

# WSH responsible sourcing and ethical trading policy

**WSH is the parent company of Benugo, provider of catering services to the Natural History Museum.**

WSH are committed to ensuring that all dealings with suppliers are conducted in line with the guiding principles of ethical and responsible trading. We expect suppliers to comply with all applicable national laws in the countries in which they operate and all relevant International Labour Organisation (ILO) Conventions. Suppliers shall comply with all WSH policies in relation to Responsible Sourcing.

The ethos of our company is to work with small local suppliers of fresh food, and therefore we strongly encourage and give a fair opportunity for small and local suppliers to join our supply chain.

We select and retain national suppliers by way of a non-discriminatory tendering process. This is initiated by the category manager outlining tender parameters, sending out requests for information, evaluating tenders using a fair weighting system of criteria and making an objective decision as to which suppliers to shortlist.

We are committed to conducting business in a fully legal and transparent manner and expect all our employees to adhere to those rules stipulated by the UK Bribery Act. We do not condone the offer, exchange or acceptance of payments, gifts, services entertainment or other advantages designed to secure commercial advantage or influence the way in which we or our suppliers would conduct their business.

WSH encourage best practice amongst our suppliers with respect to ethical trading and expect no less than the Base Code of the Ethical Trading Initiative:

## **Employment is freely chosen**

There shall be no forced, bonded or involuntary labour and suppliers will allow their employees the right to leave after providing reasonable notice.

## **Freedom of association and Employee representation**

Suppliers shall acknowledge and respect the rights of workers to freely join associations (e.g. trade unions, workers councils and workers associations). Employers shall not discriminate against workers choosing to belong to associations. Suppliers shall respect the rights of workers' associations to represent their members and to bargain collectively for them.

Suppliers must share with their employees information which will affect working conditions and develop mechanisms for consultation.

## **Working conditions are safe and hygienic**

Every effort shall be made by employers to provide a safe and hygienic working environment. Appropriate steps should be taken to prevent accidents and injuries to health from occurring, associated with the workplace. Suppliers must complete documented risk assessments for their sites and monitor risks posed to workers' health and safety.

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Medium and large scale suppliers are expected to allocate a senior manager to be responsible for health and safety issues. No employee shall be employed in potentially hazardous conditions without the provision of suitable safety training and supervision. Safety training records must be held and available.

Employers shall provide appropriate protective clothing and safety equipment free of charge for their employees and advise them of their correct usage. Employees shall be provided with potable drinking water, suitable toilet and washing facilities. Provision shall be made for employee rest breaks.

## **Child labour shall not be used**

Children under 15 years old shall not be recruited or employed. They must not be exploited, denied education and arrangements must be made to protect their health and safety. Young people under 18 years old and children shall not be expected to work through the night or under potentially harmful conditions.

## **Living wages are paid**

Wages and other benefits shall be comparable with locally benchmarked industry norms or national legal requirements. Wages shall be sufficient for basic needs. Before taking on employment, workers shall be advised as to the process of payment. Monies shall be paid directly to employees at agreed intervals. Information concerning the wages shall be provided in an understandable format. No deductions from wages will be made, except for taxes or insurance as required by national laws

## **Working hours are not excessive**

Employees shall not be expected to work in excess of 48 hours per week, unless this is chosen to by the employee. Overtime shall be a voluntary option and is limited to 12 hours a week. There shall be provision for employees to rest and sleep. Holiday allowances, break times and rest periods shall be in line with national legislation. Employees shall have as a minimum at least one day's rest per seven days.

## **No discrimination is practiced**

There shall be no discrimination in employing, promoting, training or retirement based on gender, age, disability, race, marital status, political views, sexual orientation, union membership or religion. Employees will not be expected to carry out tasks which are incompatible with their physical or mental capabilities.

## **Regular employment is provided**

All employees shall be given written contracts of employment which provide details of the terms and conditions of their employment. Employers should not employ workers on repeated temporary contracts. Employees shall be encouraged to take part in state benefit schemes, for example retirement pensions or sickness schemes. Companies must take effective steps to avoid the employment of workers who do not have the legal right to work in this country.

## **No harsh or inhumane treatment**

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Physical abuse or discipline, or the threat of physical abuse or harassment or other kinds of intimidation are all unacceptable treatments of employees. Companies shall have documented disciplinary and grievance procedures which are communicated to all employees. Records shall be kept on personnel files of any disciplinary actions taken against employees.

WSH have an Environmental Policy and are a forward thinking food service business in terms of environmental and sustainability issues. We encourage our suppliers to take an equally responsible stance by making continuous improvements in their environmental performance, and ensure compliance with the requirements of national laws and regulations.

Suppliers shall minimise waste where possible and dispose of it in a safe, efficient and environmentally responsible manner. The use of energy, water and raw materials shall be used in an environmentally friendly manner and where possible these resources shall be renewable. Suppliers shall prevent contamination of the local environment and ensure that odour, air and noise pollution are within national limits. Chemical use shall be minimised and be in line with national practice for the use of agricultural pesticides etc.