



CORPORATE SOCIAL RESPONSIBILITY POLICY

July 2018

*'I am delighted to introduce you to our
Corporate Social Responsibility Statement'*



Abraham Moon & Sons has a rich history dating back to 1837, the year in which Queen Victoria succeeded to the British throne. We are proud to be one of the few remaining fully vertical mills in the United Kingdom – we take the finest quality raw wool and produce the finest quality cloth and accessories.

The document sets out our commitment to operating in a responsible manner including maintaining an open and professional approach with our suppliers; offering the best working environment for our employees; and minimising our environmental impact.

We work with suppliers who comply with the requirements of this Policy, which reflects the principles of the International Labour Organisation, the Human Rights Act and the Guiding Principles of the Organisation of Economic Co-operation and Development (OECD) and the Principles of the Global Compact.

Our Corporate Social Responsibility Statement is based around our four commitments:

- 1 - Creating the finest quality cloth
- 2 - Remaining an exemplary employer
- 3 - Reducing our carbon footprint
- 4 - Delivering a local positive impact

I hope you enjoy learning more about our business. We have a fantastic team working hard to produce the finest quality cloth and we are investing in the future of the textile industry through the creation of apprenticeship roles.

A handwritten signature in dark ink, appearing to read 'John Walsh', with a stylized flourish at the end.

John Walsh,
Managing Director, Abraham Moon & Sons Ltd

Our first commitment is: *"creating the finest quality natural cloth in an ethical manner reflecting our heritage and craftsmanship."*

1.1 – OUR HERITAGE

Our story begins in 1837 the year in which Queen Victoria succeeded to the British throne. Abraham Moon was a man of considerable standing in the community of Guiseley, on the southern fringe of the Yorkshire Dales.

Abraham supplied many local families with yarn to weave cloth on hand looms in their homes. When the cloth was woven he would collect the pieces, paying the weavers for their work. The cloth was then washed locally and hung out to dry in the surrounding fields. Abraham would then transport the pieces by horse and cart to Leeds for sale in the market. In 1868 Abraham had a three storey mill built on Netherfield Road in Guiseley, and the photograph below shows the building work in progress.

The mill had an abundant source of local water which was soft and ideal for washing and other processes necessary in woollen manufacture. Today we still use the pure water springs underneath the mill for scouring; as manufacturing technology progresses with time it's these simple historic details that make our fabrics special.

The newly built railway to Leeds ran directly behind our mill which had its own sidings. This proved an invaluable form of transport both inward (wool for processing, coal for power) and outward (distribution of cloth to the expanding consumer network). Our records show export sales to both Western Europe and Japan as early as the 1890's.

Following Abraham's death in 1877, his son Isaac succeeded him in the business, which continued to flourish throughout the remainder of the Victorian era. In 1902 the original multi-storey mill burned to the ground. Undeterred, Isaac Moon built a much larger single storey mill. By this time the mill had become fully vertical, meaning all manufacturing processes took place on one site – from raw wool through dyeing, blending, carding, spinning, warping weaving, and finally finishing the fabrics. We are one of the last remaining vertical woollen mills left in Britain today.

Isaac Moon took the business forward until his death in 1909. In 1920 the Moon family sold their shares in the company in order to pursue other interests. The shares were purchased by Charles H Walsh who was both designer and mill manager at the time with the borrowed sum of £33,000, the equivalent of £1.25 million today. Charles' death in 1924 saw the company pass onto his son Frank.

In 1954 Frank's nephew Arthur took control, only retiring as chairman in 2010. The current Chairman and Managing Director is John Walsh, the fourth generation of the family which succeeded the Moon dynasty.

In the last three decades of the 20th century fashions changed; wool fabric up to this point was bought whether it was summer or winter, so the mill always had constant work. Towards the end of the 1980's and the 1990's demand for wool fabric for summer clothes started declining in favour of cottons and linens. Also during this period

competition from emerging producers hit the United Kingdom's (UK) wool industry hard. Once there were seven woollen manufacturers in Guiseley, today there is but one.

Against a backdrop of declining fortunes of the UK Woollen and Worsted sector we survived by moving into higher value sectors as other mills tried and failed to compete against emerging producers. We took advantage of the manufacturing control and consistency that only a vertical mill can offer.

