



Our Good to Each Other Code of Conduct



At Ella's Kitchen lots of people and things are involved in making our yummy products. From the people who grow our fruit and vegetables, to the chickens that lay our eggs and the materials we use to package it all up, we want to make sure that we are good to the people and the planet every step of the way.

When it comes to people we believe that it's really important to be Good to Each Other (GTEO) to everyone we do business with across our value chain.

We see this value being lived every day at Ella's barn by our team, but we want to go further by ensuring that everyone we do business with and in turn everyone they do business with are promoting this value and ethos to ensure their people have access to fair, safe + healthy working conditions.

In putting together our GTEO code we have drawn upon International standards, including the Ethical

Trading Initiative Base Code and the International Labour Organisation (ILO) conventions and recommendations, which in turn are based on the United Nations (UN) Universal Declaration of Human Rights and Convention on Rights of the Child.

It's important to note, the below outline the minimum requirements not maximum for our partners who work directly with Ella's Kitchen. We require all of our value chain partners to observe the Our Good to Each Other Code and request that our partners in turn share similar principles + policies with their partners, manufacturers and contractors.

We expect all partners who we work with to share our beliefs + values on what it means to be GTEO and will be open and honest in working with us to help ensure that the principles within this code are being met.





1

All work must be conducted on a voluntary basis

We have a zero tolerance policy to the exploitation of people and do not tolerate forced or bonded labour, slavery, human trafficking or labour practices which involve the harsh or inhumane treatment of workers.

Partners must not use any form of bonded, forced indentured or other illegal labour, any form of slavery or human trafficking or any other prohibited conduct.

Partners in the UK are to declare that their business + operations comply with Section 54 of the Modern Slavery Act. All Ella's Kitchen's non-UK partners are expected to comply 'in principal' that your business + operations meet these standards:

<http://www.legislation.gov.uk/ukpga/2015/30/section/54/enacted>



2

Business is conducted lawfully + integrity:



Bribery

We expect our partners to conduct all of their business activities with honesty, integrity and the highest possible ethical standards and will, where appropriate, include clauses to this effect in relevant contracts.

Financial Records, Money Laundering and Insider Trading

All business and commercial dealings should be conducted lawfully and transparently. For example, our partners should never participate in

money laundering schemes, or engage in or support insider trading.

Compliance with Laws

Partners must comply with all laws and regulations within the countries in which they operate and any relevant UK laws. All other applicable international laws and regulations are complied with including those relating to international trade (e.g. sanctions, export controls and reporting obligations), data protection and anti-trust/competition laws





3

All people are treated equally + with respect + dignity

We are opposed to discrimination in any form. There must be no discrimination or harassment during recruitment or employment on the basis of (but not limited to) race, ethnicity, nationality, religion, age, disability, gender, sexuality, marital status, sexual orientation, pregnancy, union membership or political affiliation.

Partners must ensure that they provide all employees a means by which to raise their concerns about any of these requirements and all employees who speak out about an issue are protected from retaliation.



4

All people are of an appropriate age



We have a zero-tolerance approach to child labour. Under no circumstances will a partner employ people under the age of 15 or under the minimum age for work or mandatory schooling as specified by the local law, whichever is higher. When young workers (under the age of 18) are employed they must not do

work that is mentally, physically, socially or morally dangerous or harmful or interferes with their schooling by depriving them of the opportunity to attend school.

Partners must ensure that documentation of each individual's date of birth is maintained.





5 Employees are paid fair wages

Partners must compensate employees by paying wages, overtime pay, benefits and paid leave which meet or exceed legal minimum and/or industry benchmark standards, whichever is higher.

Wages and compensation must be paid regularly and on time, and be sufficient to meet basic needs and provide some discretionary income for employees and their families.

Partners must not make any deductions from wages which are not provided for by national law, or as a disciplinary measure.

Partners must provide employees with written and understandable information about employment conditions, including wages, before the start of employment, and about the details of their wages each time they are paid.



6 Working hours are agreed and fair

Partners must ensure that working hours comply with national laws or benchmark industry standards or relevant international standards. The total hours worked, including overtime, in any seven-day period shall not exceed 60 hours unless there are exceptional circumstances.

Employees shall be provided with at least one day off in every seven-day period. All overtime

is voluntary, and employees will not be punished, penalised, or dismissed for refusing to work overtime. Overtime shall be used responsibly, taking into account all the following: the extent, frequency and hours worked by individual workers and the workforce as a whole. It shall not be used to replace regular employment. Overtime shall always be compensated in accordance with local legal requirements as a minimum.





