

## Madeira UK LLP Code of Conduct

Madeira UK LLP is a global supplier in the embroidery thread, backings and sewing accessories. Madeira is a market leader and the first choice of customer market leaders across the world. This position could only be achieved by our commitment to the BEST BUSINESS ETHICS with a policy of continuous improvement in every aspect of our business. The company has a policy of extending and ensuring that this code is adhered to by our potential suppliers before they can become Madeira suppliers.

### Code Compliance

- All employees, contractors, consultants or associates are instructed to adhere to our code of conduct.
- Suppliers are expected to have or to implement and maintain systems to comply with this code of conduct.
- Madeira treats all partners in the way Madeira would wish to be treated. This is with fairness, integrity and mutual respect.
- The code of conduct is reviewed every 12 months.

### Ethics & Integrity

- Madeira have a specific policy, signed by all staff regarding anti-bribery, corruption and any illegal practices. The company will not tolerate employees who are found to be responsible for such transgressions. Individuals with knowledge of transgressions and who do not report this immediately are also subject to disciplinary processes.
- The receipt of gifts and gratuities are against Madeira's code of conduct.
- Madeira will protect and respect client information both confidential and commercial.
- Madeira commits to fair business standards to ensure that information provided to customers is not misleading.
- Madeira has a written statement, that extends to suppliers, that prohibits the use of child labour including proof of age (minimum age of 16 years)
- Madeira will treat everybody equally regardless of, nationality, race, sex, religion and disability.

### Workers' Rights

- Madeira's labour standards policy is against harsh and inhumane treatment, corporal punishment, coercion, verbal abuse and sexual harassment.
- Madeira prohibits the use of forced labour, compulsory labour, debt bondage or involuntary prison labour, whereby employees are free to leave work or terminate their employment after a reasonable notice period.
- Madeira's working hours comply with national laws with adequate rest time and payments for overtime work. Wages and benefits for a standard working week reflect national legal standards.
- No employee of Madeira is required to work for more than 45 hours.
- Madeira grants pregnancy and sickness leave and benefits which are, at least, legally mandated in the UK.



## **Environment**

- Madeira's environmental and recycling policy, whenever it is possible, includes; water, energy, waste and reuse of product packaging.
- Madeira's production process has been designed to be as environmentally friendly as possible and is manufactured in accordance with the highest possible safety regulations.

## **Health and Safety**

- Madeira complies with the highest nationally mandated standards of the health and safety processes and procedures to protect its employees.
- Generic risk assessments have been undertaken and are periodically reviewed.
- New employees receive health and safety training as part of their induction programme.
- Madeira has employees who have been assigned and trained first aiders. First-aider names are posted in the general office and warehouse areas.
- Madeira's products are certified as completely safe for humans.