

Code of Ethical Conduct for Suppliers

INTRODUCTION

The Company adopted a Code of Ethical Conduct for Purchasing. Our Code is aligned with the Ethical Trade Initiative's base code. It's designed to promote safe and fair working conditions, and the responsible management of environmental and social issues in The Company's supply chain. The Company encourage all suppliers to implement our Code across their whole business and within their own supply chains. We require our suppliers to work towards upholding the principles in the Code detailed below, as a pre-condition to further business with us.

1. Employment is Freely Chosen

- There is no forced, slaved, bonded, involuntary prison labour or human trafficking.
- Workers are not required to lodge deposits or their identity papers with their employer and are free to leave their employer after reasonable agreed notice.
- The Company condones any form of Modern-Day Slavery, recruitment, movement, harboring or receiving of children, women or men through the use of force, coercion, and abuse of vulnerability, deception or other means for the purpose of exploitation.

2. Freedom of association and the right to collective bargaining are respected.

- Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively.
- The employer adopts an open attitude towards the activities of trade unions and their organisational activities.
- Worker's representatives are not discriminated against and have access to carry out their representative functions in the workplace.
- 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

3. Workers conditions are safe, healthy and hygienic

- A healthy, safe & hygienic working environment shall be provided bearing in mind the prevailing knowledge of the industry and of any specific hazards. All Government Health directions and guidelines on Covid 19 must be implemented and adhered to.
- Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.
- Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned employees.
- Access to clean toilet facilities and to potable water, and if appropriate, sanitary facilities for food storage, shall be provided.
- Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers.
- The company observing the Code shall assign responsibility for health and safety to a senior management representative.
- Safety representative focus should be on high-risk activities and adapt a zero based tolerance of unsafe behaviours.
- Qualified contractors, suppliers, employees should be employed to carry out specialist work. ie Welders, Machinists, Electricians etc.
- Never carry out electrical work on electrical equipment, circuits and gear if not qualified to do so.
- Never undertake any street or underground work activities unless competent to do so.

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- Always use suitable Personal protective equipment (PPE), a safety harness and fall protection equipment when working at a height (harnesses must be attached at all times when working at height).

Driver Safety

- Always drive with due care & attention adhering to the Rules of the Road.
- Never use a mobile phone whilst driving and only make calls by pulling over or using hands free devices, when it is safe to do so.
- Never exceed speed limits or travel at speed which are dangerous for the type of road, vehicle or conditions.
- Always wear seatbelts when travelling in, or operating vehicles.
- Always wear helmets when travelling in, or operating, a motorcycle.
- Never carry passengers in the back of pick-ups or trucks.
- Never work or drive under the influence of substances (alcohol or drugs) which are illegal or in excess of legal levels or where this impairs the individual's ability to perform tasks.

4. Child labour shall not be used.

- There shall be no recruitment of child labour. No child under the age of 16 is legally allowed to work in factory.
- Children and young persons under 18 shall not be employed at night or in hazardous conditions.
- The company may employ young workers 16-18, but such young workers are subject to compulsory education laws. They may work only outside of school hours.
- Under no circumstances shall any young worker's school, work, and transportation time exceed a combined total of 10 hours per day, and in no case shall young workers work more than 8 hours a day.
- These policies and procedures shall conform to the provisions of the relevant International Labour Organisation (ILO).

5. Living wages are paid

- 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 be enough to meet basic needs and to provide some discretionary income.
- 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 they are paid. Employees understand their employment conditions and fair and reasonable pay and terms are provided.
- 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 express permission of the worker concerned. All disciplinary measures should be recorded.
- Consideration should be given to the type of work performed and the acceptable working hours for the role and the country concerned.

6. Working hours are not excessive

- Working hours comply with national laws and benchmark industry standards, whichever affords greater protection.
- 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.

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Overtime shall be voluntary, shall not exceed 12 hours per week, shall not be demanded on a regular basis and shall always be compensated a premium rate.

7. No discrimination in any form shall be practised.

- There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, sexual orientation, gender, marital status, union membership, political affiliation or disability (including people with physical, intellectual, learning, cognitive or emotional disabilities and a range of medical conditions).

8. Regular employment is provided

- To every extent possible work performed must be on the basis of a recognised employment relationship established through national law and practice.
- Obligation 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, subcontracting, or home-working arrangements, or through apprenticeships schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through excessive use of fixed terms contract of employment.

9. Disciplinary Practises. No harsh or inhumane treatment is allowed

- Employees are treated with respect & dignity. Physical abuse or discipline, bullying, the threat of physical abuse, sexual or other harassment and verbal abuse or any other forms of intimation shall be always prohibited.

10. Individual Conduct/Anti-Corruption

- No form of bribery or corruption, including improper offers for payments to or from employees, organisations, agents or subsidiaries is tolerated. Whilst Ireland does not have any specific Anti Bribery Laws, The Company complies with all Anti-Corruption and Anti-Bribery laws in the jurisdictions in which we operate including that of our closest trading partner, the UK and the UK Bribery Act 2010.

11. Environment

- Processes are in place to actively improve the efficiency with which finite resources (such as energy, water, and raw materials) are used.
- Appropriate management, operational and technical controls are in place to minimise the release of harmful emissions to the environment.
- Appropriate measures are in place to improve the environmental performance of products and services when in use by the end user.
- Innovative developments in activities, products and services that offer environmental and social benefits are supported.
- Adoption of a culture of awareness and understanding around Climate change.

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We understand and accept the above ParcelPlanet's Code of Ethical Conduct.

Company Name:.....

Your Name:..... **Position:**.....

Signed:..... **Date:**.....

Company Stamp (if available)

