

Michael W Halsall Solicitors Ltd

Ethical Trading Policy

1. Preamble

Our ultimate goal is to ensure that the working conditions of workers meet, or exceed, international labour standards. This Policy is based on the Ethical Trading Initiative (ETI). We aim to identify, develop, and promote good practice.

2. Michael W Halsall Solicitors Ethical Trading Code of Practice

2.1 This Code of Practice applies to:

- Staff directly employed by Michael W Halsall Solicitors on temporary or permanent contracts.
- Staff employed or provided by contractors or employment agencies to work on Michael W Halsall Solicitors premises or to undertake work for or on behalf of Michael W Halsall Solicitors

2.2 No forced, bonded or involuntary labour shall be used.

- All employment with Michael W Halsall Solicitors is freely chosen.
- Staff are not required to lodge deposits or identity papers with us.
- Staff are free to leave Michael W Halsall Solicitors after reasonable notice.

2.3 All employees have the right to join a recognised trade union and to bargain collectively.

- Michael W Halsall Solicitors has an open attitude towards the activities of trade unions.
- Union representatives are able to carry out their activities without hindrance.

2.4 No child labour shall be used.

- There shall be no recruitment of child labour.
- Children and young persons under 18 are not employed at night or required to undertake hazardous activities.

2.5 Working hours and remuneration are reasonable and comparable to other companies within the legal services, industry, and regular employment is provided.

- Staff pay rates comply with national legal standards as a minimum.
- Staff are not forced to work in excess of 48 hours per week on a regular basis, and are provided with at least 1 day off per week. All overtime is voluntary.
- Staff are given written terms and conditions of employment that details the employment relationship between and the respective obligations of the employee and employer, rates of pay, working hours, grievance and disciplinary procedures, holiday entitlement, absence & sick pay rules and notice periods for termination of employment

- No deductions are made from wages as a disciplinary measure, and pay slips detailing lawful deductions (tax, national insurance) and voluntary deductions (pension, save-as-you-earn, charity donations) are provided for each pay period.

2.6 Working conditions are safe and hygienic.

- Michael W Halsall Solicitors takes adequate measures to prevent accidents and minimise potential hazards.
- Staff receive regular health and safety training.
- Staff have unrestricted access to toilet facilities and drinking water.
- Michael W Halsall Solicitors has published a Health & Safety Policy, which details responsibility at both offices.

2.7 No harassment, threats, abuse or intimidation shall be practiced.

- Physical, verbal and sexual threats, abuse, harassment or intimidation is expressly prohibited.

2.8 No discrimination is practiced.

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

3. Organisation

The Directors of Michael W Halsall Solicitors, and the **Senior Management** have overall responsibility for all aspects of ethical trading at work within their areas of control. This code is a minimum (not a maximum) standard.

4. Implementation

The Directors take a lead in planning, developing, reviewing and communicating ethical trading policy and standards and ensuring improvement action is taken where necessary.

Each **Employee** also has a duty to cooperate with management so far as is necessary to enable the latter to fulfil their statutory obligations. This includes:

- Cooperating in the introduction and operation of all measures designed to fulfil management's obligations under this policy.
- Drawing attention to actual or potential problems.
- Suggesting ways in which ethical trading practices could be improved.

The **Office Manager**, Neville Wall, is assigned responsibility for the implementation of compliance with this Code, and will review the Policy annually.