In 1996, we won the Queen's Award for Export Achievement presented by the Queen at Buckingham Palace. We are committed to continual investment in our mill and have always reinvested profits in capital machinery resulting in modern plant, production control systems, computer aided design and manufacturing technology. As a vertical mill we are in the ideal position to give customers an unparalleled service – vital in these times of 'fast response' and 'just-in time' manufacturing.

Our design and pattern books date back to the early 1900's, with designers and customers alike still drawing great inspiration from the archives. Our client list is also a source of envy, with Ralph Lauren, Burberry, Tommy Hilfiger and Paul Smith amongst many others.

1.2 – SOURCING OUR RAW MATERIALS

As one of the last remaining fully vertical mills in Britain, we manage each stage of the production process in-house. We have five main supplies:

- Wool;
- Yarn;
- Utilities;
- Dyes and chemicals; and,
- Packaging materials.

Wool:

We source the finest quality wool predominantly from New Zealand and South Africa. We typically buy our annual requirements in January each year – timing our purchases with the start of shearing to ensure the best availability of quality Wool.

We have the following exacting standards:

- We require **full traceability** of each of our deliveries of wool.
- We require that individual farms can demonstrate **best farming practices** ensuring that correct procedures are followed in shearing.
- Each lot must be tested by state authorities before being considered for inclusion.
- We require that each farm lot meets our desired specification of micron, fibre length and cleanliness, and that no inferior wools are blended in.
- We insist that no bleach is added to the wool and that minimal detergents are used to clean the wool.

We are members of the British National Committee of the International Wool Textile Organisation (IWTO). We fully support the Terrestrial Animal Health Code established by the World Organisation for Animal Health (OIE) which recognises the 5 following freedoms:

1. Freedom from hunger, thirst and malnutrition – through ready access to fresh water and a diet sufficient to maintain full health and vigour.
2. Freedom from discomfort – through provision of an appropriately sheltered and comfortable environment.
3. Freedom from pain, injury and disease – by prevention, or rapid diagnosis and treatment.
4. Freedom to express normal patterns of behaviour – through provision of sufficient space, suitable facilities, and company of the animal's own kind.
5. Freedom from fear and distress – ensuring conditions and treatments imposed avoid mental suffering.

Yarn:

We produce the highest quality yarn in-house, but we also engage spinners to produce yarn to enable us to manage growing demand. These spinners follow our protocols when buying raw wool and creating high-quality yarn.

Utilities:

As a fully-vertical Mill we require significant amounts of gas, electricity and water for production. We are conscious of the environmental and economic costs incurred and over the past 10 years in particular, have made great strides to reduce energy consumption as can be discovered by reading Section 3.1 of this Statement. We benefit from bore holes directly below our Mill and use this water under an abstraction licence throughout our production process.

Dyes and chemicals:

We purchase dyes from globally renowned chemical companies who are fully briefed on European Union (EU) legislative requirements and also understand legal frameworks in all major economies. One of the most significant regulations that we adhere to is Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH) (EC1907/2006): an EU wide regulation for chemicals and their safe use.

We also fully comply with the Stockholm Convention on Persistent Organic Pollutant (EC) 850/2004 (POPs) and the Biocidal Product Regulation EU number 528/2012. Furthermore, we have a full understanding of the legal frameworks that individual countries operate. Regulations in relation to substances and mixtures exist in the countries outlined, for example, in the table below:

Canada	Switzerland
China	Taiwan
Japan	Turkey

We adhere to all the rules regarding dyes in each of the countries that we export cloth to. We reserve the right to request copies of test reports from our dye and chemical suppliers to validate their signed statements of compliance to all the legislation outlined above.

1.3 – THE BENEFITS OF WOOL

We work predominantly with wool – a fantastic natural material.

Wool is strong and resilient but will naturally biodegrade when the time comes. Old wool fabric and fibre can be recycled for many uses including insulation and geotextiles, as well as being an effective compost as it slowly releases nitrogen rich nutrients back to the soil.

