



HILARY'S WHOLESALE LIMITED

Other Policies



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HILARY'S WHOLESALE LIMITED
HILARY'S ENVIRONMENTAL POLICY

Hilary's is committed to causing the least possible damage to the natural environment by its business activities.

It will meet that commitment so far as reasonably possible by the use of due diligence in identifying and controlling the impact of its business activities upon the natural environment by:

- 1 Ensuring that all relevant environmental legislation and regulations are complied with;
- 2 Encouraging a sense of awareness of environmental issues amongst its staff and those who work with them;
- 3 Considering the effect upon the environment of its activities, products and processes before undertaking them;
- 4 Introducing measures to prevent or eliminate pollution; and where this is not feasible to reduce pollution, emissions and waste generation to a minimum;
- 5 Implementing monitoring procedures to establish and to check compliance with this Policy which will be recorded by the Managing Director and reported to the Board at quarterly intervals with recommendations for improvements where applicable;
- 6 Discouraging waste, and encouraging the recycling of materials and the adoption of the practice of using, where possible, recycled materials;

- 7 Purchasing environmentally friendly materials where possible and appropriate;
- 8 Choosing suppliers who consider food miles;
- 9 Improving energy and water conservation by increasing energy efficiency and reducing water waste;
- 10 Analysing use of Company vehicles to reduce delivery mileage;
- 11 Developing and implementing renewable energy sources;
- 12 Review and auditing this Policy annually and considering an annual report by the Managing Director to the Board; and
- 13 Dedicating sufficient resources to sustain and implement this programme of environmental responsibility

HILARY'S WHOLESALE LIMITED
HILARY'S ETHICAL TRADING POLICY

Hilary's requires all its suppliers to ensure that within their operations there is full compliance with the legislation on Health and Safety, the Environment, Employment and Discrimination. Hilary's will actively encourage all its suppliers to apply the principles of the "Ethical Trading Institute" ("ETI"). It will exercise due diligence in ensuring that these conditions are met.

Hilary's follows the ETI Base Code measures:

- 1 Employment is freely chosen
- 2 Freedom of association and collective bargaining are respected
- 3 Working conditions are safe and hygienic
- 4 Child labour should not be used
- 5 Living wages are paid
- 6 Working hours are not excessive
- 7 No discrimination is practised
- 8 Regular employment is provided
- 9 No harsh or inhumane treatment is allowed

The ETI Base Code is attached to Hilary's Ethical Trading Policy.

If a customer has specific requirements regarding ethical trading issues, this must be agreed in writing between all parties before a contract is agreed. This applies in particular to fair trade, organic and genetically modified produce. We will only supply in accordance with these principles in giving you what you want. We have no specific approach towards any of

these issues and will be guided by customers or requirements of government or international policy as indicated to us as being appropriate.



The ETI Base Code

1. **Employment is freely chosen**
 - 1.1 There is no forced, bonded or involuntary prison labour.
 - 1.2 Workers are not required to lodge "deposits" or their identity papers with their employer and are free to leave their employer after reasonable notice.
2. **Freedom of association and the right to collective bargaining are respected**
 - 2.1 Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively.
 - 2.2 The employer adopts an open attitude towards the activities of trade unions and their organisational activities.
 - 2.3 Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace.
 - 2.4 Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.
3. **Working conditions are safe and hygienic**
 - 3.1 A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.
 - 3.2 Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers.
 - 3.3 Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.

- 3.4 Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers.
- 3.5 The company observing the code shall assign responsibility for health and safety to a senior management representative.

4. Child labour shall not be used

- 4.1 There shall be no new recruitment of child labour.
- 4.2 Companies shall develop or participate in and contribute to policies and programmes which provide for the transition of any child found to be performing child labour to enable her or him to attend and remain in quality education until no longer a child; "child" and "child labour" being defined in the appendices.
- 4.3 Children and young persons under 18 shall not be employed at night or in hazardous conditions.
- 4.4 These policies and procedures shall conform to the provisions of the relevant ILO standards.

5. Living wages are paid

- 5.1 Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. In any event wages should always be enough to meet basic needs and to provide some discretionary income.
- 5.2 All workers shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid.
- 5.3 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.

6. Working hours are not excessive

- 6.1 Working hours comply with national laws and benchmark industry standards, whichever affords greater protection.
- 6.2 In any event, workers shall not on a regular basis be required to work in excess of 48 hours per week and shall be provided with at least one

day off for every 7 day period on average. Overtime shall be voluntary, shall not exceed 12 hours per week, shall not be demanded on a regular basis and shall always be compensated at a premium rate.

7. No discrimination is practised

7.1 There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

8. Regular employment is provided

8.1 To every extent possible work performed must be on the basis of recognised employment relationship established through national law and practice.

8.2 Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub-contracting, or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

9. No harsh or inhumane treatment is allowed

9.1 Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

The provisions of this code constitute minimum and not maximum standards, and this code should not be used to prevent companies from exceeding these standards. Companies applying this code are expected to comply with national and other applicable law and, where the provisions of law and this Base Code address the same subject, to apply that provision which affords the greater protection.

Note: We have made every effort to ensure that the translations of the ETI Base Code and Principles of Implementation are as complete and accurate as possible. However, please note that in both cases it is the English language documents which should be treated as the official versions.