

DERBYSHIRE FIRE & RESCUE SERVICE



SERVICE PROCEDURE

ETHICAL TRADING

APRIL 2019
VERSION 1.0
STATUS: LIVE

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INTRODUCTION	<p>We recognise the responsibility that we share with our suppliers to source products in an ethical manner. We want our stakeholders to be confident that the people who make our products are treated fairly, are not exploited and are not exposed to unsafe working conditions.</p> <p>Our Ethical Trading Procedure is a core element of our commitment to buy our products responsibly. It requires all our suppliers to comply with our Ethical Trading Code (ETC), which ensures key rights for workers. It is based on the Fundamental Conventions of the International Labour Organisation (ILO) and national and international laws. Our ETC is referenced in our Standard Terms & Conditions of Purchase with suppliers and is written into our Code of Conduct for introduction. We expect all our suppliers to have ethical processes and policies in place throughout their supply chain and, as part of our commitment to ethical trading. We will monitor supplier compliance with this policy to support the risk management, continuous improvement, reputation and capacity building of our suppliers, including the requirement for suppliers to provide reasonable information as evidence of compliance to our ETC.</p>
SCOPE	This procedure applies to all suppliers to Derbyshire Fire & Rescue Service and is applicable to the supply of goods and services.

IMPLEMENTATION	<p>Commitment to Ethical Trading Our ETC is integrated into our supplier management activities and our commitment to Ethical Trading forms a key part of our Corporate Responsibility programme. We recognise the need to communicate our commitment to key stakeholders including the public, suppliers and the people who work for our suppliers. We seek to develop long-term relationships with our suppliers who share our ethical standards. These relationships with suppliers are based on the principle of fair, open and honest dealings at all times.</p> <p>Only suppliers that share our standards and can demonstrate compliance will be considered appropriate to trade with Derbyshire Fire & Rescue Service. Through active monitoring we will measure the performance of our Own Suppliers against our ETC and identify emerging trends.</p>
CONTINUOUS IMPROVEMENT	<p>We encourage and support continuous improvement in supplier standards and we regularly measure supplier improvement. We recognise our suppliers may need time and support to ensure compliance, however, all our suppliers must demonstrate that any breach of our ETC is addressed in timescales appropriate to the criticality. Where we are alerted to breaches of our ETC we will take action that we consider appropriate. We will work with suppliers to resolve ethical trading issues.</p> <p>If suppliers are unable or unwilling to address critical issues associated with any breach of our ETC within the required timescales, this will be considered a material breach and we reserve our right to terminate the relationship in accordance with our contractual rights. We will strive to be open and honest when we work with others and ensure reporting is fair and transparent.</p>
SPECIFIC SUPPLIER REQUIREMENTS	<p>The requirements outlined in this section are in addition to all applicable legislation and industry practice. These requirements are in addition to our standard requirements for products supplied to be safe, legal and good quality.</p> <p>All suppliers are required to comply in all respects with our ETC which is referenced in our Supplier Standard Terms & Conditions of Purchase. In addition, suppliers must demonstrate compliance and that any breaches of our ETC are addressed in timescales appropriate to the criticality and that systems are in place to ensure that they do not re-occur. Also to demonstrate ongoing commitment to our ETC by ensuring any audit improvements are followed through and standards are maintained and demonstrated on an ongoing basis and workers are provided with access to clean toilet facilities and to potable water, and, if appropriate sanitary facilities.</p>

	Accommodation where provided, shall be clean, safe and meet the basic needs of the workers. A senior management representative shall be responsible for Health & Safety.
CHILD LABOUR	<p>There shall be no use of child labour within the supply chain. In the event of any child found to be performing child labour, they shall be removed from the workplace immediately. The supplier shall then participate and contribute to the provision for the transition of the child to enable her or him to attend quality education until no longer a child.</p> <p>Young persons under 18 shall not be employed at night or in hazardous conditions. These policies and procedures relating to Child Labour shall conform to the provisions of the relevant International Labour Organisation (ILO) Standards.</p>
ANIMAL WELFARE	<p>We believe in good animal welfare standards and will not accept any cruel treatment towards animals. We support standards of the World Organisation for Animal Health (OIE).</p> <p>DFRS will not accept any products, which were tested on animals or any products, which contain any ingredients or combination of ingredients, which were tested on animals. Any ingredient, which was tested on animals before 1st January 1998, must not have been re-tested on animals since 1st January 1998.</p>
REMUNERATION	<p>Remuneration Wages and benefits paid for a standard working week meet, at a minimum, national legal or industry benchmark standards, whichever is higher. In any event wages shall always be enough to meet basic needs and to provide some discretionary income.</p> <p>All workers shall be provided with written and understandable information about their employment conditions including information with respect to wages before they enter employment, and about the particulars of their wages for the pay period concerned each time they are paid.</p> <p>Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the expressed permission of the worker concerned. All disciplinary measures should be recorded.</p>
WORKING HOURS	<p>Working hours are not excessive and must comply with national laws. Working hours, excluding overtime, shall be defined by contract, and shall not exceed 48 hours per week. All overtime shall be unpaid.</p> <p>Overtime shall be used responsibly, taking into account the extent, frequency and hours worked by individual workers and the workforce as a whole.</p>

DISCRIMINATION	<p>No discrimination is practised. There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on gender or gender identity, race, caste or ethnic origin, religion or belief, sexual orientation, disability, age, marital status, pregnancy, caring responsibilities or employment status as well as union membership or political affiliation.</p> <p>No harsh or inhumane treatment is allowed and suppliers provide a workplace in which any form of harassment is unacceptable. Examples include physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidations.</p>
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