
Installation Technology



List of all information needed to get companies and individuals verified

HSE

Completed Supplier Vetting Documentation Forms

Include relevant documents to send back with the forms: I.e. Health & Safety Policy / Contact details of their safety professional or safety advice / example of Risk assessment and Method statement / Registration with a trade association - e.g. RISQS, CHAS, Gas Safe, NICEIC, ECA, 18001 / 45001 and Environmental cert etc.....

Also need

- Training Matrix
- Asbestos certs
- All relevant training certs: e.g. First Aid, Manual Handling, SSSTS/ SMSTS, PASMA, IPAF, ladder safety etc...
- Sentinel cards **(if applicable)**

HR and Compliance

Completed Personnel Documentation Forms

Include relevant documents to send back with the forms i.e.

- FORS certificate / registration
- Names and addresses of each individual, so they can be sponsored by Sentinel **(if applicable)**
- National Insurance numbers, so they can be sponsored by Sentinel **(if applicable)**
- Medical forms
- DBS form, so they can be sponsored by Sentinel **(if applicable)**
- Photos (headshot with white background), so they can be sponsored by Sentinel **(if applicable)**
- Passport / driving license, so they can be sponsored by Sentinel **(if applicable)**
- Contract of Sponsorship, so they can be sponsored by Sentinel **(if applicable)**

Financials

Insurance Certs (Public and Employers liabilities, Professional negligence)

Installation Technology



Supplier Questionnaire

Installation Technology
Unit 13, Headley Park Area 10
Woodley Berkshire RG5 4SW

Tel 0118 969 9777
Fax 0118 969 8282

Installation Technology is one of the leading technical solution providers in the UK. It has been our vision since 1985, when the company was founded, to develop lasting and successful relationships. We have achieved its aim; some of our customers have been with us for over twenty years.

Our impressive portfolio of customers and partnerships with leading manufacturers and suppliers means we can be trusted to deliver complete technical solutions, large or small.

We provide end-to-end services using our solution lifecycle paradigm, encompassing engagement and review, audit, design, consultancy, technical evaluation, engineering, implementation, project assurance and management, security and support services to customers across multiple industries.

Our innovative, customer focused approach is unique in the industry. Understanding what drives our customers' businesses, underpins our ability to become an integral part of their strategy, development and growth. In order to achieve this we follow the five guiding principles of our Ethical Sourcing Policy:

- Identify suitable applications of ethical sourcing considerations
- Improve labour conditions in the supply chain
- Monitor working conditions
- Engage with Suppliers
- Deliver Benefits within Law and Best Value

We thank you in advance for completing this form which we ask all suppliers to complete. The questionnaire needs to be completed by a senior manager responsible for compliance, governance and ethics. Once complete please return to Installation Technology Ltd (electronic Word version preferred).

To receive a copy of the Installation Technology Ethical Sourcing & Purchasing Policy & Code of Conduct for Suppliers please phone the office on 0118 969 9777.

Return the completed questionnaire to info@installationtechnology.com or post to Installation Technology, Unit 13, Headley Park Area 10, Woodley Berkshire RG5 4SW.

Part A: Your Business Details

1. Please provide the name of your business including any Parent or Subsidiary

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2. Please provide the address of your business including post code.

Registered Office	Ordering Office (if different)	Payment Address (if different)

3. Please provide your telephone, fax number, email and web site address

Phone:	Fax:
Email:	Web Site:

4. Location of other operational sites (national & international), their functions and approximate number of employees. Attach a full list if space is insufficient.

5. Please state the nature of your business and your main products / services

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6. Please provide your company registration number, years in business and VAT number.

Company Reg No.	Years in Business	VAT Number

7. What is the legal status of your business?

Public Ltd Company Partnership Sole Trader Private Company

Not for Profit Organisation Government Agency Self Employed

8a. Company Turnover in £ or local currency _____

8b. Turnover of the business that would supply Installation Technology _____

8c. Installation Technology business as a % of 8b if known _____

Part B: Your Operational Standards

9. Name and position of person responsible for governance and ethics

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10a. How many people does the company employ _____ 10b. Approx % of women _____

11a. Do you use homeworkers in any part of the business? YES / NO

11b. If YES approx. how many? _____ 11c. What processes do they carry out?

