

## 70050 Toffeln Labour Standards Policy

<b>Scope</b>	All Areas
<b>Purpose</b>	To outline to all affected parties the company's Policy on Labour Standards and Ethics that the company adheres to and in turn requires its Suppliers to adhere to as a contractual obligation
<b>Associated Systems</b>	70090 Bribery and Corruption Policy

Toffeln Ltd is an established supplier of work shoes, medical equipment and medical consumables based in the UK. Toffeln seeks to develop long-term business partnerships with reputable suppliers. These partnerships can only be successful if suppliers have a mutual respect for our Ethical Standards.

Our relationships with our suppliers are based on a commitment to compliance with the [Modern Slavery Act 2015](#) and all laws concerning Labour Standards and Human Rights at all times. We believe mutual respect must be extended to everyone along the Supply Chain including employees, sub-contractors and other third parties.

It is recognised that within some countries there are legal and cultural differences from our own, but it is essential that all the factories involved in supplying the company meet the local Labour laws and carry out their business practices with good ethics and protection of their workforce.

Detailed below are areas that we require all of our suppliers to stand by that our company also pledges to stand by:

- The use of child labour is not acceptable. Employees within the factories must meet the minimum legal working age and must not be less than 14 years of age whichever is the greater.
- The use of forced labour or involuntary labour of any kind is not acceptable.
- Companies that withhold passports of staff or have staff that have outstanding Recruitment Fees paid personally to secure their current job cannot be a supplier of Toffeln.
- The use of any form of physical abuse to coerce or punish workers is not acceptable. Additionally the use of non-physical abuse such as threat of violence, sexual harassment or verbal abuse is also not acceptable.
- Discrimination against a person or group as a result of race, religion, colour, gender, nationality, age, maternity, marital status or disability is not acceptable.

<b>Approved by:</b>	Jim Leflaive	<b>Issued Date:</b>	17/03/2021
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- Suppliers must ensure that all working premises comply with all applicable laws regarding working conditions, worker health and safety, fire, safety, risk protection, sanitation, electrical and structural safety.
- Working Hours / days, wages, over-time pay and holiday pay must be in compliance with all local laws and must meet the legal minimum wage or a wage that meets local Industry standards, whichever is greater.

Our company is committed to supply relevant resources to implement these standards and due to the high importance of this issue, Toffeln operates a **Labour Standards Assurance Scheme**. This is regularly reviewed by the company Management and audited by an external auditor.

We look for cooperation and understanding from new and existing Suppliers in providing requested information to enable us to successfully maintain this system. We have visibility of the supply chain by using an auditor to carry out a physical inspection in person of the goods and the factories they are produced in to ensure compliance.

This policy replaces the company's previous documents known as the 'Ethical Sourcing Statement' and 'Labour Standards Statement'.

Anyone wishing to report any violation of these standards can email [whistleblowing@toffeln.com](mailto:whistleblowing@toffeln.com)

Signed for and on behalf of the Company Management:

*Jim Leflaive*

Jim Leflaive, Director

17<sup>th</sup> March 2021

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