



Ethics & Social Compliance Policy Statement and Code of Conduct

Bag It Don't Bin It Ltd (herein referred to as BIDBI) is committed to adhere to and regularly review our Ethical & Social Compliance Policy and Code of Conduct. Irrespective of the countries that we do business with, our positions and our governing principles remain the same. We will abide by all applicable laws and regulations. We will respect the rule of law and industry best practices. We will honour both our clients and workers and will operate fairly with all parties and stakeholders.

This Ethical & Social Compliance Policy along with the Code of Conduct serves to guide and inform stakeholders in key areas of concern such as factory audits, employment standards and labour rights (UK and International) as well as environmental custodianship. We maintain complete supply chain transparency. We will never compromise on these key facets of our operation because we work hard to uphold our integrity and reputation as an ethical and fair-trade supplier of cotton bags and associated products.

Commitment

To achieve our vision of being regarded as the best printer of eco-friendly, fairly-traded alternatives to single use items, we at BIDBI recognise that minimum standards of behaviour and conduct are necessary so that a productive, harmonious and safe environment exists in the workplace.

BIDBI are committed with dedication to:

1. Condemn illegal child labour, forced labour and discrimination. BIDBI do not engage with any supplier/factory or business that engages in such discriminatory practices and in turn should such situations be identified; BIDBI are committed to informing the relevant third parties to prevent such activity continuing.
2. Improve employment conditions and compensate our employees appropriately.
3. Provide a safe and healthy working environment for our employees.
4. Respect employees' human rights and personal rights.
5. Take interest and provide support for our employees with regards to their health and wellbeing.
6. Encourage a sense of social responsibility amongst managers and employees alike.
7. Comply with all applicable UK and international laws and regulations relevant to our activities and Code of Conduct
8. Continually improve our social management systems and ensure a review of this policy every 12 months taking into consideration any legislative changes.

BIDBI's success has been built on a foundation of personal and professional integrity. We understand the challenge of ensuring high social, ethical and environmental standards within our business and throughout our supply chain and we are committed to working collaboratively with our suppliers to ensure that these standards are continually improved upon. To achieve this, BIDBI has developed this Ethical & Social Compliance Policy and Code of Conduct based on the internationally acknowledged ETI base code.

All partner factories should be annually audited against the principles outlined within our Code of Conduct. We are a member of various accredited bodies and the factories we engage in business with are audited annually by the same governing bodies. BIDBI reserves the right to visit any approved factory or unit unannounced or at any time.

Anti-bribery & Corruption

BIDBI has a strict policy on accepting bribes and gifts and we do not tolerate corruption in connection with any of our business dealings.

Record Keeping

BIDBI maintain accurate and up to date records with regards to our employees both electronically and manually in line with UK GDPR guidelines.

Competition

BIDBI competes fairly and independently in every market in which it conducts business. Legislation exists in all of our markets to protect competition and there are significant penalties for companies and individuals that break the law. To preserve our customers' trust in our competitive practices we are careful when in contact with competitors and suppliers.

Modern Slavery

The Modern Slavery Act came into effect on 29th October 2015. The law requires manufacturers and retailers doing business in the UK that supply goods or services and have an annual turnover exceeding £36 million to disclose information regarding their policies, to eradicate slavery and human trafficking from their supply chain and within their business.

BIDBI is committed to procuring goods and services from suppliers who demonstrate ethical principles in the way they conduct their business and we engage with suppliers on standards of quality, safety, environmental responsibility and human rights. BIDBI requires its suppliers to have safe working conditions, these include:

- Forced, bonded or compulsory labour must not be used. Employees must be free to leave employment at any time after reasonable notice.
- No person shall be employed who is under the age for completing compulsory education, or under minimum age for employment in the country, whichever is greatest. Young people under the age of 18 shall not be employed in hazardous conditions without appropriate supervision or complete work that could affect their personal development.
- Employees' employment conditions should be clearly communicated to them. Employees should be fairly and reasonably paid in line with applicable wage laws relating to minimum wages, overtime hours and legally mandated benefits.
- There shall be no harsh or inhumane treatment of workers such as verbal or physical abuse.

BIDBI is committed to upholding human rights and fully support the UN Universal Declaration of Human Rights, the International Labour Organisation (ILO) Core Conventions and the UN Guiding Principles on Business and Human Rights. Furthermore, BIDBI is committed to including the UNs Sustainable Development Goals into our business practices.

