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SUPPLIER CODE OF CONDUCT

Worldwide International Limited T/A PUBLISHIP is a global leader in meeting the freight forwarding requirements of the Publishing Industry. We trade on our reputation as a global leader in this field and expect the same standards within our supply chain by our suppliers and sub-contractors. In order to comply with our economic, social and environmental sustainability we require our suppliers to comply with the following principles.

Labour and Employment policy

The company will comply with all relevant employment legislation, it will also seek to exceed minimum requirements and continuously monitor and improve on matters within its control.

Our Suppliers, will actively seek to **Prevent Modern Slavery**, internally and externally. Every worker shall have freedom of movement, No worker should pay for a job, No worker should be indebted or coerced to work. You will not engage in forced labour, wages will not be withheld.

We will actively seek to eliminate all forms of discrimination, direct or indirect, to include. Race, ethnicity, or national origin, Gender. Marital status. Sexuality. Disability. Religion. Age. Trade Union Activity or Political Belief. Social Class.

We aim to ensure that no-one receives less favourable treatment, suffers harassment, or is felt pressured to discriminate against or harass any other member of staff.

Opportunities for employment, training, and promotion are equally open to all and selection will be fair and equitable and based solely on merit. Training may be offered by the management team, or may be requested by the staff.

Promote equality of opportunity and good relations. Value and promote differences within our workforce.

Child Labour, the company shall not employ children under the age of 17 years old. The company may employ 16 year olds under an externally approved apprenticeship scheme. The Company may engage with local schools and provide work experience programmes for educational purposes only for children under the age of 16 with the supervision of the school.

To ensure that staff get regular opportunities to discuss their work, workload, and conditions. Regular reviews of workloads should be arranged. Where possible staff will get support during busy periods.

The company should work with all managerial and supervisory members of staff to ensure they are aware of their responsibilities when working with their teams to recognise and ensure that no discrimination or harassment takes place.

Salaries, will be paid regularly. They will meet or exceed minimum requirements, the company will also ensure payslips are provided. Wages will include mandated benefits, including but not limited to, Sick pay, holiday pay, maternity/paternity leave. The company will also pay all deductions taken on behalf of the employee and pay them to the relevant party. Tax, NI, Pension, Childcare Vouchers, any student loan, etc.

Trade union membership: All employees have the right to: choose to join or not join a trade union ; decide to leave, or remain a member of, a trade union : belong to more than one trade union.

Working Hours, Staff will not be required to work more than 48 hours in any week. Overtime should be voluntary.

Grievance, any staff member has the right to raise a grievance. This can be raised with any member of the management team. The employee has the right for their grievance to remain confidential and no ill effects should arise as a result of whistleblowing.

Inappropriate language and behaviour that offends or threatens work colleagues or third parties will not be tolerated. Disciplinary procedures should be available to staff.

Data Privacy, the company will take steps to ensure that employee records are held securely and confidentially.

Health and Safety

Suppliers will comply with minimum occupational health and safety regulations and provide a work environment that is safe and conducive to good health. They should take steps to assess and ensure good training and work practises to preserve the well being of the workforce and prevent accidents, injuries and any other work related illness. Suppliers should take steps to annually review their policies and work with their teams to remind them of best practise.

Laws and Ethical Policies

Suppliers shall conduct their business according to their local laws. Suppliers will comply with national and international laws concerning anti-corruption and bribery laws and standards. All supplier workers should be trained in this area and encouraged to report any suspected concerns in this area.

Environmental Issues

The company will comply with all relevant environmental legislation. The company should strive to minimise waste in all areas of their business.

The company should actively promote recycling both internally and externally.
The company should seek to minimise toxic emissions.
The company should seek to use suppliers who have the similar ethical working practises wherever possible.
The company should advise and remind members of staff about their Environmental responsibilities.
WWI is working continuously to improve the environmental impact of our business, from time to time we will request your co-operation and input into projects that may change working practises for the benefit the Environment.

Suppliers, Subcontractors,. The Company is committed to high standards. We expect all of our trading partners, to adhere to ethical standards of employment. Where local laws allow partners are to agree to the same standards that WWI operates. Where possible we would ask our suppliers to hold their own suppliers and subcontractors to the same standards.

Declaration, We the below mentioned company are in agreement with the policy detailed above. Any areas where we cannot for any reason be compliant have been struck through.

Company Name.....

Authorised Signatory.....

Signature.....

Date.....