

## Ethical Trading Policy

In an increasingly competitive marketplace more and more organisations are employing labour and service globally as well as locally. Less employment regulation in areas of the world where there is a readily available labour and manufacturing capability for example, in the Far East, Asia, South America and Eastern Europe - can mean that employees in these regions are vulnerable to exploitation by unscrupulous operators, leading to unacceptably low wages and unsafe working conditions.

As a business which produces social expression and principally celebratory products, our customers and consumers need to be assured that those involved in the manufacture of these products work in a safe environment and enjoy acceptable living standards.

Our approach ensures we support local people and local economies in less developed areas, contributing positively to living standards.

UK Greetings is a member of SEDEX (Suppliers Ethical Data Exchange) and undergoes periodical independent audits at our manufacturing site in the UK to ensure compliance with the ETI (Ethical Trading Initiative) Base Code.

Our manufacturing site has successfully undertaken independent ethical audits, the results of which are posted on the SEDEX website.

We continually review our supply chain to ensure that, in addition to exceeding the requirements of the ETI Base Code, we also satisfy the most demanding of ethical or technical audits required by our customers.

Specific detail:

1. We have established the SEDEX Members Ethical Trading Audit (SMETA) as UK Greetings standard ethical audit requirement.
2. This one ethical audit standard is accepted by most customers and is undertaken by an independent audit group. It is based on the law of the land of the country where manufacturing occurs and the Ethical Trading Initiative Base Code is referred to as the ETI Base Code.
3. The target is to ensure all sites where goods are manufactured for UK Greetings have a SMETA Audit completed annually.
4. We ensure factories are proactive in addressing all non-conformances identified to the timeframes stipulated on audit report.
5. Our target from initial audit is to work with the factories encouraging them to have all non-conformances addressed and completed by 6 months from the date of the audit.
6. Once a factory has addressed all non-conformances and the independent third-party auditor has evidenced these, we accept this as good for 1 year from original audit date.
7. We accept the responsibility to grow the understanding and importance of ethical sourcing with supplying factories and are committed to continue and work with the factories to improve their ethical audit position rather than de list them from our supplier list.



- 8. All suppliers are requested to join SEDEX (Supplier Ethical Data Exchange), which links the supply chain enabling exchange of Ethical related data.
- 9. During initial contacts with potential new suppliers we establish where the goods will be produced and request copies of past Ethical audits at the factory to establish its ethical audit position before any orders are placed.

All the above is managed and controlled by UK Greetings Legal & Audit Team.

**Richard Wilkinson**  
**Operations Director**  
**May 2021**

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uk greetings

we make the world a more  
**thoughtful & caring** place  
every. single. day.

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