

Mathias is committed to making sure that everything we do is ethical and lawful, and that we work in a socially and environmentally sustainable way. As our suppliers are a critical part of our business, we wanted to share with you our code of conduct, so you are aware of the things that are really important to us. It is equally important to us that our suppliers feel the same way.

Our code is a set of principles that we expect all our suppliers to work within. We will consider these principles when selecting suppliers, and will also be working together to monitor compliance to the code throughout our relationship. The majority of the principles are about complying with local laws and regulations, hence this is the minimum standard we're looking for, but would support any supplier who is looking to go above and beyond the standards.

## Human Rights & Labour Conditions

### Modern Slavery & Human Trafficking

- 1.1. Mathias takes a zero tolerance approach to modern slavery and human trafficking and expects our suppliers to do the same.
- 1.2. Employees should not be subjected to servitude, forced and compulsory labour or human trafficking.
- 1.3. Employees should have the freedom to work for their employer without lodging "deposits" or their identity papers and to leave the company after they've given reasonable notice.
- 1.4. We expect all suppliers to meet the disclosure requirements under the Modern Slavery Act 2015 and to undertake the necessary due diligence to ensure that there is no modern slavery or human trafficking in their operations

### Freedom of association and the right to collective bargaining are respected

- 1.5. Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively.
- 1.6. The employer adopts an open attitude towards the activities of trade unions and their organisational activities.
- 1.7. Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace.
- 1.8. Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.

### Working conditions are safe and hygienic

- 1.9. A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. 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 minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.
- 1.10. Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers.
- 1.11. Access to clean toilet facilities and water, and, if appropriate, sanitary facilities for food storage shall be provided.
- 1.12. Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers.
- 1.13. The company observing the code shall assign responsibility for health and safety to a senior management representative.
- 1.14. Mathias has a published Health & Safety Policy.

### Child labour shall not be used

- 1.15. There shall be no new recruitment of child labour.
- 1.16. Companies shall develop or participate in and contribute to policies and programs which provide for the transition of any child found to be performing child labour to enable her or him to attend and remain in quality education until no longer a child; "child" and "child labour" being defined in the appendices.
- 1.17. Children and young persons under 18 shall not be employed at night or in hazardous conditions.

### Employment Relationships & Wages

- 1.18. Employees should have an easy to read contract of employment, which needs to comply with legislation and be particularly clear about wages, working hours, grievance and disciplinary procedures, holiday entitlement, absence and sick pay rules and notice periods for termination of employment.
- 1.19. Wages and benefits paid for a standard working week meet, at a minimum, national legal standards. In any event wages should always be enough to meet basic needs and to provide some discretionary income.
- 1.20. Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted

without the expressed permission of the worker concerned. All disciplinary measures should be recorded.

### Working hours are not excessive

- 1.21. Working hours comply with national laws and benchmark industry standards, whichever affords greater protection.
- 1.22. In any event, workers shall not on a regular basis be required to work in excess of 48 hours per week and shall be provided with at least one day off for every 7 day period on average. Overtime shall be voluntary, shall not exceed 12 hours per week, shall not be demanded on a regular basis and shall always be compensated at a premium rate.

### No discrimination is practised

- 1.23. There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.
- 1.24. Opportunities for personal and career development are equally available to all employees.
- 1.25. It is important not to tolerate discrimination against workers who is (or thought to be) HIV positive or living with AIDS. Employees should not be asked to disclose their HIV/AIDS status or be made to take HIV/AIDS tests.
- 1.26. Suppliers should make sure that, if HIV/AIDS is a significant issue where they are operating, workers are educated about the risk and that access to treatment and medication is provided as necessary.

### Regular employment is provided

- 1.27. To every extent possible work performed must be on the basis of recognised employment relationship established through national law and practice, and be particularly clear about wages.
- 1.28. Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub-contracting, or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.
- 1.29. Employees who are unable to read should be introduced to a suitable person who can read out and explain the contract to them.

### Treating employees with respect and dignity

- 1.30. Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

### **Environmental Impact**

1. Suppliers should try and minimise its impact on the environment. As a minimum, we expect our suppliers to comply with local environmental legislation, regulations and guidelines to protect and improve the environment, and to have developed, reviewed and recorded processes in place to make sure they comply.
2. We also expect our suppliers to continually look for ways to reduce their impact on the environment eg energy consumption, waste management, training and awareness.

### **Business Ethics**

1. Suppliers should maintain high ethical standards to ensure that they meet not only its objectives in a fair and equitable manner, but its wider social responsibilities externally. This should include but not be limited to integrity, transparency and governance and, as a minimum, we expect our suppliers to comply with all relevant legislation and regulation.
2. Suppliers should not disclose any information of a confidential and sensitive nature.
3. Suppliers must not take part in forms of bribery or corruption, and must not be associated with any group that supports acts of violence, terrorism or discrimination.

### **Supplier Engagement Process**

Mathias expects openness and transparency in our relationships with our suppliers. We will endeavor to support continuous improvement with any supplier that needs help to meet the principles within this code. Suppliers shall maintain reasonable records and documentation of its compliance with this Code of Conduct. It shall permit representatives of Mathias to inspect all such records and documentation and the facilities of the supplier to independently confirm compliance with this Code of Conduct.

Please complete the following questionnaire and return to [ethical.trading@mathiasandsons.com](mailto:ethical.trading@mathiasandsons.com). Mathias requires this information from all suppliers as part of our integrated management system. Please note that failure to return a completed questionnaire may result in suppliers being taken off our Approved Suppliers list.

## General Information

Company Name:		Date:	
Person responsible:		Job Title	
		Tel:	
Address:		Mobile:	
		Turnover:	
Email:			

## Mathias Supplier Code of Conduct

Has your organisation read and understood the expectations of the Mathias Supplier Code of Conduct?	Yes / No
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## Ethical Trading

Does your organisation meet the ethical trading standards listed in the Ethical Trading Initiative (ETI) Base Code?	Yes / No
Does your organisation have procedures in place to ensure compliance with these trading standards by your employees and those working on your organisations behalf?	Yes / No
Please provide a copy of your Ethical Trading policy	<input type="checkbox"/> Included?

## Site Visit

Would your organisation be willing to allow us to carry out a site visit?	Yes / No
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## Management Systems

Does your company have (a):	Quality	Environmental	Health & Safety
• Policy for:	Yes / No	Yes / No	Yes / No
• Procedure for:	Yes / No	Yes / No	Yes / No
• Objectives and targets for	Yes / No	Yes / No	Yes / No
• Certified system (e.g ISO 9001, ISO 14001 OHSAS 18001)	Yes / No	Yes / No	Yes / No
Please provide copies of your management system policies	<input type="checkbox"/> Included?	<input type="checkbox"/> Included?	<input type="checkbox"/> Included?
Has your company been prosecuted in breach of any health and safety or Environmental legislation in the last 5 years? <i>If yes, please provide details on a separate sheet</i>		Yes / No	Yes / No

**If you have an accredited management system, please provide the following information; if not please write target date if you intend to obtain certification**

Standard (e.g ISO 9001, ISO 14001, ISO 45001)	Certification Body (e.g LRQA, SGS, BSI)	Certification Number	Date of Expiry	Target Date

Suppliers who manufacture directly for us should now complete the 'Production Quality Control' document and send it with this one.

**I/we confirm that the information provided is correct to the best of our knowledge.**

Print Name		Title	
Signature		Date	