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12. Does your company have any kind of the following policies or statements. Please provide copies.

Quality Statement	<input type="checkbox"/>	Health & Safety	<input type="checkbox"/>	Environmental Management	<input type="checkbox"/>
Equal Opportunities	<input type="checkbox"/>	Ethical	<input type="checkbox"/>	Training & Development	<input type="checkbox"/>
Social Objectives	<input type="checkbox"/>	Diversity	<input type="checkbox"/>		

13a. Are employees free to join or form a trade union? YES / NO

13b. Do any employees belong to a trade union? YES / NO

14. Please specify any trade union(s) you recognise for the purpose of collective bargaining?

15. Are any other forms of representation used? If so, give details:

Staff Association	<input type="checkbox"/>	Elected Health & Safety Committee	<input type="checkbox"/>	Works Council	<input type="checkbox"/>
Workers Co-operative	<input type="checkbox"/>	Employee Share Ownership	<input type="checkbox"/>	Other	<input type="checkbox"/>

16 How do you ensure employees are aware of their rights?

Written Contracts	<input type="checkbox"/>	Employee Handbook	<input type="checkbox"/>	Staff Notice Boards	<input type="checkbox"/>
Intranet	<input type="checkbox"/>	Induction	<input type="checkbox"/>	Other	<input type="checkbox"/>

17. Please indicate ways in which you consult employees about decisions which affect them, and get their feedback or ideas?

Meetings Surveys Suggestion Box Other

18. How much do the lowest paid workers earn in relation to the minimum wage?

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19. Is anyone paid piece rate? YES / NO

20. What are the normal weekly working hours? _____

21. Is overtime voluntary?

Yes No Some Not Applicable i.e. no overtime worked

22. is it paid at a premium rate?

Yes No Time off in lieu given Depends on employee

23. What is the youngest age at which someone can be employed by the company? _____

24. Does the company have any recognised Operational Standards for products supplied to Installation Technology?

	Quality ISO9000 - 2015	Environmental ISO 14001 – 2015	Training Investors in People
Certified to:			
Working Towards			
Other Standards			

25a. Is there anyone designated as being responsible for Health & Safety issues for your company? YES / NO

Give details

25b. Were any Health & Safety risk assessments carried out last year? YES / NO

Give details

26. Is your company committed to achieving the labour and environmental standards in Installation Technology's Code of Conduct for Suppliers? YES / NO

Part C: Sourcing from your Suppliers

27. Is your company committed to assessing labour & environmental risks in your supply chain? YES / NO

28a. Do you have a Policy/Code of Conduct for sourcing goods and/or services?
YES / NO

28b. If YES, does it apply to:

Goods Suppliers Services Suppliers Both

28c. If YES, does it include standards relating to: (please attach a copy)

Labour? Business Ethics? Environment?

29. Which of the following do you assess Suppliers against?

Quality Financial Labour Standards Production

Management Environment Business Ethics

30. How do you assess suppliers? (Please provide more details in the space provided)

Questionnaires

Visits

Audits

31a. If you supply services to Installation Technology, do you subcontractor/outsourcing services? YES / NO / NA

If YES, please state the country (and if possible, region or country) where the services are undertaken along with the type of service.

31b. If you supply goods to Installation Technology, please list the main components you purchase/subcontract/outsourcing and the country of manufacture. (If possible please attach a supply chain map).

Part D: Continuous Improvement

32. What progress has your company made this year relevant to the following standards: Health & Safety, Labour, Environmental, Quality Management, and what will you do next year?

a) In your company	Progress
	Plan
b) In your sourcing from suppliers	Progress
	Plan

33. Declaration (to be completed by the senior manager responsible for compliance, governance and ethics. Please insert electronic signature or type name).