Wool uses significantly less energy during its production than manufacturing man-made fibres. Wool production produces lower carbon dioxide emissions and hence has a low carbon impact on the earth.

We are members of the Campaign for Wool, established by His Royal Highness, the Prince of Wales in 2010. The Campaign for Wool is a global community of sheep farmers, retailers, designers, manufacturers and consumers. It aims to educate as many people as possible about the benefits and versatility of wool in fashion, furnishings and everyday life. This in turn, supports many small businesses and local farmers whose livelihoods depend on the wool industry.

1.4 – OUR RELENTLESS FOCUS ON QUALITY

Quality from start to finish

We have a relentless focus on quality and manage each stage of our production process to ensure we create the finest quality cloth for our customers. We maintain meticulous records at each stage of production and all our employees play a key role in maintaining our quality standards.

Raw wool – we purchase the finest quality wool and our detailed specification enables our suppliers to consistently provide wool at the micron, length and cleanliness levels we demand. We receive a pre-shipment sample to review before bulk orders are sent and we receive detailed inspection certificates from the relevant export authorities.

The Dye House – we purchase the best dyes on the market to ensure effective colour-fastness and full environmental compliance. Our Dye House Manager carefully compares the dyed test fabric to colour standards and adjusts the dye recipe as required to allow for natural variations in the shade of the raw wool.

Blending – Before commencing the blending process, our Blending Manager produces a small representative sample from the individual blend components which is then compared to the standard pad in our extensive library. Once the pad represents an exact match, it is signed off and the blending process can commence. The bulk dyed wool components are conveyed via an oiling facility into our Mixmaster blending bin which creates an even

distribution of colours throughout the entire lot. The resultant blended mix is then subjected to one final check against the appropriate standard before the blend is passed to the carding department.

Carding – this process combs the blended material, removing the wool of any natural impurities and aligns the fibres in readiness for spinning. The material is checked before being passed to the Spinning Department.

Spinning – our frames draw out the wool and put a precise number of twists per inch into the wool, resulting in a fine but strong thread ideal for fabrics used in furnishings and clothing. Our Supervisor conducts daily random checks across all our shifts and tests that the yarn is strong enough to weave and is of the correct thickness. Adjustments are made where needed and the yarn is signed off. The cones, holding up to 16,000 metres of yarn are then ready to be sent to warping and weaving.

Warping – this is the first stage of cloth production and is completed on one of our 4 warping machines. The cones of yarn are wound over a drum, and a warp is made for weaving. Up to 6,000 individual threads have to be held in an exact order to ensure accurate and uniform patterns and designs. Our Warping Manager oversees the work of our experienced team and ensures the process is completed to the highest standard before being signed off.

Weaving – this process begins with one of our Overlookers receiving the job ticket with weaving instructions. A sample weave is first completed and is then checked against the standard before being signed off. The full weave is then commissioned and one of our Overlookers makes minor adjustments to the weaving machines to ensure optimum performance.

Scouring, Milling and Finishing – in the final production stage we remove any processing oil on the cloth, by washing and drying it. We process the cloth in accordance with our customers' requirements which may include pressing the cloth or applying a flame retardant or shower proof treatment. Once the cloth is finished it is passed to our Inspection Team to complete final checks before signing it off for despatch.

Laboratory – Abraham Moon & Sons Ltd operates an extensive UKAS accredited Laboratory, conducting a range of physical testing. We carry out testing on our own fabrics to ensure quality standards are met. Being UKAS accredited gives customers the confidence that our testing and record keeping fulfils national standards and is independently audited annually. In addition, we are accredited for a range of M&S testing. We invest in up to date testing equipment and regular staff training to drive forward our laboratory testing and the benefits this gives to our business and our customers.

Our second commitment is: “*remaining an exemplary employer offering a competitive package and a great working environment*”

2.1 – OUR WORKING CONDITIONS

We abide with strict UK/EU rules about working conditions and are committed to provide excellent working conditions for our employees, ensuring that our supply chain offers their employees similar working conditions which reflect the content and spirit of the Ethical Trading Initiative (ETI). We believe that our skilled and committed workforce creates a competitive edge through being more motivated and productive.

