

# A. F. Suter & Co Ltd



## Ethical, Equality & Diversity Policy

A. F. Suter & Company Ltd (AFS) is committed to promoting equality and diversity within a culture that actively values difference and recognises that people from different backgrounds and experiences can enhance the way we work. AFS aims to be an inclusive organisation, where diversity is valued, respected and built upon.

### Introduction

AFS has developed this ethical policy to demonstrate to its employees, customers and suppliers that as a company we are committed to responsible behaviour. Our company reputation, together with the history and confidence of those with whom it deals is one of our most valuable assets. It is therefore essential that all employees accept responsibility for maintaining the company's excellence in this area.

We are Sedex members, demonstrating our commitment to working in an ethical employee and supply chain workspace. We look to our supply chain businesses to operate responsibly and sustainably, protect workers and source ethically.

### Policy

The aim of this policy is to highlight the employee's and customer's expectations to be treated according to fair business practices. This policy will serve to guide business behaviour to ensure ethical conduct.

It is A.F. Suter's policy not to discriminate against its workers or job applicants on the basis of their gender, marital status, pregnancy, ethnic or national origins, race, colour, nationality, disability, age, sexual orientation, religion or similar belief, fixed contract or part-time status, or trade union membership. Further, such people shall not be disadvantaged by any employment conditions or policies which cannot be shown to be justifiable.

AFS will also strive to provide staff with training in how to respond to people with disabilities and on what facilities are available for them, so that they are not made to feel uncomfortable.

As a responsible company, we also adhere to the ETI (Ethical Trading Initiative) Base Code and ask that all our suppliers comply with this code. Adherence may be checked by the means of third-party audits. The ETI code covers nine basic principles:

1. Employment is freely chosen.
2. Freedom of association and the right to collective bargaining are respected.
3. Working conditions are safe and hygienic.
4. Child labour shall not be used.

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5. Living wages are paid.
6. Working hours are not excessive.
7. No discrimination is practised.
8. Regular employment is provided.
9. No harsh or inhumane treatment is allowed.

## **Environment**

We recognise our responsibility to the local and global environment in which we undertake our business. We aim to comply with environmental legislation and codes of practice that are relevant to our business. Above and beyond this, we aim to minimise any adverse impacts of our products and activities upon the local and global environment.

We recognise our position in the local community, having responsibilities to our neighbours to ensure their wellbeing through the use of best practice and open dialogue.

## **Employee Workers Rights**

AFS values all of its employees as a key resource. An atmosphere of good communication and involvement is encouraged. We believe each employee is accountable for their own actions and recognise they are responsible for the performance and reputation of the company.

AFS will strive to ensure that interviewers are trained in how to conduct interviews so as to bring the issue of Equality and Diversity into the interviewing process. Interviewers will give candidates the opportunity to ask about training and this Policy.

We aim to recruit, employ and promote employees on the sole basis of their ability and are committed to developing employee's skills. Our policies are designed to provide employees with safe and healthy working conditions and practices, and to enable everyone to work free from discrimination, harassment or bullying of any kind.

In return, we expect our employees to act with integrity and maintain high ethical standards. All promotion is strictly on the basis of ability to do the job. No decision to promote will be made on a discriminatory basis.

## **Conflicts of Interest**

Employees cannot engage in an activity for personal gain that is in conflict with the Company's business interests or applicable law. Any personal interest, or interests of immediate family that could cause a potential conflict of interest must be disclosed to the company.

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## **Gifts**

Gifts or favours must not be solicited. Gifts of money must never be given or accepted. Reasonable small tokens and hospitality may be accepted provided they do not place the recipient under any obligation and are not capable of being misconstrued. All gifts must be notified to a Director and these may be shared within a team rather than an individual.

## **Bribery and Corruption**

The giving or receiving of a bribe in any form are unacceptable. Employees should immediately reject any demand for or offer of a bribe and report it to the directors. An anti-bribery procedure is in force and is available for staff to review in the internal drive.

## **Enforcement**

Any infractions of this Policy and AFS ethics will not be tolerated and the company will act quickly to resolve the issue if the ethical code is broken.

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Mr. Stephen Hall,

Managing Director, A.F. Suter & Company Ltd.

Reviewed 11<sup>th</sup> August 2020

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