

Ethical Trading

Ensuring service with Integrity

'At Total Office we understand our responsibility to ensure that each person involved in our supply chain is treated fairly and rewarded accordingly. We only do business with suppliers that share and adopt our policies and values. By doing so we can be confident that all our business is conducted ethically.'

Our Standards

We understand the Code of Employment for Suppliers which recognises globally the need for labour standards. Our code reflects these and the Ethical Trading Initiative's Base Code which specifies:

Employment is freely chosen, there is no forced, bonded or involuntary prison labour. Workers are free to leave their employer after reasonable notice.

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; wages should always meet basic needs and provide some discretionary income.

Working hours are not excessive.

No discrimination is practised.

Regular employment is provided.

No harsh or inhumane treatment is allowed.

Suppliers should also take into account any local or national laws regarding wages, benefits, working hours, equal opportunity, worker and product safety.

Signed.....

John Thurgood
Managing Director

Date: 01/12/2020

Our Policy

Foster and promote good labour standards to ensure that an ethical supply chain for products and services is utilised.

Raise awareness of fair and ethical trading amongst our employees at Total Office as well as our customers and suppliers.

Maintain the reputation that Total Office has nurtured as a supplier of ethically traded products and services.

Ensure that both Total Office and our suppliers conform to current local, national and global legislation.

Observe our business endeavours to ensure that all our business activities are within the scope of the Ethical Trading Initiative.

OUR POLICIES ON SLAVERY AND HUMAN TRAFFICKING

We are committed to ensuring that there is no modern slavery or human trafficking in our supply chains or in any part of our business.

Our Supply Chains

We procure a wide range of goods and services from a variety of suppliers. Our supply chains currently support the following activities:

- Printing and publishing
- Print distribution and logistics
- Product manufacture and import
- Retail services
- Recruitment and training
- Advertising and marketing
- IT services
- Operations and infrastructure support
- Business process outsourcing