

Anti-Slave Trade Policy

Crystal Collections Ltd recognises the responsibility that we share with our customers to provide services in an ethical manner. As a socially responsible small business our staff have the right to expect:

- All staff involved in the delivery of services provided by Crystal Collections Ltd. are treated with full consideration to their basic human rights
- Crystal Collections Ltd. acts in an ethical manner above and beyond basic legal requirements
- Crystal Collections Ltd is committed to implementing the principles of the Ethical Trading Initiative Base Code
- Crystal Collections Ltd. will only deal or conduct contractual work with suppliers that have the highest standards in Human Rights
- At least once every 12 months we will ensure our suppliers confirm that they have the highest human rights and ethical standards policies, and that they have received no complaints, fines or endorsements to suggest otherwise. This evidence should be raised as part of the minutes of an annual review or audit process.

ETHICAL TREATMENT OF WORKERS

This code of practice applies to:

- Staff directly employed by Crystal Collections Ltd.
- Staff working on a self-employed basis for Crystal Collections Ltd.

EMPLOYMENT IS FREELY CHOSEN

- No forced, bonded or involuntary labour shall be used
- Staff are not required to lodge deposits or identity papers with us
- Staff are free to leave Crystal Collections Ltd after reasonable notice

WORKING CONDITIONS ARE SAFE AND HYGIENIC

- Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring during work by minimizing, so far as is reasonably practicable, the causes of hazards inherent in the working environment
- Staff receive health & safety information
- Staff have access to toilet facilities and drinking water
- Crystal Collections Ltd has a published Health & Safety Policy

CHILD LABOUR SHALL NOT BE USED

- There shall be no recruitment of child labour
- Children or persons under 16 are not employed at any time, day or night
- Young persons under 18 shall not be employed at night or in hazardous conditions

LIVING WAGES ARE PAID

- Staff pay rates are equal to or above the national legal minimum standards
- Staff are given information about their employment conditions in respect to wages
- No deductions are made from wages as a disciplinary measure, and pay slips detailing lawful deductions are provided for each pay period.
- Staff are given clearly understandable written terms and conditions of employment that details the employment relationship and the respective obligations of the employee and employer

WORKING HOURS ARE NOT EXCESSIVE

- Staff are not forced to work in excess of 48 hours per week, a voluntary opt out agreement is available for those wishing to work in excess of 48 hours per week

NO DISCRIMINATION IS PRACTISED

- There is no discrimination in pay, hiring, compensation, access to training, promotion, and termination of employment or retirement on the grounds of race, nationality, religion, age, disability, marital status, sexual orientation, union membership or political affiliation
- Opportunities for personal and career development are equally available to all employees

NO HARSH OR INHUMANE TREATMENT IS ALLOWED

- Physical, verbal and sexual threats, abuse, harassment or intimidation is expressly prohibited and grounds for summary dismissal, if proved

ENTITLEMENT TO WORK

- Only workers with a legal right to work in the country should be employed
- Workers original documents should be reviewed and then returned to workers to verify their right to work.

BUSINESS ETHICS

Crystal Collections Ltd uphold the values of honesty, partnership and fairness in our relationship with clients and customers. This means we are committed to adhere to all legislative requirements relating to data protection, financial rules and procedures, money laundering, bribery and corruption. We believe in conducting business fairly and have stringent rules and processes to prevent conflicts of interest, inappropriate offers or inducements, gifts and hospitality and fraudulent or dishonest behaviour. We will work only with clients who share these values and have similar policies and procedures within their own organisations. We also reserve the right to audit our clients in the event of any concerns