

RSM Partners

POL31 Ethical Trading Policy

Prepared by: Sandra Hands

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Version: 0.1





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1 Policy Governance

1.1 Purpose

The purpose of this policy is to provide clear guidance to employees and contractors with regards to Ethical Trading. This policy will clearly state the expectations of RSM Partners.

1.2 Policy Commencement

This policy will commence with immediate effect, 1st September 2017.

1.3 Application of Policy

This policy applies to all Directors, Employees, Contractors and Agency staff, which will be referred to as Staff throughout this policy.

1.4 Responsibility

It is the responsibility of all staff to abide by this policy.

1.5 Associated Documents

POL06 Health and Safety

1.6 Current Policy Version

0.1 Not Issued



2 Policy Statement

RSM recognizes that our commercial activities have potential to impact on our suppliers and our locality. As a socially responsible small business our clients, local community and customers have a right to expect:

- All staff employed by RSM Partners are treated with full consideration to their basic human rights.
- RSM Partners acts in an ethical manner above and beyond basic legal requirements.
- RSM Partners is committed to implementing the principles of the Ethical Trading Initiative Base Code.

2.1 Code Of Practice

This Code of Practice applies to:

- Staff directly employed by RSM Partners on temporary or permanent contracts.
- Staff employed or provided by employment agencies to work on RSM Partners premises or to undertake work for or on behalf of RSM Partners.

Employment Is Freely Chosen

- No forced, bonded or involuntary labour shall be used.
- Staff are free to leave RSM Partners 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 receive health & safety information.
- Staff have access to toilet facilities and drinking water.
- RSM Partners has a published Health & Safety Policy.

Child Labour Shall Not Be Used

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

Working Hours Are Not Excessive

- Staff are not forced to work in excess of 37.5 hours per week

No Discrimination Is Practised

- 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 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.



3 Document Control

POLICY CONTROL

POLICY HISTORY

Version	Date	Author	Approver	Date Approved
0.1	24/08/17	Sandra Hands	Jennie Holpin	

REVIEW

Name	Role	Date
Jennie Holpin	Managed Services and Support Director	01/09/17
Nick Davies	Financial and HR Director	01/09/17

APPROVAL

Name	Role	Date
Mark Wilson	Technical Director	



The Courtyard, Buntsford Drive,
Stoke Pound, Bromsgrove B60 3DJ
T +44 (0)1527 837767
e info@rsmpartners.com
www.rsmpartners.com

