

SUMMARY STATEMENT

Forest Wholefoods is committed to building and maintaining an organisation which works within ethical trading values. The company's Ethical Trading Policy endorses our commitment to helping promote recognised policies for human rights, ethical rights and environmental issues within our supply chain.

Forest Wholefoods will apply the values and practices contained within the policy to all employees, job applicants, persons and organisations working on behalf of the company and all suppliers, contractors and recruitment agencies who have business dealings with us.

Forest Wholefoods do not currently subscribe to and are audited by a company to assess Ethical Trading

At Forest Wholefoods we believe strongly in ethical principles and good stewardship. We are therefore proud to guarantee that we trade according to the following Ethical Trading Criteria:

1. Employment is freely chosen

- 1.1 There is no forced 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.
- 1.3 Workers freedom of movement is not unnecessarily impeded. Workers are free to leave once their shift ends.

2. Working conditions are safe and hygienic.

- 2.1 A safe hygiene-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.
- 2.2 Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers.
- 2.3 Access to clean toilet facilities and to potable water, and, if appropriate sanitary facilities for food storage shall be provided.
- 2.4 Accommodation, where provided, shall be clean segregated, safe and meet the basic needs of the workers.
- 2.5 The Supplier shall assign responsibility for health and safety to a senior management representative.
- 2.6 First Aid facilities must be provided.
- 2.7 Fire safety equipment and fire emergency procedures shall be adequate, well maintained and all workers must be trained on procedures and records must be kept.
- 2.8 Workers must be provided with all appropriate protective equipment.

3. Child labour shall not be used.

- 3.1. There shall be no recruitment of child labour.
- 3.2. The Supplier shall develop or participate in and contribute to policies and programmes which provide for the transition of any child found to be performing labour to enable her or him to attend and remain in quality education until no longer a child; “child” and “child labour” is defined at the end.
- 3.3. Children and young persons under 18 shall not be employed at night or under hazardous conditions.
- 3.4. This section in relation to child labour shall conform to the provisions of the relevant ILO standards.
- 4.0 Compensation.
- 4.1. Wages and benefits paid for a standard working week meet, at a minimum, national legal standard or industry benchmark standards, whichever is higher.
- 4.2. All workers shall be provided with written and understandable information about their working conditions in respect to wages before they start work and about the particulars of their wages for the pay period concerned each time they are paid.
- 4.3. 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 shall be recorded.
- 4.4. Overtime wages shall be properly calculated at the premium rate as legally required. Where premium rate is not legally specified a minimum of the hourly compensation must be paid. Overtime rate must be posted in the factory where employees have access to the information.
- 4.5. All compensation, benefits, deductions or withholding must be calculated properly and documented.
- 5.0 Working hours are not excessive.
- 5.1. Working hours comply with national laws and benchmark industry standards, whichever affords greater protection.
- 5.2. In any event workers shall not on a regular basis be required to work in excess of National Law. Overtime shall be voluntary and shall not be demanded on a regular basis.
- 6.0 No discrimination is practised.
- 6.1. There shall be no discrimination in hiring, compensation or access to training, promotion, overtime, termination or retirement based on race, caste, national origin, age, religion, disability, gender, marital status, sexual orientation, union membership or political affiliation.
- 6.2. Maternity and paternity rights must be upheld in accordance with current national legislation.
- 6.3. Workers rights to exercise lawful rights of free association, including joining or not joining any association are recognized and respected.
- 6.4. There shall be no inappropriate medical testing used to determining employment (e.g. Aids, hepatitis, and pregnancy).
- 7.0 Regular employment is provided.

- 7.1. To every extent possible work performed must be on the basis of a recognised employment relationship established through national law and practice.
- 7.2. Obligations to workers 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.

8.0. No harsh or inhumane treatment is allowed.

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

9.0. Immigration law and compliance.

- 9.1. Only workers with a legal right to work shall be employed or used by the supplier.
- 9.2. All workers including Employment Agency staff, must be validated by the supplier for their legal right to work by reviewing original documentation (not photocopies) before they are allowed to commence work. Procedures which demonstrate compliance with these validations must be implemented.
- 9.3. Employment Agencies must only supply workers registered with them.
- 9.4. Suppliers must regularly audit Employment Agencies from whom they obtain workers to monitor compliance with this policy.

10.0. Animal testing

- 10.1 Our products are not tested on animals

Forest Wholefoods is committed to preventing slavery and human trafficking in all of its activities and ensuring that its supply chains are free from slavery and human trafficking.

We are building on this strong foundation by incorporating our policies and procedures into everything we do. We aim to work with our suppliers to build effective and transparent supply chains. We have a supplier approval process, operated by our Compliance and Procurement functions.

We expect our suppliers to operate to the same ethical standards that we employ ourselves

Forest Wholefoods policies clearly state that we will not tolerate forced labour (including human trafficking) or child labour in our operations or operations related to supply to Forest Wholefoods

Forest Wholefoods will not use any individual or organisation to source and supply workers using practices of forced labour, human trafficking for labour exploitation, payment for work-finding services or any work-related exploitation such as forced use of accommodation.

<http://www.legislation.gov.uk/ukpga/2015/30/contents/enacted>

Forest Wholefoods continue to foster ethical relationships based on the following principles;

- As appropriate, agreeing contracts with suppliers and paying promptly.

- Clean and pleasant resources for staff and ensuring that colleagues are given appropriate training.
- Continued support of a range of local, social, charitable and cultural activities.

It is the responsibility of Directors and Managers at Forest Wholefoods to ensure that the minimum standards established within this policy are applied and adhered to within their area in a consistent manner.

Employees are requested to familiarise themselves with this policy and co-operate with any measures introduced to ensure compliance with Ethical Trading Standards.

DEFINITIONS

Child

Any person less than 15 years of age unless local minimum age law stipulates a higher age for work or mandatory schooling, in which case the higher age shall apply. If however, local minimum age law is set at 14 years of age in accordance with developing country exceptions under ILO Convention No. 138, the lower will apply.

Young Persons

Any worker over the age of a child as defined above and under the age of 18.

Child Labour

Any work by a child or young person than the age (s) specified in the above definitions, which does not comply with the provisions of the relevant ILO standards, and any work that is likely to be hazardous or to interfere with the child's or young person's education, or to be harmful to the child's health or physical, mental, spiritual moral or social development.