

## Business Code of Conduct

Pinfold Promotions Limited is a member of the British Promotional Merchandise Association as and such adheres to its best practice code:

Pinfold Promotions will display, demonstrate and represent our products and services in a fair and transparent manner and avoid deceptive, misleading and unethical practices (which include all supply-chain partners/contractors).

We will abide by all rulings of the Advertising Standards Authority, the Committee of Advertising Practice and all relevant regulatory bodies supported by the BPMA (which directly affect the promotional merchandise industry).

We will take adequate steps to ensure that all products and services comply with applicable legislation requirements including safety laws, regulations, and guidelines in each relevant market.

Merchandise supplied should always comply with a written and agreed specification, which is an integral part of the purchase order.

On receipt of a detailed brief, a full and binding quotation will be given in writing, indicating clearly an additional costs such as delivery, tooling, origination etc, as well as payment terms.

Should circumstances arise which affect compliance with the agreed production and delivery schedule, clients are to be informed immediately in writing and offered alternative solutions for fulfilment of the order.

We will ensure that production facilities have adequate control procedures in place which will guarantee that merchandise supplied meets the specification.

We comply with the Trade Descriptions Act of 1968 under which it is an offence to make a false or misleading statement in advertising or publicity relating to the goods or services being offered.

We will use environmentally safe and sustainable energy sources to meet the production needs, as well as offering where possible energy efficient products. We will consider the environmental impact of our product range at all stages of its life cycle and with this in mind we offer a full range of environmental and sustainable products <http://www.ecopromogifts.co.uk/pinfoldpromotions/>.

Pinfold Promotions will work with companies in our supply chain to ensure they have an equal opportunity and diversity policy; and where possible endeavour to have a diverse range of supplier companies.

We will work with companies who use digital print and screen print with water based inks, ensuring a chemical and solvent free environment for their staff.

### Modern Slavery Policy

This statement relates to the Modern Slavery Act 2015, informing our clients, suppliers and staff about our policy in respect to modern slavery, human trafficking, forced and bonded labour and labour rights violations in our supply chains and the steps taken to identify, prevent and mitigate the risks.

We require that:

- Employment is freely chosen**
- Working conditions are safe**
- Child labour shall not be used**
- Living wages are paid**
- Working hours are not excessive**
- No discrimination is practiced**
- No harsh or inhumane treatment is allowed**

### **Ethically Sourced Policy**

Pinfold Promotions recognises the importance of ethically sourced products and implemented a policy to ensure that we recommend products which are ethically sourced and environmentally friendly. See Environmental policy.

Many of our clothing items come from WRAP, (Worldwide Responsible Accredited Production), certified companies. When recommending clothing products we take the ethical issues involved with manufacture into consideration, ensure workers are respected and their rights safeguarded under international labour laws. The factories must meet or exceed the requirements of applicable health and safety laws and not violate the legal employment age.

*Kerry Adcock*

Pinfold Promotions Limited is an accredited member of the



This policy is reviewed and updated annually - November 2023