

## ETHICAL STATEMENT

Another Studio for Design Ltd has a responsibility to our customers, employees, colleagues and suppliers to ensure that the work we do is carried out in an ethical way and under the best possible conditions. This means that all our work is carried out:

- Lawfully and through fair and honest dealings
- Without exploitation of the people we employ or deal with
- Under decent, safe and healthy conditions
- Without damaging the environment

In particular:

### **1. Compliance with the law**

We comply with all relevant UK and European legislation.

### **2. Employment and equality of opportunity**

We aim to ensure equal access to employment opportunities on the basis of ability and to operate in a manner that is sensitive to the individual whatever their background.

We do not discriminate on grounds of age, disability, colour, ethnic origin, nationality, national origin or race, gender, HIV status, marital status, religion or belief, responsibility for dependents, sexual orientation, or unrelated criminal convictions.

We provide training where appropriate.

All employees are free to leave their employment after reasonable notice.

We have zero tolerance of modern slavery and proactively work to recognise, prevent and report any instances of forced labour, people trafficking, or other forms of exploitation.

### **3. Freedom of association and the right to collective bargaining**

Employees have the right to join or to form trade unions of their choosing and to bargain collectively.

### **4. Working conditions and Health & Safety**

A safe and hygienic working environment is provided at our premises and we expect the same from our suppliers.

Adequate steps are taken to prevent accidents or injury and work-related ill health.

Health and Safety training is given to new or re-assigned employees as part of their induction.

Further Health & Safety training requirements are regularly assessed and training is provided on a regular basis.

## **5. Young people, education and skills**

We are strongly committed to education and skills and we provide training to our employees where appropriate to enhance their skills levels and improve their life-chances.

We do not use child labour and do not use suppliers that we think are using child labour.

## **6. Living wages**

We are committed to paying wages and benefits that meet the UK national living wage or higher.

## **7. Working hours and regular employment**

Working hours comply with UK national laws or industry norms.

Employees and sub-contractors work on the basis of contracts of employment that meet UK employment legislation.

## **8. Bullying and harassment**

Bullying and harassment are not tolerated.

## **9. Environmental protection**

The company recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes ensuring that its activities do not have an adverse effect on the local and general environment. The company endeavours to control such adverse effects on the environment and to comply with the legal requirements and duty of care imposed by environmental protection legislation.

We maintain an environmental and waste management policy that outlines particular measures to ensure the protection of the environment. We endeavour to only use paper, cardboard or widely recyclable materials to pack and dispatch our products in and limit the use of plastics and non-recyclable materials for packaging. Where possible we use, or can supply if specifically requested, FSC approved paperboard for all our product packaging.

## **10. Product Integrity**

We ensure all our products pass a two stage quality control; once at the place of manufacture and again they are dispatched to the end customer.

## **11. Business integrity**

We do business with integrity and on a strictly proper and professional basis. The payment or receipt of favours or bribes is forbidden and we pay fair prices to our suppliers.

We endeavour to work in partnership with our suppliers and customers to ensure that the high ethical standards outlined above are also applied by those we do business with.