

Burlington Uniforms Limited

Ethical Trading Policy

Burlington Uniforms Ltd recognises that as a corporate member of society, enjoying certain rights to do business, it has a responsibility to the wider public. We are committed to developing a profitable, stable company. However this must be compatible with the interests of our wide range of stakeholders, including our customers, employees, suppliers and contractors, business partners and the communities where we carry on our business. As well as applying standards to our own business we apply them to those with whom we trade and in deciding with whom to trade. Thus our own code of ethics is incorporated in and applied to this our Ethical Trading Policy

We are totally committed to a code of ethics designed to promote honesty, integrity, fairness and mutual respect and we will demonstrate our commitment by:

- Providing customers with quality products and services, according to their individual needs
- Providing a safe working environment for our staff.
- Encouraging the development of working relationships based on trust, equal opportunity and non-discrimination. We encourage career development for our staff and recognise and reward both individual contribution and teamwork.
- Being conscious of the impact of our business activities upon the environment and continuing to seek ways to minimise or offset these effects. We will continue to act responsibly regarding health and safety, with stringent procedures in place to safeguard customers, suppliers, contractors, employees and the general public. We have developed separate policies covering both environmental and health and safety laws and good practice.
- Working with the local community, wherever our business premises are located, to establish and sustain positive relationships based on mutual understanding.
- Honouring our contractual obligations to suppliers, customers, business partners and contractors, endeavouring to build long-term relationships in order to achieve high service standards and deliver increasing benefits for all stakeholders.
- Co-operating fully with government agencies to ensure our compliance with all laws, bylaws and regulations, European Union regulations and directives, and International Standards

It is a requirement of all those with whom we do business to demonstrate that they have in place policies with respect to:

- Business Ethics generally
- Education and training
- Environmental compliance and best practice
- Equality, diversity, non-discrimination, and prevention of harassment
- Health and safety

All our first tier suppliers and service providers are required to answer questionnaires on this subject on engagement and from time to time. They are required to show that they set similar criteria for their own suppliers and service providers. Thus the aim is to demonstrate a commitment to good business ethics throughout the length of the supply/service provision chain.

As well as making inquiries we visit all UK or EU based prospective new suppliers and make our own observations. We visit the UK offices or agencies of suppliers that are based further afield. And take a view on whether we should arrange a local inspection.

As part of our commitment to this policy and continual improvement of our Quality Management System we have evolved a more robust system and an ongoing program for re-assessing suppliers and auditing UK or EU based suppliers. We take a view on whether a local audit should be commissioned for any supplier based further afield as well as carrying out an audit at the UK office or agency.

The following factors preclude Burlington Uniforms dealing with a company or other entity, whether they are present within the business itself or tolerated by the regime, which governs the state in which the business is situated:

- Child labour
- Over-long working hours
- Over-long working week
- Insufficient holiday
- Insufficient breaks for refreshment and nutrition
- No minimum wage or unacceptably low minimum wage
- Failure to pay minimum wage
- Forced overtime working (whether by direct or indirect pressure)
- Lack of consideration for domestic and family matters
- Poor treatment of sick employees
- Unfair disciplinary procedures or lack of procedures
- Poor working conditions (e.g. poor Health and Safety generally, overcrowding, lack of temperature control/ventilation, poor cleanliness and hygiene, lack of sanitation and facilities)

This policy will be reviewed annually as part of Management Review procedures. All staff are invited to input. The policy is overviewed by the board of directors.

Signed:



Adrian Hewitt
Managing Director

Date: 13th July 2011

Review Date: 12th July 2012