We have excellent facilities for our employees including 6 equipped kitchens and rest rooms where our employees can take regular breaks. Where possible, we have multi-skilled operatives, covering a variety of work.

We have converted an area of our site that was used for production into new offices for our Design, Sales & Marketing department, and an area to showcase our beautiful range of products.

We offer generous employment terms and believe our care of employees is reflected in our retention rates. As well as offering apprenticeships and being one of the largest employers in Guiseley, we have several generations of the same family working in the Company. Some employees have worked for the Mill for over 25 years.

Our **Equality of Opportunities Policy** confirms that we do not accept discrimination on the basis of age, disability, gender, marital status, sexual orientation, race, colour, nationality, ethnic or national origin, or community background. We believe that all people must have equality of opportunity for employment and advancement on the basis of their suitability for the work.

Our Policy covers all current legislation and obliges all our employees to respect and act in accordance with the Policy. It outlines that any bullying or harassment is totally unacceptable and explains our procedure for dealing with complaints. Our Managing Director, John Walsh has overall responsibility for the Policy, and is supported by our Human Resources Manager, in implementing it. A copy of this Policy is available on request.

Our **Bullying and Harassment Policy** outlines our commitment to creating a working environment that is pleasant to work in and is free from damaging victimisation and harassment. It is the duty of all employees, and in particular of managers and supervisors to ensure that this policy is implemented as quickly and as thoroughly as possible. A copy is available upon request.

Our **Health & Safety Policy** is provided to all new employees and sets out our approach to minimising the risk of workplace accidents. We have a bespoke check list for each Department which provides practical guidelines to employees on issues including suitable footwear, the use of face masks and ear defenders.

Our Health & Safety Officer ensures that our employees are familiar with the Policy, and understand their individual responsibilities. We undertake regular risk assessments, and fire evacuation practices and we have the support

of the Huddersfield Textile Training Centre for additional information. The Training Centre also completes dust and noise audits every 2 years and help us remain abreast of legislative changes.

We ensure that all site portable electrical appliances are tested and are part of a planned schedule with a PAT register.

A copy of our Health and Safety policy is available upon request.

2.2 – OUR ETHICAL APPROACH

We abide with the code and spirit of the Ethical Trade Initiative (ETI) which is contained in Appendix 1 of this Corporate Social Responsibility Statement. One of the key facets of our ethical approach is our strict control on potential bribery and corruption. We, and our suppliers, agree to condemn and act against corruption in all of its forms including extortion and kick-backs.

The Bribery Act (2010) applies to our business and our Managing Director, John Walsh is in charge of implementing compliance within our company. Our Code of Conduct applies to all employees and prohibits us from offering:

- A gift in excess of that permitted by corporate policy;
- An increased or secret commission; and,
- Extravagant hospitality in breach of our policy.

It is a criminal offence to accept a bribe, and our employees are prohibited from receiving any financial, or other advantage from any person. Our Anti-Bribery, Ethics and Hospitality Policy is available upon request.

2.3 – SEDEX

We have been members of SEDEX for a number of years. This is an international platform which monitors ethical and responsible practices within companies. It covers Health & Safety, Labour Standards, Environmental and Business Ethics.

Our mill is audited on an annual basis and this information is shared with some of our major customers through the SEDEX website.

This has been a valuable tool in ensuring that we remain a responsible company and our working practices are industry leading. We have found that SEDEX also focuses the management team on driving improvements in the business.

2.4 – INVESTING IN OUR EMPLOYEES

We are committed to delivering an exceptional standard of product and service quality to our customers. We believe that the quality of our products and service are a direct consequence of the quality of our employees at

every level. Our **Training Procedure** encourages all employees to take advantage of relevant and suitable training opportunities.

In delivering the Training Procedure we ensure that:

- The training and development needs of all employees are regularly reviewed and that sex, religious belief, race, marital status, sexual orientation, disability or age are not barriers to training and progression within our company.
- All employees are aware of the training and development opportunities that are available and are encouraged to use them.
- Our managers focus on the individual's needs, and our business' needs, when providing training and development opportunities.
- We evaluate how training is delivered and ensure that different learning styles and needs are addressed.
- Every new starter is given induction training which is appropriate to their job.
- We make appointments to positions of seniority open to internal applicants, and to promote from within wherever possible.