<https://www.un.org/sustainabledevelopment/sustainable-development-goals/>

<http://www.un.org/en/universal-declaration-human-rights/>

<https://www.ilo.org/global/standards/introduction-to-international-labour-standards/conventions-and-recommendations/lang-en/index.htm>

https://www.ohchr.org/Documents/Publications/GuidingPrinciplesBusinessHR_EN.pdf

<https://www.ethicaltrade.org/eti-base-code>

Queries on Social Compliance

If you have any questions or would like to discuss our business and supplier social responsibility requirements in more detail, please contact info@bidbi.co.uk.

Code of Conduct

At Bag It Don't Bin it Ltd (herein The Company) we are committed to high standards, in every aspect of our business, to ethical and responsible conduct in all of our operations to the respect and rights of all individuals and for the environment.

1. Employment is Freely Chosen.

- a. There is no forced, bonded or involuntary prison labour.
- b. All of our employees have willingly applied and chosen to work for The Company.

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

- a. At the time of publication, The Company does not recognise a Union we operate an open working environment for our employees, they have the freedom to question, open discussion and share ideas.
- b. Workers without distinction have the right to join or form a trade union of their own choosing and to bargain collectively if requested.
- c. The employer adopts an open attitude towards the activities of trade unions and their organisational activities.
- d. All employees have the freedom to raise concerns both informally and formally in line with the Company Grievance Policy. Furthermore, all employees are encouraged to work collaboratively with The Company to help support growth and development.
- e. The Company encourages a free and open culture, employees feel able to raise any issue concerning employment with either their Line Manager, HR Manager or Company Directors.

3. Working Conditions are safe and hygienic.

- a. A safe and hygienic working environment is provided and complies with both prevailing legislation and knowledge of the industry and of any specific hazards. Adequate steps are taken to prevent accidents and/or injuries to health arising out of, associated with, or occurring in the course of work, by minimising, so far as reasonably practicable, the causes of hazards inherent in the working environment.
- b. Workers receive health and safety training as part of their induction and furthermore, where changes or updates are identified, these are also trained out accordingly.
- c. Access to clean toilet facilities, potable water, sanitary facilities and food storage are provided.
- d. We have an in-house Cleaner to ensure that staff welfare facilities are kept clean and sanitary. Furthermore, cleaning records are also maintained.

4. Child Labour is strictly prohibited.

- a. The Company condemns illegal child labour, forced labour and discrimination. The Company strictly does not engage with any supplier, factory or business that engages in such discriminatory practices and in turn should such situations be identified; The Company are committed to informing the relevant third parties to prevent such activity continuing.
- b. Young persons under the age of 18 are not employed to operate night shift working and the Company is compliant with Working Time Regulations in this regard.

- c. The Company only employ people over the age of 16* (see 4d) in our headquarters in the UK. The Company ensures that overseas factory that we engage in business with are strictly SEDEX and Fairtrade certified and therefore adhere to higher standards of working conditions.
- d. Where young workers between the ages of 16-18 are employed by the Company, they are required by law to participate in conjunction with a work-based learning programme such as an Apprenticeship.

5. Living wages are paid

- a. Wages, salaries and benefits paid for a standard working week meet, at a minimum, or exceed national legal standards or industry benchmark standards, whichever is higher. In any event rates of pay should always be enough to meet basic needs and to provide some discretionary income.
- b. All employees et al are provided with written and understandable information about their employment terms and conditions in respect of payment before they enter employment and about the particulars of their pay for the pay period concerned. In addition, all employees and/or workers are provided with a 'payslip' providing:
 - i. a clear statement of earnings both before and after any deductions.
 - ii. The amount of any deductions that are variable such as tax and NI.
 - iii. The amount of any fixed deductions
 - iv. The number of hours worked if pay varies on time worked.
- c. The Company ensures that those on Apprenticeship schemes are paid in accordance with prevailing UK legislation.
- d. Where overseas factories are used, only Fairtrade, SEDEX certified factories are used where fair wages are part of a mandatory code of conduct.

6. Working hours are not excessive

- a. Working hours comply with the Working Time Directive.
- b. The Company ensure all employees/workers are contracted to an average of 40 hours per week or less. The Company does offer overtime which is strictly non-compulsory, and all working hours and patterns are compliant in the Working Time Directive.

7. Discrimination is strictly prohibited

- a. The Company operates a strict zero tolerance approach to any form of discrimination. This is reflected in both our Equality, Diversity and Dignity at Work Policy and our Disciplinary Policy. Any form of discrimination such as on the grounds of age, disability, sex, gender reassignment, pregnancy or maternity, race, colour, nationality, ethnic origins, sexual orientation, religion or belief or because someone is either married or in a civil partnership are strictly prohibited. These are known as protective characteristics and discrimination on any of these grounds is classified as gross misconduct and could result in disciplinary action being taken against the person(s) responsible, up to and inclusive of summary dismissal.

