



Ryder International Limited trading as  
The Solid Wood Flooring Company and Impervia Flooring

## Ethical Trading Policy issue 4.2

### Initial Summary Statement

At Ryder International Limited we passionately believe in ethical principles and good stewardship. Where possible we trade according to the following Ethical Trading Criteria:

1. All employment is openly and freely chosen.
2. Working conditions are safe, hygienic and meet COVID-19 principles.
3. Child labour is not used.
4. Wages are fair and comparable to industry standards 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 or tolerated.
8. Regular employment is provided for those who are employed on a permanent or part time 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.

### Full Policy Statement

Ryder International Limited understands that our commercial activities have potential to impact on our suppliers and our nation.

Issue 4.2 dated March 10 2020

Ryder International Limited Reg. No 5288599 Registered Office: Unit 1 Helena Court, Hampton Street, Tetbury, Gloucestershire GL8 8JN Trading as "The Solid Wood Flooring Company" VAT Registered No: 869 8398 36

As a socially responsible small business our suppliers, local community in our areas of operation and customers have the right to expect the following:

- Products sourced by Ryder International Limited are produced under working conditions that are hygienic and safe.
- All workers involved in the delivery of services provided by Ryder International Limited are treated with full consideration to their basic human rights.
- Ryder International Limited acts in an ethical manner above and beyond basic legal requirements.
- Ryder International Limited is committed to implementing the principles of the Ethical Trading Initiative Base Code (although we are not members of the ETI)
- Ryder International Limited's commitment to its suppliers, service providers and customers.
- Ryder International Limited recognises that our ethical and social performance and reputation is a key part of our overall commercial success.

### **Employees**

Ryder International Limited 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. 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 another appropriate third.

### **Customers**

Ryder International Limited is committed to demonstrating its ethical and social responsibility credentials to enable customers to make informed choices about whose products they purchase.

### **Suppliers**

Ryder International Limited is committed to monitoring social standards in our supply chain and we encourage our suppliers to operate the same ethical standards we employ ourselves.

## Ryder International Limited Ethical Trading Code of Practice

This code of practice applies to:

- Staff directly employed by Ryder International Limited on temporary or permanent contracts.
- No forced, bonded or involuntary labour shall be used.
- Staff are not required to lodge deposits or identity papers with us
- Staff are free to leave Ryder International after serving reasonable notice as set out in their contract of employment unless they are going to a competitor at which time, they would be put on gardening leave.

### 3. Child Labour

- Ryder International is passionately against the use of child labour and believes its long-term elimination is essential. We ensure that our suppliers do not employ child labour and will terminate any agreement with them if we do find they are even considering child labour.

### 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.
- Staff have unrestricted access to welfare, toilet facilities and drinking water and are entitled to regular breaks.
- Ryder International Limited 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 required to work in excess of 48 hours per week
- Staff are provided free weekends throughout the year and two weeks over the Christmas period on full pay in addition to 23 days holiday a year excluding bank holidays.
- 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**

Ryder International Limited does not use Employment agencies.

## 8. Organisation

The Ryder International Ltd Directors have overall responsibility for all aspects of ethical trading at work within the business.

## 9. Looking towards further improvement

Ryder International Limited is always looking to develop and learn from others and welcome anyone that has any suggestions or feedback regarding our policy or practice to contact the H&S Manager on 01666 504015

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