We create a number of **apprenticeship** opportunities every year and see this as an effective means to secure young talent for the future and invest in our community.

After a period of initial training, we offer our apprentices a more generous wage than the standard apprentice rate and offer salary rises as they begin making a productive contribution to the operation of the business. We partner with Huddersfield Training Centre and they provide education alongside the practical skills that our apprentices gain in the Mill.

Where possible, we ensure apprentices get the opportunity to work in several different departments – this gives them a broad knowledge of our business and provides us with flexible employees who have the ability to support several departments as need arises.

It can be a challenge finding individuals with the skill and experience needed to craft the finest quality fabrics and our apprenticeship scheme does allow us to bridge the skills gap. Our apprentices have the enthusiasm and talent we need and we buddy them up with highly experienced and skilled craftsmen to help them learn the trade.

Our third commitment is: *"reducing our carbon footprint and environmental impact whilst continuing to grow our business"*

3.1 – ENERGY CONSUMPTION

We are committed to reducing energy consumption whilst growing the business. Energy consumption is a crucial issue for any business as the cost of energy continues to rise and concerns for climate change grows. We cannot

power our business without energy and so it is important that we remain committed to reducing the energy consumption of our operations, a goal that will be achieved by setting clear objectives for energy efficiency. We have focused our attention on reducing our gas and electricity usage by comparing the KWHs of energy consumed against the weight of wool processed. We have been successful in driving down our energy usage as we grow the business. We have achieved this success through the effective implementation of a number of energy reduction projects.

We have also undertaken an extensive **roof repair and insulation programme** designed in partnership with a roofing engineer. Our Mill has typical north facing roof lights as can be seen in the photograph. We have replaced single glazed glass units with sheets of polycarbonate with a rubber layer on top of externally facing wood to extend the timber's life.

We have completed a **lighting replacement programme** – replacing a vast majority of our lights with light-emitting diodes (LEDs). We have already witnessed the benefits of LEDs through reduced electricity bills. The LEDs also have a longer life and hence we gain a reduced maintenance bill. The quality of the light is very good with the LEDs emitting a natural-effect white light. They also emit a lot less heat than the lights they replaced.

We have a number of further projects in progress, such as the installation of energy efficient drives on each of our spinning frames. We have completed the installation of 520 solar panels on the roof of our Mill with a possible output of 130kwp and these cover an areas of 846.0m². We are using the vast majority of electricity generated on site and this will account for a substantial portion of our electricity consumption going forwards.

3.2 – WASTE PRODUCTS FROM PRODUCTION

There are several sources of waste from our production process:

- Wool in various forms;
- Water used for processing;
- Cardboard;
- Plastic yarn cones;
- Polythene; and,
- Metal bands from bales.

The most significant waste stream by weight is **wool** in various forms. We collect such processing waste from each of our production machines and sell this to local firms who recycle the material for alternative use such as the manufacture of underlay for carpets and for insulation products etc. These firms recycle 100% of the waste fabric that they collect.

The **water** used in our production process is controlled within the United Kingdom's strict legislative framework. We adhere to strict regulations to the quantities of water used through the mill and all waste outputs are continuously and electronically monitored.

We have a permit with Yorkshire Water with controls over the temperature, acidity and chemical composition of water that we return to the drains. We stopped using dye products containing chrome in them several years ago as, whilst they do make it easier to dye wool, we are aware that chrome is particularly challenging to remove from the water course. We would like to create our own water treatment facility and are currently researching options. We continue to invest in new machines which are more **water** efficient.

We receive various goods and supplies where packaging includes the use of cardboard, polythene or plastic and this type of waste is compacted in our baling machine and then sold on to various merchants for recycling. The metal bands securing our bales of wool are also collected and sold on in the same way.

3.3 – USE OF CHEMICALS

We use fully compliant chemicals to dye the raw wool using a precise recipe of dye, pressure, temperature and time. Wool has excellent dye holding properties meaning woollen fabrics and floor coverings are available in every shade, pattern and texture. We dye wool in over 500 different shades and colours and our Dye House contains a library of shade standards and recipes to ensure continuity of each colour.