8. Regular employment is provided

- a. Employees are employed on either a permanent or fixed-term basis- role dependant. In periods of peak trading, temporary employment may also be offered.
- b. In the event of a downturn in work, the Company reserves the right to lay employees off temporarily or to reduce their working hours (with corresponding reduction in pay). In such circumstances employees will be paid only for the hours worked. This action is compliant with both the Company's contracts of employment and prevailing UK legislation.

9. Harsh or inhumane treatment is strictly prohibited

- a. Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation are strictly prohibited.
- b. The Company takes a zero-tolerance approach to any act that would be tantamount to inhumane. The Company is an equal opportunities employer and strictly do not discriminate on the grounds of age, disability, sex, gender reassignment, pregnancy or maternity, race, colour, nationality, ethnic origins, sexual orientation, religion or belief or because someone is either married or in a civil partnership. These are known as protective characteristics. We do not tolerate discrimination, harassment or victimisation in respect of any protected characteristics or otherwise. Furthermore, any behaviours or acts carried out that could be considered harsh or inhumane that are also deemed as unlawful would result in the Police being informed. Any behaviours or acts considered acts of either misconduct or gross misconduct are taken very seriously and those responsible would be subject to disciplinary action up to and including summary dismissal.

10. Concern for Health and Safety and the Environment

- a. The Company shows due concern for the environment and seeks to minimise the environmental impact of its operations whilst complying with all relevant and prevailing legislation. The Company ensures that all products are safe to manufacture and use.
- b. As an eco-friendly focussed Company, we ensure where possible that all materials used are environmentally friendly and that the company operates the with eco-friendly values in mind too.
- c. Health and Safety at work (H&S) is of paramount importance. The Company is committed to the achievement of high standards of H&S in compliance with prevailing UK legislation.
- d. The Company has a written Environmental Policy which is reviewed yearly. Please see appendix A.

11. Anti-Bribery and Corruption

- a. The Company strives to operate at all times in accordance with the Law and with honesty, fairness and integrity in our relations with customers, suppliers, competitors, employees, workers and the community.
- b. The Company does not offer, pay or accept bribes of any kind.
- c. The Company does not make any political donations or participate with political parties
- d. The Company requires all employees to avoid conflicts of interest between their personal affairs and their business proposition.
- e. Employees may only accept or offer gifts or hospitality in accordance with company procedures.

12. Monitoring and Compliance

- a. The Company works to strict compliance rules as set out by our accreditation partners.

Last reviewed: 31/07/2019

Next Review due: July 2020



Daya Ram Singh

Managing Director Bag It Don't Bin It / TA BIDBI

Dated 31st July 2019

Appendix A - Environmental Policy

Bag It Don't Bin It Ltd (herein referred to as BIDBI) is committed to adhere to and regularly review this Environmental Policy. Irrespective of the countries that we do business with, our positions and our governing principles remain the same. We will abide by all applicable laws and regulations. We will respect the rule of law and industry best practices. We will honour both our clients and workers and will operate fairly with all parties and stakeholders.

At BIDBI we recognise that many industrial processes and practices are harmful to the environment and exploit the world's natural resources. This awareness has motivated us to develop products that provide businesses and organisations with a sustainable marketing solution that also demonstrates green credentials to their clients and consumers alike.

We have incorporated sustainable measures into our daily activities and work processes so that our business success is not comprised by practices that harm the environment. We willingly accept the fact that financial and manpower resources must be allocated to ensure that good environmental practices are carried out in all areas of the company's operations.

Through measurement and examination of the impact of our own activities, we seek to eliminate or reduce pollution on a continual basis and meet relevant environmental legislation.

At BIDBI we agree to:

- We behave as ambassadors to ensure our environmental objectives and targets are achieved. We operate with mindfulness and awareness of both the environmental and ethical impact our business has on the world and its natural resources.
- Raise awareness, encourage participation and train employees in environmental best practice by maintaining awareness of legislative changes, update via the Ethical Trading Initiative and other applicable governing bodies.
- Ensure that we work closely with our suppliers to ensure they too can demonstrate good environmental management.
- Seek to reduce the environmental impacts of our bags by transporting them to the factory using sustainable transport options and consolidating orders.
- Minimise the use of raw materials in the factory and office.
- As a Zero Waste to Landfill business we prioritise the reduction of waste, followed by re-use, recycling and where there is no alternative, energy recovery.
- Encourage employees to use sustainable transport options, on both their commute and any business travel.
- Make it a central aim of our market strategy to let our customers know the environmental benefits of our products.
- Actively promote recycling both internally and amongst its customers and suppliers.
- We provide and regularly update an Environmental Plan that supports our compliance with this document and associated policies.
- Display our Environmental Policy at work and make it available on our website.