



COMPANY

POLICY AND PROCEDURE

POLICY SCHEDULE	
Policy Title	Ethical Trading
Policy Owner	Chief Executive – Martin Potts

Policy versions and Reviews

Version Number	Implemented	Reviewed	Signature
1	January 2019	-	<i>Martin Potts</i>

(This policy document will be reviewed at least annually and is held on our Company Website).



Fragrance Oils

ETHICAL TRADING

POLICY STATEMENT

Fragrance Oils Limited Group of Companies ("Fragrance Oils") believes that it is important for the Company to conduct business in an ethical, legal and socially responsible manner. This commitment extends to suppliers and other associated external resources with which we choose to do business. We will purchase goods and services to the highest standards of ethical and environmental trade practices to protect workers across our supply chain.

We want our customers to be confident that people are treated fairly, are not exploited and are not exposed to unsafe working conditions. The procedure that follows provides general guidance on ethics and refers to other policies of the Company where necessary.

FRAGRANCE OILS COMMITMENT TO ITS SUPPLIERS

A reasonable supply chain is critical to the success of our business. Fragrance Oils seeks to develop long term relationship with suppliers who share our ethical standards. These relationships are based on the principle of fair, open and honest dealings at all times. Only suppliers that share our standards and can demonstrate compliance will be considered appropriate to trade with.

We will work with our suppliers to resolve ethical trading issues. If suppliers are unable or unwilling to address critical issues associated with any breach of our Ethical Code, we reserve the right to terminate the relationship in accordance with our contractual rights.

The Company works hard to ensure our suppliers share our values and that we in turn treat them with trust and transparency. Suppliers will be chosen on the basis of factors such as price, quality, delivery, service and integrity. The Company's choice of suppliers will be made objectively. Honesty and openness will be paramount in the Company's dealings with its suppliers.

ETHICAL TRADING CODE

Suppliers shall at all times comply with this code and with the applicable national and international laws, regulations, codes and standards, both in the country in which the supplier works and in the country in which the product and/or services are sourced/provided. Suppliers shall ensure, as far as is reasonably practicable, that their suppliers, agent(s), subcontractors and consultants, who are directly or indirectly involved in the provision of goods and/or services to Fragrance Oils comply with the Code.

Supplies shall ensure:

- employment is freely chosen;
- freedom of association and the right to collective bargaining respected;
- working conditions are safe and hygienic;
- child labour shall not be used;
- remuneration;
- working hours are not excessive;
- no discrimination is practised;
- regular employment is provided;
- no harsh or inhumane treatment is allowed;
- entitlement to work;
- labour providers.

ETHICAL TRADING

This policy forms a formal part of Fragrance Oils other quality management principles and will be subsequently communicated and reviewed at regular intervals. The policy will be communicated to all relevant internal and external parties within the business. It is our commitment to continually improve through monitoring our supply chain and through training of all Fragrance Oils employees.

