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# Ethical Sourcing Policy

## Introduction

T I Midwood & Co Limited (TIMCO) aims to provide its customers with quality products and value for money. In today's global market, this means sourcing products from a variety of locations nationally and internationally.

In recent years, concerns over poor working conditions and environmental degradation in developing countries and emerging markets have seen companies implement specific social and environmental criteria for the production facilities from which they source products.

To address these concerns, TIMCO is introducing its Ethical Sourcing Policy to ensure it is:

- Sourcing its products in a responsible manner
- Working with its suppliers to improve their social and environmental practices
- Providing clear guidance to its buying staff
- Protecting its corporate reputation and their brands

## Our Commitment

**TIMCO is committed to upholding human rights, fair working conditions and environmental protection and is a member of Sedex.**

In accordance with the expectations of our customers, we endeavour to always operate responsibly, and we expect the same from our suppliers.

Maintaining a reputation for the highest legal, moral and ethical standards in our dealings with our customers is critical for our ongoing success. This Policy has been developed to complement our core values of integrity, trust and acting responsibly.

We are committed to working with our suppliers to help improve their labour and environmental practices. We encourage all suppliers to become members of Sedex.

## Expectations

We expect our suppliers to support the ethical standards set out in this Policy and the ETI base code regarding workplace safety, environment and employment conditions.

The Policy sets out the standards that we expect all our suppliers to comply with when producing and supplying products, no matter where they operate in the world. We recognise that full compliance with these criteria may take time for some suppliers, and we are committed to working with our suppliers to implement improvement plans and help them achieve compliance.

Our suppliers must commit to complying with the following requirements. Many of which are drawn from and are to be adhered to, in conjunction with the Modern Slavery Act 2015.



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### **Bribery & Corruption**

Suppliers shall not engage in acts of bribery and corruption and shall not falsify documents and records.

### **Labour Rights**

Employment is freely chosen and there is no forced or involuntary prison labour throughout the supply chain.

### **Working Conditions**

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 in the working environment. Suppliers must ensure that personal protective equipment is available, workers are trained in its use and the benefits of it being worn. Safeguards on machinery must meet or exceed local laws. No harsh or inhumane treatment is allowed.

### **Child Labour**

TIMCO will not work with suppliers who use child labour.

### **Discrimination**

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.

### **Freedom of Association & Collective Bargaining**

Is the right of all workers and employees without exception to establish and join organisations of their own choosing without prior authorization and without interference from government or from one another.

### **Wages**

A reasonable living wage is paid to employees and working hours are not excessive. Regular employment should be offered where possible.

### **Sub-Contracting & Home Working**

There shall be no sub-contracting unless previously agreed with TIMCO. Suppliers must have adequate processes in place for properly managing sub-contracting and home working to ensure sub-contractors do not abuse, exploit or provide unsafe working conditions for their employees.

### **Environmental Compliance**

The manufacturing facility shall comply with national and local environmental laws and regulations. The facility shall dispose of its production waste in accordance with local environmental laws and regulations. The facility must have identified and documented its key environmental impacts and have implemented controls to minimise its impact on the environment with respect to solid waste disposal, hazardous chemicals storage and management, air and water emissions.

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## Compliance with the Policy

TIMCO expects every supplier to comply with all aspects of this Policy and will be extending its coverage of audited facilities and compliance monitoring processes to include these standards.

TIMCO is committed to working in partnership with its suppliers to help them achieve compliance with this Policy. In the event where any supplier is unwilling or unable to demonstrate continuous improvement towards full compliance with our standards, the trading agreement between TIMCO and the supplier will be reviewed.

## Key Contacts

If you are an existing or prospective supplier with questions or comments, please contact us at [purchasing@timco.co.uk](mailto:purchasing@timco.co.uk)

A handwritten signature in black ink, consisting of a large, stylized 'S' followed by a series of connected, jagged lines that form the rest of the name.

**Simon Midwood**  
Managing Director