

 	<b>Document Title</b>	<b>Ethical Trading Questionnaire</b>		
	<b>Document Ref</b>	<b>WO ETQ V1</b>	<b>BRC Ref:</b>	

SeeWoo UK Group Limited recognises our responsibility to ensure we work with suppliers and source products in an ethical manner. We expect all our suppliers to have ethical processes and policies in place throughout their supply chain. Please complete the below questionnaire and return with your own company policy on Ethical Trading (in any). Direct suppliers must certify that all materials incorporated into your final product were sourced, processed and manufactured in compliance with the human trafficking and slavery laws of the country or countries in which they operate.

<b>1. Employment is freely chosen</b>		Yes	No	N/A
1.1	There is no forced, bonded or involuntary prison labour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Workers are not required to lodge “deposits” or their identity papers with their employer and are free to leave their employer after reasonable notice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. Freedom of association and the right to collective bargaining are respected</b>		Yes	No	N/A
2.1	Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2	The employer adopts an open attitude towards the activities of trade unions and their organisational activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3	Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4	Where the right to freedom of association and collective bargaining is restricted under law, the employer facilities, and does not hinder, the development of parallel means for the independent and free association and bargaining.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. Workers conditions are safe and hygienic</b>		Yes	No	N/A
3.1	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 cause of hazards inherent in the working environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2	Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3	Access to clean toilet facilities and to potable water.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4	Accommodation, where provided, shall be clean, safe, and meet the basic needs of workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.5	The company observing the code shall assign responsibility for health and safety to a senior management representative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. Child labour shall not be used</b>		Yes	No	N/A
4.1	There shall be no new recruitment of child labour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2	Companies shall develop or participate in and contribute to policies and programmes which provide for the transition of any child found to be performing child labour to enable her or him to attend and remain in quality education until no longer a child, “child” and “child labour” being defined in the appendices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3	Children and young persons under 18 shall not be employed at night or in hazardous conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4	These policies and procedures shall conform to the provisions of the relevant employment law standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. Living wages are paid</b>		Yes	No	N/A
5.1	Wages and benefits paid for a standard working week are met, at a minimum, national legal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	standards or industry benchmark, whichever is higher. In any event, wages should always be enough to meet basic needs and to provide some discretionary income.			
5.2	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 they are paid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3	Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law are permitted without the expressed permission of the worker concerned. All disciplinary measures shall be recorded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6. Working hours are not excessive</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
6.1	Working hours must comply with national laws, collective agreements, and provisions of 6.2 to 6.6 below, whichever affords the greater protection for workers. Sub-clause 6.2 to 6.6 is based on international labour standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2	Working hours, excluding overtime, shall be defined by contract, and shall not exceed 48 hours per week. *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3	All overtime shall be voluntary. Overtime shall be used responsibly, taking into account all the following: the extent, frequency and hours worked by individual workers and the workforce as a whole. It shall not be used to replace regular employment. Overtime shall always be compensated at a premium rate, which is recommended to be not less than 125% of the regular rate of pay.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4	The total hours worked in any seven day period shall not exceed 60 hours, except where covered by clause 6.5 below.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5	Working hours may exceed 60 hours in any seven day period only in exceptional circumstances where all of the following are met: <ul style="list-style-type: none"> <li>• This is allowed by national law</li> <li>• This is allowed by collective agreement freely negotiated with workers origination representing a significant portion of the workforce</li> <li>• Appropriate safeguards are taken to protect the workers' health and safety, and</li> <li>• The employer can demonstrate that exceptional circumstances apply such as unexpected production peaks, accidents or emergencies.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.6	Workers shall be provided with at least one day off in every seven day period or, where allowed by national law, two days off in every 14 day period. *International standards recommend the progressive reduction of normal hours of work, when appropriate, to 40 hours per week. Without any reduction in workers wager as hours reduced.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>7. No discrimination is practised</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
7.1	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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8. Regular employment is provided</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
8.1	To every extent, possible work performed must be on the basis or recognised employment relationship established through national law and practice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.2	Obligations to employees under labour and social security laws and regulations arising from regular employment relationship shall not be avoided through the use of labour-only contracting, sub-contracting, or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills provided regular employment, nor shall such obligations be avoided through the excessive used of fixed-term contract of	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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**9. No harsh or inhumane treatment is allowed**

Yes No N/A

9.1 Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited. The provisions of this code constitute minimum and not maximum standard, and this code should not be used to prevent companies from exceeding national and other applicable law and, where the provisions of law and this Base code address the same subject, to apply that provision which affords the greater protection.

**I can confirm that the above information is accurate at the time of completion and that we will notify any changes to SeeWoo UK Group Limited regarding our Ethical Trade Policy**

Print		Sign	
Position		Date	
Company		Own company policy supplied	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Reviewed on behalf of SeeWoo UK Group Limited**

Name:		Signature:	
Position:		Date:	