



**IRISH FLEXIBLE PACKAGING LIMITED**

**The bakery packaging specialists**

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## **ETHICAL TRADING POLICY**

### **Child Labour**

**It is not the company's policy to employ child labour for any reason.**

**The minimum age for employment is 16 years. Between this age and 18 employees are forbidden to enter hazardous areas and are not allowed to operate machines. Night working is not an option.**

### **Living Wages Are Paid.**

**All employees receive wages of at least the national standard. These are agreed by the Trade Unions and Management.**

**All employees are provided with written details regarding their employment and sign to say that they understand these. These statements agree the wage to be paid and any specific points regarding the job and the hours worked.**

**It is not company policy to make deductions from wages as a disciplinary measure.**

**All disciplinary measures are agreed as part of our disciplinary and grievance procedures**

### **Working Hours**

**It is the company policy to work within the national laws regarding working hours.**

**Any overtime working is done on a voluntary basis and again complies with the working hours laws.**

### **Discrimination**

**All persons are hired regardless of race, cast, national origin, religious beliefs, age, gender, marital status, sexual orientation etc. Equally access to training or promotion is made regardless of these issues.**

**Maternity rights are upheld in compliance with prevailing national laws.**

### **Regular Employment is Provided**

During employment it is the company's policy to train staff to the specific requirement of their job and where possible impart key skills that can be used outside of this employment. I.e. numeracy.

#### Harsh / Inhumane Treatment

The company has very strict guidelines on physical or verbal abuse, sexual or any other form of harassment.

In most cases this is met with instant dismissal and written warning as a minimum punishment.

#### Immigration Law

All new recruits are employed either through the employment service, direct advertising or personal recommendations.

All employees have to provide a P45 and a birth certificate on employment.

#### Use of Employment Agency for Temporary Workers

It is not company policy to hire temporary workers. Should this situation change then every effort would be made to ensure that such agencies comply with ethical trading rules.

Signed



**Eamon Farrell**  
Managing Director

30-4-13