

HC INNOVATIONS MANAGEMENT SYSTEM



Document Title: POL04 Ethical Trading Policy
Responsibility: Senior Management

SCOPE

This policy applies to the procurement processes operated by HC Innovations Ltd.

RESPONSIBILITY

Senior Management

Senior Management is responsible for keeping this policy up to date.

DOCUMENT HISTORY

Issue	Date	Details of amendment / change	Responsibility
1	05.07.18	First issue	QE Advisor
2	01.07.19	Reviewed and updated for 2019	Andrew Davis
3	05.03.20	Reviewed and signed for 2020 incorporating change of company name.	Andrew Davis
4	01.04.21	Reviewed and signed for 2021	Andrew Davis
5	08.04.22	Reviewed and signed for 2022	Andrew Davis



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Equality Policy

HC Innovations Ltd, based in Perth, provides our clients with a 'total solution' for their cleaning supplies requirements. We specialise in the manufacturing of wet wipes and procurement and supply of cleaning equipment and operate a dedicated delivery network of vehicles operating nationwide.

HC Innovations takes pride in our corporate responsibility and aims to encourage high standards across our supply chain. We are committed to encouraging equality and diversity among our workforce and eliminating unlawful discrimination. We expect our suppliers and customers to demonstrate similar policies and at a minimum, we expect them to meet the standards listed in the Ethical Trading Initiative (ETI) Base Code and to guarantee their workers the following rights:

- Employment is freely chosen.
- Freedom of association and the right to collective bargaining respected.
- Safe and hygienic working conditions.
- Child labour is not used and all young workers must satisfy the local government's legislation for employment, including meeting the minimum age requirements.
- Living wages will be paid and no staff will be paid less than the national minimum rate for that country.
- Working hours are not excessive and no member of staff will work in excess of that country's working hours legislation or requirements.
- No discrimination is practised.
- Regular employment is provided.
- No harsh or inhumane treatment is allowed.

We are committed to:

- Raising awareness of these standards across the supply chain
- Working with suppliers to meet and exceed these standards
- Monitoring and assessing performance along the supply chain (including compliance with legal requirements)

In order to achieve this, HC Innovations has developed an Integrated Management System (IMS) with aims to meet and exceed the requirements of ISO 9001 and ISO 14001. This IMS includes procedures for monitoring and assessing supply chain aspects and impacts and identifying processes, for controlling these and for monitoring performance.

A handwritten signature in blue ink that reads 'Andrew Davis'.

Andrew Davis
Director

April 2022