I confirm that all the information given is accurate. For and on behalf of the supplier.	
Signature	Name
Position	Date



Installation Technology Ltd

Contractors Health & Safety Questionnaire

This part to be completed by the contractor

1. Details of Contractor

Name of Company
Address

.....
.....

Company telephone number: _____
Mobile telephone number: _____
Out of Hours Emergency Number _____
Email _____

Please enclose the following:

UTR Number _____
Company Reg Number _____
VAT Reg number _____
Public Liability Insurance certificate (**please attach**)

2. Nature of Business

Please indicate the size, value and type of work/services you provide or for which you wish to be considered.

.....
.....
.....
.....



3. Insurance: To be completed

Type of cover	Insurer	Policy No.	Renewal date	Limit of indemnity
Employers Liability				
Public Liability				
Professional Negligence				
Contractors All Risk				
Other (Please specify)				

Please detail all specific exclusions or qualifications to cover on a separate sheet.

4. How many years has your Company carried out the work described in Question 2?

5. How many employees within your Company?

6. Do you have a written Safety Policy? YES NO

If yes – please provide copy of the Statement of Intent, Organisation and Arrangement Sections

7. Do you have a Safety Officer, Advisor or Consultant? YES NO

Name & contact details _____

8. Do you provide Health and Safety training to all employees? YES NO

If yes – please provide example

**Eg, Asbestos Awareness , Manual Handling, Working at Heights , Ladder Safety
Hand Arm Vibration -etc**

9. Do you have arrangements in place for proactive monitoring and audit of your work activities to ensure that identified standards are maintained? YES NO

10. Do you have arrangements in place for consultation and co-ordination with your employees at all levels on health and safety issues? YES NO

11. Have you a procedure for reporting and investigating accidents, dangerous occurrences or occupational illness? YES NO

12. Accident Figures for last 3 years:

Year	Fatal	Major	Over 3 days	Dangerous occurrence

13. In the last 3 years have you had a prohibition notice issued against you or been subject? YES NO

14. In the last 3 years have you had an improvement notice issued against you? YES NO

15. In the last 3 years have you been prosecuted or awaiting pending prosecution by the HSE or Local Authority? YES NO

16. In the last 3 years have you been prosecuted or awaiting pending prosecution by the Environmental Protection Act? YES NO

If you have answered yes to Questions 11, 12, 13 and 14, will you please detail the circumstances on a separate sheet.

17. Do you have procedures in place for risk assessment? YES NO



If yes – please provide a copy of Risk Assessments for the type of work you will carryout as part of this contract

- 18. Do you use method statements or documents Safe Systems of Work for the work activities that you undertake? YES NO

If yes – please provide a copy of the document for the type of work you will carryout as part of this contract

- 19. Do you have systems in place for maintaining your vehicles, plant, equipment, electrical tools etc? YES NO

- 20. Do you hold registration with RISQS, FORS Construction Line, CHAS, Gas Safe, NICEIC, ECA or other trade associations? YES NO

If yes – please provide details of your registration with registration numbers

- 21. Are You CDM 2015 compliant? YES NO

If yes – please provide details of past appointments under CDM and any recent F10 notifications

contractor to complete:

I certify that the details given in this questionnaire are correct and accurate and also agree that if any accident or dangerous occurrence occurs whilst working on site for the above named company it will be reported to them on the day it occurs by the quickest possible means.

Signature:

Name & initials (block capitals)

Position in Company:

Telephone no:

Date:



From:

COMPANY NAME:	INSTALLATION TECHNOLOGY	REF:	
ADDRESS:	UNIT 13, HEADLEY PARK AREA 10, WOODLEY, RG5 4SW		
TELEPHONE:	01189 699777		
FAX:	01189 969282		
EMAIL:	INFO@INSTALLATIONTECHNOLOGY.COM		

To:

COMPANY NAME:	
ADDRESS:	
TELEPHONE:	
FAX:	
EMAIL:	
DESCRIPTION OF THE PRODUCTS OR SERVICES SUPPLIED:	

Please answer the following questions, where the questions do not apply to your company or the products/ services you supply please state not applicable with explanation. Where the question asks for further information please state clearly facts relating to your company. Where you wish to expand on the answers given or documents are requested please attach to this questionnaire.

