

## Ethical Trading Policy

Burlington Uniforms Limited recognises that as a corporate member of society, enjoying certain rights to do business, it has a responsibility to seek to ensure that it, its partners and those with whom we trade and do business (our associates) adhere to appropriate ethical standards.

We are committed to abide by the Code of Ethics set out in this policy and recognise our moral duty to influence our associates towards compliance. The company expect members of its supply chain to comply with the Code. Where a legal person will not comply with the code or refrain from proscribed conduct or practices or seek to achieve compliance or abstention from proscribed conduct or practices, Burlington Uniforms will not do business with that legal person.

This, our Ethical Trading Policy, is one of the series of policies that sit under the umbrella of our Corporate Social Responsibility Policy. Our Code Of Ethics is based on the Ethical Trading Initiative Base Code and the International Labour Organisation's Labour Standards.

Burlington Uniforms is a member of SEDEX, which is a not-for-profit membership organisation dedicated to driving improvements in ethical and responsible business practices in global supply chains.

We apply this Code Of Ethics to ourselves and we require any organisation with whom we place business to demonstrate that they adhere to these standards before they are placed on our approved list and throughout our relationship, by assessment, re-assessment and periodical audit.

As part of supplier assessment and re-assessment we also require commitment to and practice of policies and procedures that minimise an organisation's impact upon the environment.

### **The following principles form the basis of this policy:**

- Employment is freely chosen and workers are free to terminate employment,
- Freedom of association and right to collective bargaining are respected,
- Freedom of movement,
- No forced, bonded or involuntary labour or human trafficking,
- Working conditions are safe and hygienic,
- Child (i.e. a person aged 15 years or less) labour shall not be used save as permitted under U.K. Law,
- No person under the age of 18 years to be employed on hazardous work or at night,
- Living wages are paid,
- Working hours are not excessive,
- There is no enforced overtime,
- No discrimination is practised,
- Regular employment is provided,
- No harsh or inhumane treatment or captivity is practised,

- No threats of violence, harassment or intimidation,
- Adherence to National or Local Laws,
- No worker-paid recruitment fees,
- No confiscation of workers' original identification documents,
- Victims of modern slavery have access to justice, remedy and compensation.

There are further principles set out under each of the above heads of the code, which the company acknowledges and to which it complies and seeks to ensure compliance by its Associates.

Although Burlington Uniforms' turnover is below the level at which it must publish a Modern Slavery Statement, its policy is to comply with the Act and to promote compliance with it and adherence to best principles and practice throughout the supply chain. Our Modern Slavery Act Compliance Policy is POL 014.

This policy will be reviewed annually as part of Management Review procedures. All staff are invited to input. The policy is overviewed by the Managing Director.

**Signed:**



Adrian Hewitt  
Managing Director

**Date:** 19<sup>th</sup> July 2024

**Review Date:** 18<sup>th</sup> July 2025