believes that ethical and social performance is a key part to overall commercial success and reputation and because of that Nobisco aims to always trade ethically; by that we mean:
- 1.1.1 we will not take advantage of lower employment or manufacturing costs in developing countries;
  - 1.1.2 We will adhere to any Government recognised trading sanctions;
  - 1.1.3 We will not trade with those countries which our directors believe are violators of human rights.
  - 1.1.4 We will refuse to work with any client or prospective client which we have reason to consider exploits humans, animals, or the environment unfairly.

## 2 Employees

- 2.1. Nobisco Limited is committed to ensuring that our employment practices and the enforcement of corporate regulations ensures the protection of the rights of all those who work for us.
- 2.2 In many areas we aim to operate above the minimum standards required by law to ensure our employees are safe, rewarded and valued. As we expand and become larger, we will be able to offer more opportunities for our staff.

## 3 Customers

- 3.1 Nobisco Limited is committed to demonstrating its ethical and social responsibility credentials to enable customers to make informed choices about whose services they purchase.

## 4 Suppliers

- 4.1 Nobisco Limited is committed to monitoring social standards in our supply chain, and we encourage our suppliers to operate to the same ethical standards we ourselves employ.

## 5 Ethical Trading Code of Practice

- 5.1 This Code of Practice applies to:
- Employees directly employed by the Company on temporary or permanent contracts.

- Workers employed or provided by contractors or employment agencies to work on Nobisco's premises or to undertake work for or on behalf of Nobisco
- No forced, bonded, or involuntary labour shall be used
- All employment with Nobisco is freely chosen.
- Employees are not required to lodge deposits or identity papers with us.
- Employees are free to leave Nobisco after reasonable notice.
- No child labour shall be used and no recruitment of child labour.
- Children or persons under 16 are not employed at any time, day, or night.
- Persons over the age of 16 and under 18 years are only employed full-time in appropriate roles and for the maximum hours per week as permitted by law. See <https://www.citizensadvice.org.uk/work/check-your-rights-at-work-if-youre-under-18/>
- Working conditions are safe and hygienic with the Company taking adequate measures to prevent accidents and minimise potential hazards.
- Employees and workers receive regular health & safety training.
- Employees and workers have unrestricted access to toilet facilities and drinking water.
- Nobisco \limited has a published Health & Safety Policy.
- Working hours and remuneration are reasonable and comparable to other companies in our sector and regular employment is provided.
- Pay rates are above the national legal minimum standards.
- Employees and workers are not forced to work in excess of 48 hours per week, a voluntary opt out agreement is available for those wishing to work in excess of 48 hours on average per week over a 17-week period
- Employees and workers are provided with two days off per week
- Employees are provided with 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.
- No deductions are made from wages as a disciplinary measure, and pay slips detailing lawful deductions are provided for each pay period
- Labour only contracting, sub-contracting and fixed term contracts are not used as a means to avoid obligations under labour or social security laws.

