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## Ethical Trading Policy

It is the policy of Creative Office Solutions LTD (the Company) to ensure that all persons involved in its supply chain is treated fairly and rewarded accordingly. The Company only endeavours to conduct business with suppliers that share and adopt our policies and values, in order to maintain ethical business practices at every stage in its processes.

**Standards:**

The Company understands the Code of Employment for Suppliers which recognises globally the need for labour standards. Our policy reflects these and the Ethical Trading Initiative's Base Code which specifies:

- Employment is freely and willingly chosen, there is no forced, bonded or involuntary prison labour. Workers are free to leave their employer after reasonable notice.
- Freedom of association and the right to collective bargaining are respected.
- Working conditions are safe and hygienic.
- Child labour shall never be used.
- Living wages are paid; wages should always meet basic needs and provide some discretionary income.
- Working hours are not excessive.
- No discrimination is practiced.
- Regular employment is provided.
- No harsh or inhumane treatment is allowed.

**Commitments:**

The Company is committed to implementing and maintaining labour standards by:

- Promoting good labour standards and ensuring that it is utilising an ethical supply chain for its products and services.
- Bring awareness of fair and ethical trading to company employees, as well as to customers and suppliers.
- Maintaining a reputation as a supplier of ethically traded products and services.
- Ensuring that both the Company and its suppliers adhere to current and future local, national, and global ethical trading legislation.
- Monitoring business endeavours to ensure that all its business activities are within the scope of the Ethical Trading Initiative.
- Ensuring that there is no modern slavery or human trafficking in its supply chain or in any part of its business

### Supply Chains:

The company procures goods and services from a wide variety of suppliers. Its supply chains currently support the following activities:

- Printing and publishing
- Print distribution and logistics
- Advertising and marketing
- Product manufacture and import
- Business process outsourcing

The Creative Office Solutions LTD Ethical Trading Policy is issued in line with the Code of Employment for Suppliers and the Ethical Trading Initiative's Base Code. The policy is made available to employees and will be reviewed and revised on an annual basis.

Signed : *N. Owen*

**Nick Owen**

Managing Director

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