

# al-zaidco Trading Ethical Trade Policy

**Statement** Date of Issue: August 2015- V. 1

## Ethical Trade Policy Statement

### Policy Statement

al-zaidco Trading recognises that our commercial activities have potential to impact on our suppliers and our locality

As a socially responsible small business, our suppliers, local community and customers have the right to expect:

- All workers involved in the delivery of services provided by al-zaidco Trading are treated with full consideration to their basic human rights.
- al-zaidco Trading acts in an ethical manner above and beyond basic legal requirements.
- al-zaidco Trading is therefore committed to implementing the principles of the Ethical Trading Initiative Base Code (although we are not members of the ETI)

al-zaidco Trading Commitment to its suppliers, service providers, and customers: al-zaidco Trading recognises that our ethical and social performance and reputation is a key part of our overall commercial success.

### Employees

al-zaidco Trading is committed to ensuring that our employment practices and the enforcement of corporate regulations ensure the protection of the rights of all those who work for us. In many areas we aim to operate above the minimum standards required by UAE law to ensure our employees are safe, rewarded and valued. As we of course expand and become larger we will be able to offer more opportunities for our staff. We establish recognised relationships with our employees in accordance with existing legislation in the UAE or in any country where we are obtaining products or sub contracting. All employees are provided with an easy to read, formal contract of employment with particular clarity in relation to wages. In the case where an employee is unable to read, the contract of employment will be read and explained to them by a member of al-zaidco Trading management or another

### Customers

al-zaidco Trading is committed to demonstrating its ethical and social responsibility credentials to enable customers to make informed choices about whose services they purchase.

### Suppliers

al-zaidco Trading is committed to monitoring social standards in our supply chain and we encourage our suppliers to operate the same ethical standards we employ ourselves.

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## al-zaidco Trading Ethical Trading Code of Practice

- This code of practice applies to:
- Staff directly employed by al-zaidco Trading, on temporary or permanent contracts.

**No forced, bonded or involuntary labour shall be used.**

- All employment with al-zaidco Trading is freely chosen
- Staff are not required to lodge deposits or identity papers with us
- Staffs are free to leave al-zaidco Trading after serving reasonable notice as set out in their contract of employment.

## Child Labour

- In principal al-zaidco Trading is against the use of child labour and believes its long-term elimination is ultimately in the best interests of children. However, the elimination of child labour must always be undertaken in a manner consistent with the best interests of the children concerned. Procurement and supply management professionals will ensure that their organisation's supplier comply with the following: in this context "child" refers to any persons less than 15 years of age, unless local legislation on the minimum age stipulates a higher age for work or mandatory schooling in which case the higher age shall apply
- Young person refers to any worker over the age of a child, as defined above, under the age of 18.

**Working conditions are safe and hygienic**

- A senior member of staff is assigned responsibility for Health and Safety within the Company.
- al-zaidco Trading takes adequate measures to prevent accidents and minimise potential hazards
- The nominated management representative regularly monitors compliance with the Health and Safety Policy.
- Appropriate PPE is provided to all employees who require them at no cost to the individual.
- Staffs have unrestricted access to welfare, toilet facilities and drinking water and are entitled to regular breaks.
- al-zaidco Trading 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.**

- Staff pay rates are above UAE legal minimum standards
- Staff are not forced to work in excess of 48 hours per week
- Staff are provided 2 days off per week
- Staff are given written terms and conditions of employment that details the employment relationship between and the respective obligations of the employee and the 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.

**No discrimination is practised:**

- There is no discrimination in pay, hiring, compensation, access to training, promotion and termination of employment or retirement on the grounds of race, nationality, religion, age, disability, marital status, or political affiliation.

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- Opportunities for personal and career development are equally available to all employees.
- No harassment, threats, abuse or intimidation shall be practised. Physical, verbal and sexual threats, abuse, harassment or intimidation is expressly prohibited and grounds for summary dismissal, if proved.

## **Organisation**

- al-zaidco Trading Directors have overall responsibility for all aspects of ethical trading at work within the business.
- Looking towards further improvement
- al-zaidco Trading is always looking to develop and learn from others and welcome anyone that has any suggestions or feedback regarding our policy or practice to contact us.