



RICHARD GLEN ASSOCIATES

ETHICAL PROCUREMENT POLICY

1.0 Introduction

Richard Glen Associates (RGA) recognises its responsibilities as a business and aims to set, encourage and sustain high standards of corporate social responsibility in everything it does across its operations. This includes promoting and ensuring good labour standards in supply chains. RGA believe that this not only makes business sense, it also has the potential to improve the living and working standards of people around the world and contributes to sustainable development.



Richard Glen Associates is a Registered Practice of the Landscape Institute (Reg No. 20753). The practice is bound by the Landscape Institute's Code of Practice. www.landscapeinstitute.org/PDF/Contribute/Code_of_Conduct_000.pdf

This policy sets out the standards which RGA would like its suppliers to achieve, and which it would like them to promote within their own supply chains. These are based on the internationally recognised standards set out in the UN Universal Declaration of Human Rights and the International Labour Organisation Conventions.

2.0 Implementation

RGA will use the following best practice principles to guide the implementation of our policy:

Principle 1: Working Together

RGA will:

- 
- Work collaboratively with suppliers in pursuit of these Standards;
 - Guide relationships by the principle of continuous improvement;
 - Welcome rather than penalise suppliers identifying activities that fall below these Standards (undertaken by themselves or sub-contractors) and who agree to pursue their aspirations;
 - Consider a similar ethical trading standard as a reasonable alternative where suppliers are already working towards this alternative.

Principle 2: Making a Difference

RGA will and will expect its suppliers to:

- Focus attention on those parts of the supply chain where the risk of not meeting these Standards is highest and where the maximum difference can be made with resources available.

RGA suppliers should:

- 
- Be prepared to share with RGA the basis of their approach with regard to the above.

Principle 3: Awareness Raising and Training

RGA will and will expect its suppliers to:

- Ensure that all relevant people are provided with appropriate training and guidelines to implement these Standards.

Principle 4: Monitoring and Independent Verification

RGA will:

- Recognise that implementation of these Standards may be assessed through monitoring and independent verification, and that these methods will be developed as our understanding grows.

RGA will expect its suppliers to:

- Provide RGA or its representatives with reasonable access to all relevant information, premises and workers (through interviews) and co-operate in any assessment against these Standards – using reasonable endeavours to ensure that sub-contractors do the same.

The Standards**1.0 The Law is Applied**

Companies comply with all national and other applicable law and regulations. Where the national law and these standards are in conflict, the highest standards consistent with national law should be applied.

Where the provisions of law and these Standards are not in conflict but address the same subject, the provision which affords the greatest protection to the employee should be applied.

2.0 Employment is Freely Chosen

There is no forced, bonded or involuntary prison labour.

Workers are not required to lodge 'deposits' or their identity papers with their employer and are free to leave their employer after reasonable notice.

3.0 Freedom of Association and the Right to Collective Bargain

Workers, without distinction, have the right to join or form trade unions of their own choosing and, where a significant proportion of the workforce agree, to bargain collectively.

The employer adopts an open attitude towards the activities of trade unions and their organisational activities.

Workers' representatives are not discriminated against and have access to carry out their representative functions in the workplace.

Where the right to freedom of association and collective bargaining is restricted under law, the employer should consider facilitating, and not hindering, the development of legal parallel means for independent and free association and bargaining.



4.0 Working Conditions are Safe and Healthy

A safe and healthy working environment shall be provided, bearing in mind international standards, the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working practice and environment.

Workers shall receive suitable and sufficient health and safety training in order that they fully understand the hazards associated with the work activity & environment and the correct practices required to minimise the risks.

Access to clean toilet facilities, drinkable water and, if appropriate, sanitary facilities for food storage shall be provided as required.

Accommodation, where provided, shall be clean, safe and meet the basic needs of the workers.

The company observing the code shall assign responsibility for health and safety to a senior management representative.



5.0 Child Labour is Eliminated

The long-term elimination of child labour should take place in a manner consistent with the best interests of the children concerned.

Companies should develop or participate in and contribute to policies and programmes which provide for the transition of any child found to be performing child labour to enable her or him to attend and remain in quality education until no longer a child.

Children and young persons under 18 shall not be employed at night or in hazardous conditions.

In any event, the course of action taken shall be in the best interests of the child, conform to the provisions of ILO Convention 138 and be consistent with the United Nations Convention on the Rights of the Child. Living Wages are Paid

Wages paid for a standard working week meet or exceed national (or, where applicable, local) legal standards

In any event, wages should not be paid in kind and should be enough to meet basic needs.

All workers should be provided with written and understandable information about their employment conditions in respect to wages before they enter employment and the particulars of their wages for the pay period concerned each time that they are paid.

Deductions from wages as a disciplinary measure should not be permitted. Deductions from wages not provided for by national law should only be permitted with the expressed permission (without duress) of the worker concerned. All disciplinary measures should be recorded.



6.0 Working Hours are not Excessive

Standard working hours comply with national laws and national benchmark industry standards, whichever affords greater protection to the employee.

Workers shall not on a regular basis be required to work in excess of 48 hours per week and shall be provided with at least one day off for every 7-day period on average. Overtime requested by the employer shall be voluntary, shall not be requested on a regular basis and shall always be compensated at a premium rate.

As provided for by ILO Convention 1, these provisions are intended to cover non-supervisory and non-management functions.

7.0 No Discrimination is Practiced

A policy of equality for all should be in place and there should be 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.

8.0 Regular Employment is Provided

To every extent possible work performed must be on the basis of recognised employment relationship established through national law and practice.

Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship should not be avoided.

Examples include the abuse of labour-only contracting, sub-contracting, or home-working arrangements, through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, or the excessive use of fixed-term contracts of employment.

9. No Harsh or Inhumane Treatment is Allowed

Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse of other forms of intimidation shall be prohibited.



.....
Richard Glen
On behalf of Richard Glen Associates



Date