

Ethical Trading Policy

1. Introduction

Hartgraph Ltd is a commercial printer specialising in printed materials and packaging solutions. Our mission is to conduct business ethically and responsibly, ensuring our trading relationships meet the highest standards of fairness and integrity.

We expect all suppliers, manufacturers, and subcontractors to comply with this policy and adhere to the following guiding frameworks:

United Nations Global Compact

United Nations Declaration of Human Rights

1998 ILO Declaration on Fundamental Principles and Rights at Work

2. Labour Standards

2.1 No Forced Labour

- All work must be voluntary, and employees are free to leave after providing reasonable notice.
- No worker should be required to lodge identity papers with their employer.

2.2 No Child Labour

- Minimum employment age: 15 years or higher if stipulated by local laws.
- Compliance with ILO standards is mandatory, with no exceptions.

2.3 No Discrimination

- Equal treatment in recruitment, pay, and workplace opportunities.
- Zero tolerance for discrimination based on race, gender, religion, disability, or other personal attributes.

2.4 Working Hours

- Maximum workweek: 48 hours, with up to 12 hours of voluntary overtime.
- One rest day per week is mandatory.

2.5 Fair Pay

- Wages must meet or exceed local/national minimum standards.
- Transparent communication of pay rates and deductions to all employees.

3. Human and Civil Rights

- Workers are free to join trade unions and engage in collective bargaining.
- No intimidation or discrimination against union members or worker representatives.
- Harassment, abuse, or corporal punishment is strictly prohibited.

4. Anti-Bribery and Corruption

- Zero tolerance for bribery, corruption, or unethical business practices.
- Prohibited actions include:
 - Offering or accepting gifts, hospitality, or kickbacks for preferential treatment.
 - Engaging in dishonest practices to gain competitive advantages.

5. Supplier Compliance and Appraisal

Hartgraph Ltd evaluates its suppliers periodically to ensure compliance with this policy. Non-compliance may result in the termination of business relationships.

For further information or clarification, please contact:

Steve Walters | Hartgraph Ltd

01628 810523