

Accountable: A Bramley	Form Ref: RIV/HR/014
Approved By: M Roe	Version: 1
Supersedes Issue/Date: NEW	Issue Date: 04/10/17

Ethical Trade Policy

Purpose

Riverside views ethical trade as our responsibility to ensure that every worker in our supply chain is respected and protected. We want our customers to be confident that the people who make our products are treated fairly, are not exploited and are not exposed to unsafe working conditions.

Riverside will conduct business in a manner that reflects our Company values, including fair trading, supporting a safe and healthy workplace and being environmentally responsible whilst complying with applicable laws. Our Ethical Trading Policy is a core element of our commitment to buy and sell our products responsibly.

Riverside will, as far as is reasonably practicable, ensure that our company and suppliers comply with the Ethical Trading Code (ETC) to ensure key rights for workers as outlined on <https://www.ethicaltrade.org/eti-base-code>

This code states;

- Employment is freely chosen
- Freedom of association
- Working conditions are safe and hygienic
- Child labour shall not be used
- Living wages are paid
- Working hours are not excessive
- No discrimination is practiced
- Regular employment is provided
- No harsh or inhumane treatment is allowed

Scope

This policy applies to all suppliers to Riverside Medical Packaging and is applicable to the supply of goods for resale and goods and / or services not for resale.

Implementation

Riverside recognises the need to communicate our commitment to key stakeholders including the public, suppliers and the people who work for our suppliers. We seek to develop long-term relationships with our suppliers who share our ethical standards. These relationships with suppliers are based on the principle of fair, open and honest dealings at all times. Only suppliers that share our standards and can demonstrate compliance will be considered appropriate to trade with Riverside Medical Packaging.

Monitoring & Assessing Risk

This policy will be communicated to all employees, suppliers, customers and contractors. Riverside assesses and monitors all suppliers through the Quality department.

Improvement

As a minimum, we expect suppliers to comply with local law and work towards compliance with the ETC and commit to driving continuous improvement.

We aim to work collaboratively with suppliers and constructively resolve issues that drive the continuous improvement of working conditions.

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Riverside will take action deemed appropriate when breaches of the ETC are identified.

Riverside will work with suppliers to resolve ethical trade issues. If suppliers are unable or unwilling to address critical issues associated with any breach of the ETC within the required timescales we reserve the right to terminate the relationship in accordance with our contractual rights.

We are committed to dealing openly and fairly with suppliers, adhering to contract terms and avoiding any undue pressure. We strive to be transparent on our ethical trade performance and ask suppliers to do the same. Working together we strive to respond promptly to any ethical issues that may arise.

Monitoring and review

This policy will be monitored and reviewed annually to consider its suitability, adequacy and effectiveness. Any improvements identified will be made within a reasonable timescale.