



## Ethical Trading Code

**It Starts With Me  
and ends with  
Immaculately Clean Spaces**

As a socially responsible business our Colleagues, customers, suppliers and community have a right to expect:-

- All workers involved in the delivery of Cleanbrite services are treated with full consideration to their basic human rights.
- We act at all times in an ethical manner above and beyond basic legal requirements.
- Cleanbrite is committed to implementing the principles of the Ethical Trading Initiative Base Code.

### **This Code applies to:**

- Colleagues directly employed by Cleanbrite on permanent contracts.
- Colleagues employed by suppliers and vendors.

### **Employment Is Freely Chosen:**

- No forced, bonded, or involuntary labour shall be used.
- Colleagues are not required to lodge deposits or identity papers with us.
- Colleagues are free to leave Cleanbrite after reasonable notice.

### **Working Conditions Are Safe and Hygienic:**

- Adequate steps shall be taken to prevent accidents and injury to health by minimizing, so far as is reasonably practicable, the causes of hazards in the working environment.
- Colleagues receive health & safety information.
- Colleagues have access to toilet facilities and drinking water.
- Cleanbrite has a published Health & Safety Policy.

### **Child Labour Shall Not Be Used:**

- There shall be no recruitment of child labour.
- Children or persons under 16 are not employed at any time, day or night.
- Young persons under 18 shall not be employed at night or in hazardous conditions.

### **Living Wages Are Paid:**

- Colleagues pay rates are equal to or above the national legal minimum standards.
- Colleagues are given information about their employment conditions and wages
- No deductions are made from wages as a disciplinary measure and pay slips detailing lawful deductions are provided for each pay period.
- Colleagues are given clear and coherent written terms and conditions of employment that detail the employment relationship and the respective obligations of the employee and Cleanbrite.

### **Working Hours Are Not Excessive:**

- Colleagues are not forced to work more than 48 hours per week, a voluntary opt out agreement is available for those wishing to work in excess of 48 hours per week.

### **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, sexual orientation, union membership or political affiliation.
- Opportunities for personal and career development are equally available to all Colleagues.
- Gender Pay reporting is submitted annually and displayed on our website.

### **No Harsh And/or Inhumane Treatment Is Allowed:**

- Physical, verbal, and sexual threats, abuse, harassment or intimidation is expressly prohibited and grounds for summary dismissal, if proved.

- **Name:** Senior Management Team
- **Position:** Company Directors
- **Review Date:** 1<sup>st</sup> August 2021