

Code of Conduct for Ethical Trade

1. Introduction

County Contractors is a leading family owned refurbishment and fit out business operating across 4 main divisions throughout the UK. Its main areas of operation include hotel refurbishment, retail shop refurbishment, reactive maintenance, and commercial decorating.

County Contractors are conscious of our responsibility shared with our suppliers and subcontractors to further the rights of all workers involved in fulfilling the contracts we secure.

We seek to develop long-term partnerships with our suppliers and subcontractors who share our values and who are prepared to commit themselves to our Code of Conduct for Ethical Trade which is consistent with internationally agreed conventions on workers' rights and the Ethical Trading Initiative (ETI) Base Code. Applying the Code to local circumstances takes time and requires sensitivity and understanding. Our desire is to see the Code adopted as a minimum standard and to see suppliers' and subcontractors' performance improving continuously. Our Code also includes a declaration of our intention to do business on fair terms, to operate transparently and to support suppliers to work beyond our code.

Code of Conduct

2 Employment is freely chosen

- 2.1 There is no forced, bonded or involuntary prison labour
- 2.2 Workers are not required to lodge "deposits" or their identity papers with their employer and are free to leave their employer after reasonable notice

3 Freedom of association and the right to collective bargaining are respected

- 3.1 Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively
- 3.2 The employer adopts an open attitude towards the activities of trade unions and their organisational activities
- 3.3 Workers' representatives are not discriminated against and have access to carry out their representative functions in the workplace
- 3.4 Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining

4 Working Conditions are safe and hygienic

- 4.1 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 arising out of, associated with, or occurring in the course of work by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environments
- 4.2 Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers
- 4.3 Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage, shall be provided
- 4.4 The company observing the code shall assign responsibility for health and safety to a senior management representative

5 Child labour shall not be used

- 5.1 There shall be no new recruitment of child labour
- 5.2 Children and young persons under 18 shall not be employed at night or in hazardous conditions
- 5.3 These policies and procedures shall conform to the provisions of the relevant ILO standards

6 Living wages are paid

- 6.1 Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. In any event, wages should always be enough to meet the basic needs and to provide some discretionary income



- 6.2 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 concerned each time that they are paid
- 6.3 Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the expressed permission of the worker concerned. All disciplinary measures should be recorded

7 Working hours are not excessive

- 7.1 Working hours comply with national laws and benchmark industry standards, whichever affords greater protection
- 7.2 In any event, workers shall not on a regular basis be required to work in excess of 48 hours per week and shall be provided with at least one day off for every 7 day period on average. Overtime shall be voluntary and shall not be demanded on a regular basis

8 No discrimination is practiced

- 8.1 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

9 Regular employment is provided

- 9.1 To every extent possible work performed must be on the basis of recognised employment relationships established through national law and practice
- 9.2 Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub-contracting and home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment

10 No harsh or inhumane treatment is allowed

- 10.1 Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidations shall be prohibited

11 Entitlement to work

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

12 Labour agreements

- 12.1 Labour agencies should only supply workers registered with them
- 12.2 Relationships with labour agencies should be covered by a Service Level Agreement which meets all national legal requirements
- 12.3 Labour agencies should be audited on a regular basis to ensure compliance with national requirements

Ray Heathman
Chairman

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