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SUPPLIER CODE OF CONDUCT

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 organizational activities.
 - 2.3 Workers representatives are not discriminated against and have access to carry out their representatives functions in the workplace.
 - 2.4 Where the right to freedom of association and collective bargaining is restricted by 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 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 use of child labour.
 - 4.2 These policies and procedures shall conform to the provisions of the relevant ILO (International Labour Organization) standards.



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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, subcontracting, 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.

10. Environmental Responsibility

- 10.1 Aim to provide Swizzels with products that have a minimal environmental impact. This can be accomplished by efficiently using resources, adopting sustainable practices, and utilising eco-friendly technologies. Efforts should be made to eliminate deforestation, reduce greenhouse gas emissions, and minimise waste.



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- 10.2 We would like our suppliers to proactively work towards net zero by 2050 with a milestone plan to achieve this aim.
- 10.3 We ask our suppliers to minimise packaging in order to reduce environmental impact, while ensuring that the packaging remains sufficient to protect and preserve the quality of the product.
- 10.4 At a minimum, all applicable environmental laws and regulations must be followed.
- 10.5 Your organisation has committed to buying deforestation & conversion-free agricultural commodities.
- 10.6 Your organisation has a commitment to source deforestation and conversion-free soy by 2025.
- 10.7 You will provide proof, if we ask for it, and in a timely manner, that the products we purchase do not come from recently deforested land or contribute to forest degradation.

Originated by:	Technical Services Manager Lynda Hallam
Approved by:	Purchasing Director Jonathan Dee
Authorised by:	Head of Operations Paul Harvey

Effective Date: 12.09.2024

Amendment List

Issue 1	-15.08.2024	New Document, this is to replace the Ethical Trading Policy.
Issue 2	-05.09.2024	Section 10.7 added.
Issue 3	-10.09.2024	Section 10.2 updated



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