

# HERA BEAUTY

YOUR MANUFACTURING PARTNER

**Phone**  
01733 396195



**Mail**  
info@herabeauty.co.uk



**Address**  
Hera Beauty Ltd, Unit 9-11,  
Coningsby Business Park,  
Peterborough, PE3 8SB



## ETHICAL TRADING POLICY

At Hera Beauty Ltd 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.

- All employment is freely chosen.
- Working conditions are safe and hygienic.
- Child labour is not used.
- Wages are fair and comparable to industry standard and will always meet or exceed the minimum wage.
- Deduction from wages as a disciplinary measure shall not be permitted.
- Working hours are not excessive.
- No discrimination is practiced.
- Regular employment is provided for those who are employed on a permanent contract.
- No harsh, cruel or degrading treatment or practices are allowed.
- No bribery, corruption, blackmailing or bullying is permitted.
- Suppliers and buyers are both free to sell and buy from any number of other businesses. No restrictions, as a way of guaranteeing business, are allowed.
- Trade Unions although none at present would be recognised.

Hera Beauty Ltd. is a member of SEDEX (Supplier Ethical Data Exchange) which is a web-based system for suppliers to share ethical trading information with their customers.

### Policy Statement

Hera Beauty Ltd recognises that our commercial activities have potential to impact on our customers, suppliers and our locality.

As a socially responsible small business our suppliers, local community and customers have a right to expect:

- Products manufactured by Hera Beauty Ltd are produced under working conditions that are hygienic and safe.
- Hera Beauty Ltd acts in an ethical manner above and beyond basic legal requirements.
- This policy sets out Hera Beauty Ltd's commitment to its suppliers and customers; setting out the measures we are taking to ensure that we are acting in an ethical manner.

## **Commitment to Suppliers, Service Providers and Customers**

Hera Beauty Ltd recognises that our ethical and social performance and reputation is a key part of our overall commercial success.

### *Employees*

Hera Beauty Ltd are committed to ensuring that our employment practices and the enforcement of regulations ensure the protection of the rights of all those who work for us. In many areas we aim to operate above the minimum standards required by law to ensure our employees are safe, rewarded and valued.

### *Customers*

Hera Beauty Ltd are committed to demonstrating its ethical and social responsibility credentials to enable customers to make informed choices about whose products they purchase.

### *Suppliers*

Hera Beauty Ltd are committed to require our suppliers to operate to the same ethical standards we employ ourselves.

## **Hera Beauty Ltd Ethical Trading Code of Practice**

This Code of Practice applies to:

- Staff directly employed by Hera Beauty Ltd on temporary or permanent contracts.
- Staff employed or provided by contractors or employment agencies to work on Hera Beauty Ltds premises.

*No forced, bonded or involuntary labour shall be used.*

- All employment with Hera Beauty Ltd is freely chosen.
- Staff are not required to lodge deposits or identity papers with us.
- Staff are free to leave Hera Beauty Ltd after reasonable notice.

*No child labour shall be used.*

- There shall be no recruitment of child labour.
- Children or persons under 16 are not employed at any time, day or night.
- Children or persons under 18 are not employed full-time.

*Working conditions are safe and hygienic.*

- Hera Beauty Ltd takes adequate measures to prevent accidents and minimise potential hazards.
- Staff will receive regular health & safety training.
- Staff will have unrestricted access to toilet facilities and drinking water.

*Working hours and remuneration are reasonable and comparable to other companies in our sector and regular employment is provided.*

- Staff pay rates are at or above the national legal minimum requirements.
- Staff will not be forced to work in excess of 48 hours per week.
- Staff will be provided 2 days off per week.
- Staff are given written terms and conditions of employment that details the employment relationship between and the respective obligations of the employee and employer, rates of pay, working hours, grievance and disciplinary procedures, holiday entitlement, absence and sick pay rules and notice periods for termination of employment.
- No deductions are made from wages as a disciplinary measure, and pay slips detailing lawful deductions are provided for each pay period.
- Labour only contracting, sub contracting and fixed term contracts are not used as a means to avoid obligations under labour or social security laws.

*No discrimination is practiced.*

- There is no discrimination in pay, hiring, compensation, access to training, promotion, and termination of employment or retirement on the grounds of race, nationality, religion, age, disability, marital status, sexual orientation, union membership or political affiliation.
- Opportunities for personal and career development are equally available to all employees.

*No harassment, threats, abuse or intimidation shall be practiced.*

- Physical, verbal and sexual threats, abuse, harassment or intimidation is expressly prohibited and are grounds for dismissal if proved.

Employment agencies contracted to supply temporary staff shall demonstrate commitment to and application of this code. They shall ensure that all staff supplied to Hera Beauty Ltd are eligible to work in the UK by:

- Adhering to the Immigration, Asylum and Nationality Act 2006 to prevent illegal working.
- Retaining copies of identity papers, work permits or passport stamps as detailed by the Home Office to prove a right to work in the UK.

Further Improvement.

- Hera Beauty Ltd is keen to learn from others and would welcome feedback regarding our policy or practice.



**Andrew Kennedy**  
 Managing Director  
 Hera Beauty Ltd