Transpower Drives

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ethical trading policy

 Summary Statement
At the Transpower Drives Group Limited we strongly believe in ethical principles and good
stewardship.
Where possible we trade according to the following Ethical Trading Criteria:

1. All employment is freely chosen
2. Working conditions are safe and hygienic
3. Child labour is not used
4. Wages are fair and comparable to industry standard and will always exceed the
minimum wage.
5. Deductions from wages as a disciplinary measure shall not be permitted
6. Working hours are not excessive
7. No discrimination is practised
8. Regular employment is provided for those who are employed on a permanent
contract.
9. No harsh, cruel or degrading treatment or practices are allowed
10. No bribery, corruption, blackmailing or bullying is permitted.
11. Third party 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.

1. Our Full Ethical Trade Policy Statement

Policy Statement
The Transpower Drives Group Limited recognises that our commercial activities have potential
to impact on our suppliers and our locality

As a socially responsible small business our suppliers, local community and
customers have the right to expect:
• Products sourced by the Transpower Drives Group are produced under working
conditions that are hygienic and safe.
• All workers involved in the delivery of services provided by the Transpower Drives Group
are treated with full consideration to their basic human rights.
• The Transpower Drives Group acts in an ethical manner above and beyond basic legal
requirements.
• The Transpower Drives Group is committed to implementing the principles of the Ethical
Trading Initiative Base Code (although we are not members of the ETI)
• The Transpower Drives Group’s commitment to its suppliers, service providers and
customers.
• The Transpower Drives Group recognises that our ethical and social performance and
reputation is a key part of our overall commercial success.



Employees

The Transpower Drives Group is committed to ensuring that our employment practices and the
enforcement of corporate 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.
As we of course expand and become larger we will be able to offer more
opportunities for our staff. We establish recognised relationships with our
employees in accordance with existing legislation in UK or in any Country where we
are obtaining products or sub-­ contracting. All employees are provided with an easy
to read, formal contract of employment with particular clarity in relation to wages.
In the case where an employee is unable to read, the contract of employment will
be read and explained to them by a union representative or another appropriate
third party.

Customers
The Transpower Drives Group is committed to demonstrating its ethical and social
responsibility credentials to enable customers to make informed choices about
whose services they purchase.

Suppliers
The Transpower Drives Group is committed to monitoring social standards in our supply chain
and we encourage our suppliers to operate the same ethical standards we employ
ourselves.

2. The Transpower Drives Group Ethical Trading Code of Practice

This code of practice applies to:
• Staff directly employed by the Transpower Drives Group on temporary or permanent
contracts.
• Staff employed or provided by contractors or employment agencies to
work on the Transpower Drives Group’s premises or to undertake work on behalf of
the Transpower Drives Group.
• No forced, bonded or involuntary labour shall be used.
• All employment with the Transpower Drives Group is freely chosen.
• Staff are not required to lodge deposits or identity papers with us
• Staffs are free to leave the Transpower Drives Group after serving reasonable notice as
set out in their contract of employment.



3. Child Labour

• In principal the Transpower Drives Group is against the use of child labour and believes
its long-­‐term elimination is ultimately in the best interests of children.
However, the elimination of child labour must always be undertaken in a
manner consistent with the best interests of the children concerned.
Procurement and supply management professionals will ensure that their
organisation’s supplier comply with the following: in this context “child”
refers to any persons less than 15 years of age, unless local legislation on
the minimum age stipulates a higher age for work or mandatory schooling
in which case the higher age shall apply
• Young person refers to any worker over the age of a child, as defined
above, under the age of 18.
• We will develop or participate in and contribute to a policies and
programmes which provide for the transition of any exiting worker found
to be a child performing child labour to enable her or him to attend and
remain in quality education until on longer a child
• Any supplier to the Transpower Drives Group who employ children and young persons
at night in accordance with the ILO Conventions C70 Night Work of Young
Persons ((Non-­‐Industrial Occupations) Convention. 1946)) and C90 Night
Work of Young Persons ((Industry) Convention (Revised), 1948)).
• Kenton Research Limited will not employ children or young persons under
18 in hazardous conditions.
• In any event the course of action taken shall be in the best interest of the
child, conform to the provisions of ILO C138 Minimum Age Convention
(1973) and be consistent with the United Nation’s Convention of the Rights
of the Child.

4. Working conditions are safe and hygienic

• A senior member of staff is assigned responsibility for Health and Safety
within the Company.
• The Company takes adequate measures to prevent accidents and
minimise potential hazards
• Staff receive regular health and safety training and have access to the
Health and Safety Policy
• The nominated management representative regularly monitors
compliance with the Health and Safety Policy.
• Appropriate PPE is provided to all employees who require them at no
cost to the individual.
• Staffs have unrestricted access to welfare, toilet facilities and drinking
water and are entitled to regular breaks.
• The Transpower Drives Group has a published Health & Safety Policy.

 

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

• Staff pay rates are above the national legal minimum standards
• Staff are not forced to work in excess of 48 hours per week
• Staff are 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 the 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.

6. No discrimination is practised:

a. 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.
b. Opportunities for personal and career development are equally available
to all employees.
c. No harassment, threats, abuse or intimidation shall be practised.
Physical, verbal and sexual threats, abuse, harassment or intimidation is
expressly prohibited and grounds for summary dismissal, if proved.

7. Employment Agencies

Employment agencies contracted to supply temporary staff shall demonstrate
commitment to and application of the requirements of this code.
Employment agencies contracted to supply temporary staff shall ensure that all staff
supplied to the Transpower Drives Group are eligible to work in the UK by:

• Following Immigration and Nationality Directorate Guidelines on Amendments
to Section 8 of the Asylum and Immigration Act 1996
• Ensuring that the requirements of the Immigration and Asylum Act 1999 Section
22 Code of Practice are met.
• Retaining copies of identity papers, work permits or passport stamps as detailed
in the Home Office List of Specified Documents and UK Passport Stamps.

Employment agencies contracted to supply temporary staff shall ensure that all staff
supplied to the Transpower Drives Group have sufficient command of English to understand:
• The agency’s responsibilities under this code of practice
• The Transpower Drives Group health and safety requirements



• Written statements of employment particulars
• Or have other measures in place to ensure that all these requirements are
communicated in the employee’s native language.

8. Organisation

The Transpower Drives Groups’ Directors have overall responsibility for all aspects of ethical
trading at work within the business.

9. further improvement

The Transpower Drives Group is always looking to develop and learn from others and welcome
anyone that has any suggestions or feedback regarding our policy.