

# ZEBRA MTD LTD GROUP

## Ethical Trading Policy 2021

### Introduction

This document sets out the ethical trading policy of Zebra MTD Ltd (hereafter referred to as the 'Group') and its subsidiary companies, regarding the activities and operations conducted at its premises, its temporary store locations, and on its behalf by third parties. The Group recognises that it has a responsibility beyond standard legal and regulatory requirements and is committed to actively improving ethical standards in its supply chain.

### Organisational Structure and Supply Chains

This statement covers the activities of Zebra MTD Ltd and its subsidiaries:

- Companies within the group publish, distribute and retail calendars, cards, books, stationery and other gift products, as well as providing products and services to the charity sector.
- The group is based in Exeter, Devon, UK, and has direct operations in the United Kingdom and Republic of Ireland. Products are sourced both in the UK and overseas, as appropriate.

### Our Approach

We recognise the responsibility that we share with our suppliers to source products in an ethical manner. It is our policy to manufacture goods that are made:

- In safe and healthy conditions
- By adult workers who are fairly treated
- In factories that work towards reducing their environmental impact
- Using materials that minimise the impact on the environment.

We support our suppliers to comply with the ETI base code and in order to do this we will:

- Ensure all our direct manufacturing suppliers have been audited using SMETA standards by a third-party auditor.
- Audits should be no greater than 3 years old. (Minimum requirement is a SMETA two-pillar audit)
- Third-party suppliers delivering finished products for sale through our retail channels are expected to be working towards the same standards as us during the manufacturing process.
- All major suppliers must be FSC accredited.
- We will work with and support new or smaller factories to work towards SMETA and FSC standards.
- We will regularly inspect all major direct manufacturers ourselves.
- We will maintain a supplier database to record audits & corrective action plans as well as FSC certification.
- We will work with suppliers to help/encourage them to action all recommendations following SMETA audits.
- We will work with suppliers to resolve ethical issues that we are made aware of, but we reserve our right to terminate the relationship in accordance with our contractual rights if suppliers are unwilling to address critical issues.
- We will maintain our SEDEX membership and work openly to share ethical issues with our business partners.
- We will train our relevant staff in environmental awareness.

### General provisions:

We expect all our suppliers to apply the standards set out under the ETI base code and ensure their workers' rights within it. See [www.ethicaltrade.org/eti-base-code](http://www.ethicaltrade.org/eti-base-code)

1. Employment is freely chosen.
2. Freedom of association and the right to collective bargaining are respected.
3. Working conditions are safe and hygienic.
4. Child labour shall not be used.
5. Living wages are paid.
6. Working hours are not excessive.
7. No discrimination is practised.
8. Regular employment is provided.
9. No harsh or inhumane treatment is allowed.