Has your company got a written environmental policy? <i>If yes please supply a copy:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Does your company have a formal environmental management system? <i>If yes please supply further details:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

<p>If you operate an environmental management system, does this comply with ISO 14001, BS 8555, EMAS or another standard? <i>If yes please give details:</i></p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	<p>N/A <input type="checkbox"/></p>
<p>Has your company assessed and documented its significant environmental aspects? <i>If yes please attach a copy:</i></p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	<p>N/A <input type="checkbox"/></p>
<p>Who is responsible for environmental issues within your company? <i>If you use an external body or consultancy to give advice and guidance on environmental issues, please give details:</i></p>			
<p>How do you keep your business up to date with environmental issues and legislation? <i>Give details:</i></p>			
<p>What are the main wastes generated by your company? <i>Give Details:</i></p>			
<p>Does your company monitor waste generated against yield?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	<p>N/A <input type="checkbox"/></p>
<p>Does your company monitor water and energy use?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	<p>N/A <input type="checkbox"/></p>
<p>If you are a supplier are there recycled or re-use materials in the products supplied to use? <i>If yes give details</i></p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	<p>N/A <input type="checkbox"/></p>

<p>Does your company operate any processes authorised under IPPC or LAPPC? <i>If yes give details</i></p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	<p>N/A <input type="checkbox"/></p>
<p>Does your company have any consents to discharge, environmental permits (formerly waste management licences, PPC permits), exemptions or a waste carrier's licence <i>If yes give details</i></p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	<p>N/A <input type="checkbox"/></p>
<p>Has there been any civil action against your company with respect to environmental issues in the last five years? <i>If yes give details</i></p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	<p>N/A <input type="checkbox"/></p>
<p>Have you been/or have pending any conviction/prosecution for environmental offences in the last five years? <i>If yes give details</i></p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	<p>N/A <input type="checkbox"/></p>

Do you have a procedure for dealing with environmental complaints? <i>If yes give details</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Do you have contingency plans to minimise the environmental impact in the event of fire, spillage or other abnormal or emergency environmental incident? <i>If yes give details</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Does your company operate a training or awareness programme which includes environmental issues? <i>If yes give details</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

Important: Where you do not have environmental management arrangements in place please provide details of your company action plan for addressing its environmental aspects and subsequent impacts.

QUESTIONNAIRE COMPLETED BY:			
NAME:		POSITION:	
SIGNATURE:		DATE:	

DO NOT COMPLETE. -----

DATE RETURNED:		RECEIVED BY:		
REVIEWED BY:		FURTHER ACTION?	Yes <input type="checkbox"/>	No <input type="checkbox"/>



Supplier Compliance Statement (Ethical Sourcing Policy Code of Conduct)

Installation Technology Ltd follows the principles within the Ethical Trading Initiative;

- Employment is freely chosen
- 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
- Working hours are not excessive
- No discrimination is practiced
- Regular employment is provided
- No harsh or inhumane treatment is allowed

Installation Technology seeks to be a good cooperate citizen in everything it does. For more than 25 years Installation Technology have specialised in delivering secure wired and wireless network solutions for clients throughout the UK. We understand what drives their businesses, so we become integral to their strategy, development and growth. Our innovative, customer-focussed approach is second to none in the industry. For more than 25 years Installation Technology have also been one of the leading data cabling companies in the UK, delivering the highest standards of service, quality and advanced problem solving to major multinationals and public organisations across a range of sectors. Installation Technology sets new standards in networking solutions – for data, voice and power.

