

This Standard sets out the minimum labour standards that Wates requires from all members of our supply chain, including sub-contractors, suppliers and labour agencies. It must be read in conjunction with our Code of Conduct (a copy of which is available to download from www.wates.co.uk). Suspected breaches of this Standard or instances of slavery can be reported in accordance with the process set out in our Code of Conduct. Safecall, our confidential reporting service, can be contacted on 0800 915 1571 or www.safecall.co.uk/report.



Governance

- It is the supplier's responsibility to meet the requirements of this Standard and to be able to demonstrate to Wates that it has done so;
- Wates will support suppliers who disclose difficulties in meeting the requirements of this Standard and seek to work with them to put in place necessary improvements;
- Wates shall have the right to audit the supplier's compliance with this Standard. The supplier shall give all necessary assistance to the conduct of such audit;
- The supplier shall include in its agreements with its own supply chain, obligations that are at least as onerous as those that are set out in this Standard.



Forced or involuntary labour

- Workers shall not be subject to any form of forced or compulsory labour;
- Workers shall have the freedom to terminate their employment at any time without penalty, given notice of reasonable length.



Recruitment fees

- Workers shall not be charged any fees or costs for recruitment, directly or indirectly, in whole or in part.



Contracts of employment

Written contracts of employment shall:

- be provided prior to deployment;
- be provided to workers in a language they understand;
- clearly specify the workers employment conditions, rights and responsibilities, including wages and working hours.



Document retention

- Confiscating or withholding worker identity documents, work permits or travel documentation (e.g. passports) is prohibited;
- The retention of personal documents shall not be used to bind workers to employment or to restrict their freedom of movement.



Grievance procedures

- An effective grievance procedure shall be established so that all workers can raise a grievance without suffering any prejudice or retaliation of any kind.



Workplace equality

- All workers shall be treated fairly and equally;
- Migrant workers shall benefit from conditions which are no less favourable than those available to country nationals;
- Migrant workers (or their family members) shall not be threatened with denunciation to authorities to coerce them into taking up or maintaining employment.



Employment agencies and labour recruiters

- Suppliers should hire migrant workers directly whenever possible;
- When sub-contracting recruitment or hiring, suppliers shall ensure that the labour agencies they engage operate legally and do not engage in behaviour that puts workers at risk of slavery or human trafficking.



Human treatment

- Suppliers workplaces shall be free from any form of harsh or inhumane treatment;
- Disciplinary policies and procedures shall be clearly defined and communicated to all workers and shall not include inhumane or disciplinary measures or sanctions that result in wage deductions, reductions in benefits or compulsory labour;
- The use or threat of physical or sexual violence, harassment and intimidation against a worker or their family is prohibited.



Wages and benefits

- All workers shall be paid at least the minimum wage and benefits required by applicable laws;
- Wage payments shall be made at regular intervals and directly to workers in accordance with applicable laws, and shall not be delayed, deferred or withheld;
- Only deductions, advances and loans authorised by applicable laws are permitted and, if made or provided, shall only be taken with the full consent and understanding of workers;
- Clear and transparent information shall be provided to workers about hours worked, rates of pay, and the calculation of legal deductions;
- All workers must retain full and complete control over their earnings. Wage deductions must not be used as a disciplinary measure, or to keep workers tied to the employer or to their jobs;
- Workers shall not be held in debt bondage or forced to work in order to pay off a debt;
- Deception in wage commitments, payment, advances, and loans is prohibited.



Working hours

- Workers shall not be forced to work in excess of the number of hours permitted by applicable laws;
- No worker shall be made to work overtime under the threat of penalty, dismissal or denunciation to authorities;
- No worker shall be made to work overtime as a disciplinary measure.



Freedom of movement and personal freedom

- Workers' freedom of movement shall not be unreasonably restricted;
- Workers shall not be confined to the workplace or related premises, such as employer or recruiter-operated residences;
- Mandatory residence in employer or recruiter-operated facilities shall not be a condition of employment.



Deposits or security payments

- Workers shall not be required to lodge deposits or security payments at any time.



Slavery and human trafficking – know the signs

- Workers appear to be under the control of someone else and reluctant to interact with others;
- Workers do not have personal identification on them;
- Workers have few personal belongings, wear the same clothes every day or wear unsuitable clothes for work;
- Workers are not able to move around freely;
- Workers are reluctant to talk to strangers or the authorities;
- Workers appear frightened, withdrawn, or show signs of physical or psychological abuse;
- Workers are dropped off and collected for work always in the same way, especially at unusual times, i.e. very early or late at night.