7

Workers' health and safety are protected at work

Partners must provide a safe and hygienic working environment, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.

Partners must ensure employees receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned employees. Training should include fire safety, training

in waste management and handling of chemicals and other dangerous materials.

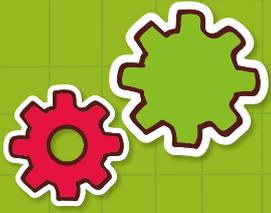
Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided. Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers.

We encourage partners to assign the area of health and safety to a senior management representative to ensure that policies and practices are regularly reviewed.

8

Workers are free to form + join collective groups

Partners must respect the right of employees to form + join trade unions and bargain collectively in a lawful and peaceful manner, subject to and in accordance with applicable law. Workers representatives must be allowed access to the workplace to carry out their functions.



9 People have access to fair procedures

Partners must provide their employees with transparent, fair and confidential procedures that result in swift, unbiased and fair resolution of difficulties which may arise as part of their working relationship. Employees who raise concerns and speak out about an issue should be protected from retaliation.

10 Land rights of communities will be protected

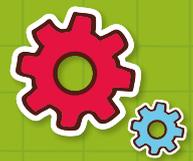
The rights and title to property and land of the individual, indigenous people and local communities are respected. All negotiations with regards to their property or land, including the use of and transfers of it, adhere to the principles of free, prior and informed consent, contract transparency and disclosure.



11 Giving back to the community

Partners are encouraged to play an active role in their local community and look at opportunities for how they can give back to people and projects which are focused on having a positive impact on people and the planet.





12 Business is conducted in a manner which embraces sustainability and reduces environmental impact...

Partners are expected to carry out their operations, sourcing, manufacture, distribution of products and the supply of services with the aim of protecting and preserving the environment. All operations must comply with national law and we encourage our partners to investigate and implement industry initiatives and environmental management systems which focus on minimising and reducing the impact of their operations long term.

As part of Our Dream partners may also be subject to providing environmental data + working on specific projects around reducing and managing their environmental impact.

We encourage all of our partners to embrace the United Nations Sustainable Development Goals and implement practices and policies which work towards delivering these global goals.

Managing + Monitoring Performance: Partner Ethical Data Exchange (SEDEX)

As stated in Ella's Kitchen's core Terms + Conditions,

- Partners are expected to connect with Ella's Kitchen and share all data held on SEDEX with us within 6 months of entering into an agreement with us. This includes SMETA audit information and non-conformances
- Partners are expected to complete the SEDEX Self-Assessment Questionnaire (SAQ) to 100% within 6 months of entering into an agreement with Ella's Kitchen
- Partners are expected to update their SAQ at least annually
- Partners with a Combined Overall Risk Category* at High will be expected to have annual SMETA audits**

- Partners with a Combined Overall Risk Category at Medium will be expected to have SMETA audits every 3 years*
- Partners with a Combined Overall Risk Category at Low will be expected to have a valid SMETA audit that has been conducted within the last 5 years
- Further SMETA audits to be at Ella's Kitchen's discretion

* The Combined Overall Risk Category is calculated by SEDEX and is based on two factors: Inherent risk: based on country, product area, sector profile and site function
Management proficiency risk: based on data from the SEDEX SAQ

** Ella's Kitchen will investigate the risk rating and identify areas for improvement to be discussed with the partner



Being the Change Partner Program

Key Ella's Kitchen partners may also be asked to complete Ella's 'B The Change Survey' an annual, online questionnaire based on the B Corp framework to capture social and environmental data for monitoring + reporting purposes. All data provided will be treated as confidential and will not be disclosed to third parties without prior consent. Information will be used to identify opportunities where Ella's Kitchen can work with partners to improve social and environmental performance. Partners will be notified by Ella's Kitchen if they are expected to complete this.



We encourage all partners to adopt a Good to Each Other approach when working with Ella's Kitchen + disclose all relevant policies and procedures if requested. We ask that our partners take responsibility to implement the requirements of this Code and carry out due diligence + processes on those in its own direct supply chain + ensure that they recognise the role they must play in promoting responsible sourcing practices.

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This document will be reviewed ongoing to ensure that it is meeting best practice.

You can find out more about Our Mission, Our Dream and Our Values by taking a peek at the Good Stuff We Do here:
www.ellaskitchen.co.uk/sustainability