Our people, their skills, knowledge and their commitment are clearly Installation Technology's primary asset. We have the blended expertise for understanding business as well as technology but most importantly our people understand how to listen and act with 'your best interests' in mind. They are the reason our clients stay with us; happy, satisfied and confident in the services we provide. The result – we have been providing services to some of our clients for more than 20 years

Our Environment

We are an environmentally conscious organisation and as such we acknowledge the potential impact our organisation may have on the environment. We are committed to reducing our impact and improving our overall corporate environmental performance is a continuing priority. We endeavour to comply with all legislation, regulations and industry codes associated with our environmental impact.

Our Environmental Policy has been endorsed by our board, who give their full support to its implementation and ensure it is communicated, understood, implemented and maintained at every level. We are committed to preventing pollution and continually improving our environmental performance. Our corporate environmental objectives are fully documented along with associated targets that are regularly monitored, reviewed and certified to 14001-2015 standards.



A lasting focus on safety, Health & wellbeing.

Our Mission “the prevention of injury and ill health to those at work and those affected by our work activities”

The safety and wellbeing of all our staff, contractors and customers is, and always will be our first priority. We pride ourselves on our current zero harm track record and have a TFL certificate of outstanding safety for over 3.5 million hours without loss time injury, which stems from inclusive involvement of our most junior engineers right up to board level.

We encourage strong leadership at all levels in championing the importance of health & Safety in the work place. Everyone in our company has an integral part in our health and safety system & takes responsibility to maintain and improve our safety culture. We encourage strong leadership at all levels, continually championing the importance of workplace safety. We train all our staff to a high level of competency and encourage continued personal development. We have specialists in all areas of safety from confined spaces to roof top working. We specialise in installing in difficult environments like railways and construction sites. Our message is simple- ***‘home safe & healthy, everyday’***

Equality & Diversity

The Company aims to ensure that no employee or job applicant is subject to unlawful discrimination, either directly or indirectly, on the grounds of gender, gender reassignment, race (including colour, nationality and ethnic origin), disability, sexual orientation, marital status, part-time status, age, religion or belief, political belief or affiliation or trade union membership. This commitment applies to all aspects of employment, including:

- Recruitment and selection, including advertisements, job descriptions, interview and selection procedures
- Training
- Promotion and career-development opportunities
- Terms and conditions of employment, and access to employment-related benefits and facilities
- Grievance handling and the application of disciplinary procedures
- Selection for redundancy

Equal opportunities practice is developing constantly as social attitudes and legislation change. The Company will review all policies and implement necessary changes where these could improve equality of opportunity.

In addition, provisions for family and caring responsibilities which predominately were aimed at women have been extended to other family members, through increases in maternity provisions, the introduction of paternity and parental leave, and time off to care for dependants in emergency situations. The theme of family responsibility and support is set to remain at the centre of the agenda for some time to come, and the legislation will therefore be subject to further change and development.

Although the previous legislation to protect against discrimination was contained in separate Acts, the Equality Act, which came into force on 1 October 2010, harmonises the different approaches and protections by covering all types of discrimination within the same provisions.



Ethical Purchasing

Installation Technology's policy is to seek to purchase goods and services which:

- a) Are produced and delivered under conditions that do not involve the abuse or exploitation of any persons;
- b) Have the least negative impact on the environment.

Such considerations will form part of the evaluation and selection criteria for all goods and services purchased by Installation Technology.

PURPOSE

The purpose of the policy is to:

- a) Promote good labour and environmental standards in the supply chains of Installation Technology;
- b) To protect Installation Technology Ltd.'s reputation.

Code of conduct

Suppliers adopting this Code of Conduct should commit to continuous improvement towards compliance with the labour and environmental standards specified, both in their own companies and those of their suppliers.

Labour Standards

The labour standards in this code are based on the conventions of the International Labour Organisation (ILO) standards and form the ETI code as follows;

Employment is freely chosen: - *There is no forced, bonded or involuntary prison labour.
*Workers are not required to lodge 'deposits' or their identity papers with the employer and are free to leave their employer after reasonable notice.



Freedom of association and the right to collective bargaining are respected: -

*Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively. *The employer adopts an open attitude towards the legitimate activities of trade unions. *Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace. *Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.

