

## Code of Conduct on Ethical Trading

Our company seeks to ensure that it only purchases goods that are produced and delivered under conditions that do not involve the abuse or exploitation of any persons, and that such goods or services provided have the least negative impact on the environment. These considerations will form part of the evaluation and selection criteria for all goods purchased by, and services provided to, Inspectahire Instrument Company Ltd, referred to from here on as Inspectahire.

### **Purpose**

The purpose of the policy is to:

- Promote good labour and ethical standards in the supply chains of goods and services
- Promote and raise awareness of fair and ethical trading among Inspectahire employees, representatives, and suppliers
- Establish and maintain Inspectahire's credibility as a purchaser of fair and ethically traded goods and services
- Meet all requirements of current legislation where applicable
- Use our best endeavours to conduct business within the scope of the Ethical Trading Initiative (ETI) Base Code.

Authorised by:

*Cailean Forrester*

Cailean Forrester (Aug 31, 2022 13:54 GMT+1)

Name: Cailean Forrester

Title: Managing Director

Date: 31/08/2022 (Review period is within 13 months)

**Suppliers adopting this Code of Conduct (ETI Base Code) should commit to continuous improvement towards compliance with the labour and environmental standards specified below, both in their own companies and those of their suppliers.**

## **1 Labour Standards**

- Employment is freely chosen
- Freedom of association and the right to collective bargaining are respected
- Working conditions are safe and hygienic
- Child Labour shall not be used
- Living wages are paid
- Working hours are not excessive
- No discrimination in organisation
- Regular employment is provided
- No harsh or inhumane treatment is allowed

## **2 Environmental Standards**

Suppliers should as a minimum comply with all statutory and other legal requirements relating to the environmental impacts of their business. Detailed performance standards are a matter for suppliers, but should address at least the following:

- **Waste Management and recycling**

Waste is minimised, materials are reused where possible, products are made from recycled materials where this is practicable.

- **Pollution**

Air, water, and land pollution are minimised.

- **Conservation**

Processes and activities are monitored and modified as necessary to ensure conservation of scarce resources, including water, plants, animals, and landforms.

- **Energy Use**

Minimising contribution to global warming and other environment impacts of energy use, by reducing the consumption of energy and improving energy efficiency.

## **3 Business Behaviour**

It is expected that the supplier has, or is working toward having, statements and policies on the following topics:

- Health & safety
- Quality
- Equal opportunities
- Training & development
- Ethical standards

- Diversity
- Environmental management
- Social objectives
- Legislative requirements.

### **Operating principles**

The implementation of this Code of Conduct for Suppliers will be the responsibility between Inspectahire's suppliers, any amendment to these operating principles which shall undergo periodic review will be communicated to our suppliers.

### **Inspectahire will:**

- 1 Communicate its commitment to the Code of Conduct to employees as well as to all suppliers of goods.
- 2 Provide training and guidelines for relevant personnel.
- 3 Adopt appropriate methods and systems for monitoring and verifying the achievement of the standards.

### **Inspectahire expects suppliers to:**

- 1 Complete and return the Inspectahire Supplier Questionnaire.
- 2 Accept responsibility for labour and environmental conditions under which products are made in all circumstances.

### **Both parties will:**

Abide by the principles of the Code of Conduct whenever possible and always when within the capabilities of the organisation.

**Qualifications to the policy statement** Inspectahire can accept neither uncontrolled cost increases nor drops in quality. It accepts appropriate internal costs but will work with suppliers to achieve required ethical standards as far as possible at no increase in cost or decrease in quality or the supplier relationship may be terminated.






# Code of Conduct on Ethical Trading 2022 - 2023

Final Audit Report

2022-08-31

Created:	2022-08-31
By:	Lillian Paterson (lillianpaterson@inspectahire.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAyD_u_EoJg4U6ua8Qc1e8Hlm7TVw5Isel

## "Code of Conduct on Ethical Trading 2022 - 2023" History

-  Document created by Lillian Paterson (lillianpaterson@inspectahire.com)  
2022-08-31 - 12:31:08 PM GMT- IP address: 120.159.220.43
-  Document emailed to Cailean Forrester (caileanforrester@inspectahire.com) for signature  
2022-08-31 - 12:31:31 PM GMT
-  Email viewed by Cailean Forrester (caileanforrester@inspectahire.com)  
2022-08-31 - 12:54:07 PM GMT- IP address: 194.73.237.138
-  Document e-signed by Cailean Forrester (caileanforrester@inspectahire.com)  
Signature Date: 2022-08-31 - 12:54:22 PM GMT - Time Source: server- IP address: 194.73.237.138
-  Agreement completed.  
2022-08-31 - 12:54:22 PM GMT