We work hard to limit our environmental impact and are careful to only use dyes which meet EU legislation. We adhere closely to Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH) which is a European Union (EU) regulation aimed at improving the protection of human health and the environment from the risks that can be posed by chemicals. The European Chemicals Agency (ECHA) constantly revises and updates REACH and its requirements. The substances on this list will, in time, either be restricted or banned completely, and it is our policy to seek greener alternatives in preparation for this.

Within the REACH regulations certain dyes are identified as being a Substance of Very High Concern (SVHC). Such substances are placed on a Candidate List triggering certain legal obligations for the importers, producers and suppliers of an article that contains such a substance.

In accordance with the REACH regulations, any company established in the European Economic Area (EEA) must:

- Ensure that all substances it uses are registered with the European Chemicals Agency (ECHA), including all imported substances. This requirement also applies to substances contained in mixtures;
- Not use substances subject to authorisation;
- Not place articles on the market containing restricted substances above specified limits.
- Inform its professional clients if a substance of very high concern (SVHC) is present in any of the articles supplied in concentrations above 0.1% by weight;
- Respond within a period of 45 days to any request received from a consumer inquiring as to whether an SVHC is present in concentrations above 0.1% by weight in any article supplied.
- Inform ECHA if importing in quantities greater than 1 tonne per annum.

We take our commitment to REACH very seriously and take all reasonable steps to ensure compliance. We keep a careful watching brief and react quickly to amendments to the list of restricted or banned chemicals. We provide a written statement to all our suppliers confirming that they, and their suppliers, need to comply with REACH. Our

written statement includes the list of substances that are presently banned or restricted and covered by existing EU directives and REACH.

Our suppliers are required to discuss these requirements with their suppliers and packaging suppliers as this affects all downstream users. Our suppliers are encouraged to contact our Quality Manager with any issues or concerns and sign a statement to confirm that they understand their obligations regarding REACH and Abraham Moon's restricted substance list. Specifically our suppliers must:

- 1) Ensure that all substance users are registered with the European Chemicals Agency including all imported substances.
- 2) Ensure that when placing any article with an intended release on the market, that the substances are registered with the ECHA
- 3) Not use substances subject to authorisation and not place articles on the market containing substances above specified limits.
- 4) Inform us if the substances are of a very high concern (SVHC) and any of the articles supplied are in concentrations above 0.1% by weight. In these instances we expect suppliers to work with us to find a replacement solution.
- 5) Respond within a period of 7 days to any requests received from a customer enquiring as to whether any SVHC is present in concentrations above 0.1% by weight in any article supplied.
- 6) Send us details of the REACH correspondence within their company and of any deputy appointed to replace the correspondent in the event that they are unavailable
- 7) Provide us with early warning relating to any decision or information relating to the articles, substances or mixtures that may have an impact on our obligations under REACH or give rise to an interruption in the supply chain.
- 8) Require their own suppliers to commit to meeting the terms above.

Our suppliers are also asked to keep us informed of any substances with the potential to be considered in the near future as SVHC or added to the Proposition 65 list, and of any substances that are likely to become substances subject to authorisation or restricted substances.

Certain countries have even more stringent criteria than REACH on specific dyes, and we are careful to understand and comply with standards across the globe.

We fully comply with the Control of Substances Hazardous to Health Regulations 2002 (COSHH) which require all chemicals to be clearly labelled and identified. We provide information and training for all our employees who may be exposed to substances hazardous to health. We have robust arrangements for the safe handling, storage and transport of substances hazardous to health, and of waste containing such substances, in our Mill.

We use Safety Data Sheets (SDS) as an important component of product stewardship and occupational safety and health. Our SDS provide our employees with procedures for handling or working with that substance in a safe manner, and includes information such as physical data (melting point, boiling point, flash point, etc.), toxicity, health effects, first aid, reactivity, storage, disposal, protective equipment, and spill-handling procedures.