Working conditions are safe and hygienic: -

*A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment. *Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers. *Access to clean toilet facilities and potable water, and, if appropriate, sanitary facilities for food storage shall be provided. *Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers. *The company observing the standards shall assign responsibility for health and safety to a senior management representative.

Child Labour shall not be used: -

*There shall be no new recruitment of child labour. *Companies shall develop or participate in and contribute to policies and programmes, which provide for the transition of any child found to be performing child labour to enable her/him to attend and remain in quality education until no longer a child. *Children and young people under 18 years of age shall not be employed at night or in hazardous conditions. *These policies and procedures shall conform to the provisions of the relevant International Labour Organisation (ILO) standards.

Living wages are paid: -

*Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmarks, whichever is higher. In any event wages should always be high enough to meet basic needs and to provide some discretionary income. *All workers shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment, and about the particulars of their wages for the pay period concerned each time that they are paid. *Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the express and informed permission of the worker concerned. All disciplinary measures should be recorded.

Working hours are not excessive: -

*Working hours complies with national laws and benchmark industry standards, whichever affords greater protection. *In any event, workers shall not on a regular basis be required to work in excess of 48 hours per week and shall be provided with at least one day off for every 7 day period on average. Overtime shall be voluntary, shall not exceed 12 hours per week, shall not be demanded on a regular basis and shall always be compensated at a premium rate.



No discrimination is practised: - *There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

Regular employment is provided: - *To every extent possible work performed must be on the basis of a recognised employment relationship established through national law and practice. *Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub-contracting or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

No harsh or inhumane treatment is allowed: - *Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall not be tolerated.

Operating Procedures For Suppliers

The implementation of the Code of Conduct for Suppliers will be a shared responsibility between Installation Technology and its suppliers, informed by a number of operating principles, which will be reviewed from time to time.

Installation Technology shall:

1. Assign responsibility for ensuring compliance with the Code of Conduct to a senior manager.
2. Communicate its commitment to the Code of Conduct to employees, supporters and donors, as well as to all suppliers of goods and services.
3. Make appropriate human and financial resources available to meet its stated commitments, including training and guidelines for relevant personnel.
4. Provide guidance and reasonable non-financial support to suppliers who genuinely seek to promote and implement the Code standards in their own business and in the relevant supply chains, within available resources.
5. Adopt appropriate methods and systems for monitoring and verifying the achievement of the standards.
6. Seek to maximise the beneficial effect of the resources available, e.g. by collaborating with other Non Governmental Organisations, and by prioritising the most likely locations of non-compliance.
7. Report progress in implementing the Code annually to management of Installation Technology




Installation Technology expects suppliers to:

1. Accept responsibility for labour and environmental conditions under which products are made and services provided. This includes all work contracted or sub-contracted and that conducted by home or other out-workers.
2. Assign responsibility for implementing the Code of Conduct to a senior manager.
3. Make a written Statement of Intent regarding the company's policy in relation to the Code of Conduct and how it will be implemented, if requested by Installation Technology, and communicate this to staff and suppliers as well as to Installation Technology.
4. Report progress in implementing the Code annually.
5. Follow the ETI code for procurement

Both parties shall:

1. Require the immediate cessation of serious breaches of the Code and, where these persist, terminate the business relationship.
2. Seek to ensure all employees are aware of their rights and involved in the decisions, which affect them.
3. Avoid discriminating against enterprises in developing countries.
4. Recognise official regulation and inspection of workplace standards, and the interests of legitimate trades unions and other representative organisations.
5. Seek arbitration in the case of unresolved disputes.

This policy will be reviewed annually by the senior management and where deemed necessary will be amended and re-issued. It is publicly available as may be reasonably requested by any interested party.

Signature: 

Name: Anthony Rouse

Dated: 14th August 2019

Position: CAO

On behalf of the supplier / Service Provider by _____

(Authorised Signature) _____

Position: _____

Date: _____