

ETHICAL POLICY

Policy statement

Muffett Gears recognizes that our commercial activities have the potential to impact on interested parties and our locality. As a socially responsible business our staff, customers, suppliers, and the local community have the right to expect:

- All staff involved in the production of products by Muffett Gears are treated with full consideration to their basic human rights.
- Workforce acts in an ethical manner above and beyond basic legal requirements.

Code of Practice

This Code of Practice applies to:

- All staff directly employed by Muffett Gears on temporary or permanent contracts.

Employment is Freely chosen

- No forced, bonded, or involuntary labour shall be used.
- Staff are free to leave Muffett Gears after reasonable notice.

Working Conditions are Safe and Hygienic.

- 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 minimizing, so far as is reasonably practicable, the causes of hazards inherent in the working environment.
- Staff to receive health & safety information.
- Staff have access to toilet facilities and drinking water.
- Muffett Gears has a published Health & Safety Policy.

Child labour shall not be used

- There shall be no recruitment of child labour.
- Children or persons under sixteen are not employed at any time, day, or night.
- Young persons under eighteen shall not be employed at night or in hazardous conditions.

Living Wages are paid

- Staff pay rates are equal to or above the national legal minimum standards.
- Staff are given information about their employment conditions in respect to wages.
- No deductions are made from wages as a disciplinary measure and pay slips detailing lawful deductions are provided for each pay period.
- Staff are given clearly understandable written terms and conditions of employment that details the employment relationship and the respective obligations of the employee and employer.

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.

No Harsh or Inhumane Treatment is allowed.

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

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A.P Smith
Managing Director