Our fourth commitment is: “*delivering a positive impact in our community and supporting the textiles industry*”

4.1 – WORKING WITH OUR COMMUNITY

We are a key local employer in Guiseley in Yorkshire and currently have over 200 employees. As highlighted earlier, we are investing in apprentices to ensure that young people get the opportunity to join the textiles sector. As part of our commitment to apprenticeships we visit local schools to inform them about our business and the history and future of the textiles sector. We offer work experience to local students.

Our Managing Director, John Walsh is a Panel member for the Clothworkers' Foundation, which was established by The Clothworkers' Company in 1977. The Foundation aims to improve the lives of people and communities, particularly those facing disadvantage. The Foundation awards capital grants to UK charities and bursaries and fellowships to qualified conservators. Since its establishment, the Foundation has awarded grants of more than £100 million.

The Panel's priorities are as follows:

- Alcohol and substance misuse – projects supporting people affected by drug and/or alcohol dependency, and their families.
- Disabled people - projects providing services for people with physical and/or learning disabilities, and/or for people with mental health issues.
- Disadvantaged minority communities - projects that work with minority communities facing both disadvantage and discrimination.
- Disadvantaged young people - projects which support disadvantaged young people.
- Domestic and sexual violence - projects supporting people affected by domestic or sexual violence or abuse.
- Elderly people - projects providing services for elderly people, in particular those living in areas of high deprivation and/or where rural isolation is an issue.
- Homelessness - projects providing services for people who are homeless or at risk of becoming homeless.
- Prisoners and ex-offenders - projects supporting prisoners and/or ex-offenders, or those at risk of offending, and their families.
- Visual impairment - projects providing services for blind or visually impaired people.

Appendix 1 – Ethical Trade Initiative (ETI) base code

AS A COMPANY WE FOLLOW NOT ONLY UK LEGISLATION, BUT ALSO THE ETI CODE (WHERE APPLICABLE).

1. 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 their employer and are free to leave their employer after reasonable notice.
2. 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 activities of trade unions and their organisational activities.
 - 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.
3. 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
 - 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 to 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 code shall assign responsibility for health and safety to a senior management representative.
4. 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 or him to attend and remain in quality education until no longer a child; "child" and "child labour" being defined in the appendices. Children and young persons under 18 shall not be employed at night or in hazardous conditions.
 - These policies and procedures shall conform to the provisions of the relevant ILO (International Labour Organisation) standards.
5. Living wages are paid
 - Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. In any event wages should always be 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 expressed permission of the worker concerned. All disciplinary measures should be recorded.
6. Working hours are not excessive
 - Working hours must comply with national laws, collective agreements, and the provisions of 6.2 to 6.6 below, whichever affords the greater protection for workers. Sub-clauses 6.2 to 6.6 are based on international labour standards.

- Working hours, excluding overtime, shall be defined by contract, and shall not exceed 48 hours per week.*
- All overtime shall be voluntary. Overtime shall be used responsibly, taking into account all the following: the extent, frequency and hours worked by individual workers and the workforce as a whole. It shall not be used to replace regular employment. Overtime shall always be compensated at a premium rate, which is recommended to be not less than 125% of the regular rate of pay.
- The total hours worked in any seven day period shall not exceed 60 hours, except where covered by clause 6.5 below.
- Working hours may exceed 60 hours in any seven day period only in exceptional circumstances where all of the following are met:
 - this is allowed by national law;
 - this is allowed by a collective agreement freely negotiated with a workers' organisation representing a significant portion of the workforce;
 - appropriate safeguards are taken to protect the workers' health and safety; and
 - the employer can demonstrate that exceptional circumstances apply such as unexpected production peaks, accidents or emergencies.
- Workers shall be provided with at least one day off in every seven day period or, where allowed by national law, two days off in every 14 day period.

* International standards recommend the progressive reduction of normal hours of work, when appropriate, to 40 hours per week, without any reduction in workers' wages as hours are reduced.

7. 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.

8. Regular employment is provided

- To every extent possible work performed must be on the basis of 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.

9. 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 be prohibited.

The provisions of this code constitute minimum and not maximum standards, and this code should not be used to prevent companies from exceeding these standards. Companies applying this code are expected to comply with national and other applicable law and, where the provisions of law and this Base Code address the same subject, to apply that provision which affords the greater protection.