

### Ethical Trading Policy

Doyle & Tratt Products Ltd is the leading British manufacturer of dimmer switches and decorative electrical wiring accessories under our brand name of **VARILIGHT®**.

We strive to ensure that our innovative products are manufactured to the highest standards of quality and ethicality. We aim to maintain and develop long-term relationships with our suppliers, and gain their acceptance of our policy and also that of their suppliers. This will ensure a mutually beneficial trading agreement for all.

In particular we require, and will carry out regular audits to confirm, the following conditions to be adhered to by our suppliers as a minimum standard;

- **Employment is freely chosen** – no forced or slave labour is permitted, and workers are entitled to leave of their own free will after a reasonable period of notice. No deposits or identity papers are required to be lodged with the employer.
- **Hours of work are not excessive** – the working week is in line with local legislation and all overtime is voluntary.
- **Child labour is not used** – all workers should be over the local legal minimum age. The working practises of any young persons under 18 must be in line with local laws.
- **Wages are paid** – wages must meet minimum legal requirements, and should be sufficient to meet basic needs and provide discretionary income. Workers should be supplied with written payslips in a format they can understand showing hours worked, pay and any deductions. Deductions not required by local law are only to be permitted with the express permission of the employee.
- **Disciplinary procedures are written down and understood by all employees** - any discipline matters are documented. No deductions are permitted for discipline reasons.
- **Contract of employment is provided to all employees** – full terms should be written and communicated in the language the employee understands. All contracts must comply with minimum local standards and in line with legislation.
- **Workers are entitled to constructive dialogue between themselves and managers through representation (if available)** – workers have freedom of association and the right to collective bargaining.
- **Discrimination, in any form, is prohibited** – the rights of all workers are honoured and respected equally.
- **Harsh or inhumane treatment is not tolerated** – physical abuse (including the treat of physical abuse) or verbal abuse, sexual or other harassment, or any form of intimidation is not permitted.
- **Working conditions are clean and hygienic**– all facilities, including toilets, washing facilities, canteens, kitchens or food preparation area, and any accommodation provided should be clean and hygienic. Safe drinking water should be accessible at all times.
- **Working environment complies with Health and Safety regulations** – first aid, medical facilities, safety and protective equipment must be provided. Health and safety training must be given and include fire evacuation training and regular fire drills. Smoking must only be permitted in defined areas.

This policy will be available to interested parties and the public on request.