

Ethical Procurement Policy

PB&J Publishing Ltd seek to source products and services in a way that promotes social justice and human rights.

Working conditions in the global manufacturing and service industries including garments, cleaning, security and catering are notorious for low wages, exploitation, and a lack of transparency. This policy provides a framework for *PB&J Publishing Ltd* to work with brands/suppliers who are making progress on workers' rights in their supply chains.

Human Rights in Supply Chains

1. At a minimum, we require all suppliers that we work with to ensure that the following standards for workers' rights are being upheld along the supply chain of the products they sell:

- Employment is freely chosen.
- Freedom of association and the right to collective bargaining are respected.
- Working conditions are safe and hygienic.
- Child labour shall not be used.
- Living wages are paid.
- Working hours are not excessive.
- No discrimination is practiced.
- Regular employment is provided.
- No harsh or inhumane treatment is allowed.

Where *PB&J Publishing Ltd* sources merchandise or services, suppliers and brands should have a code of conduct that, at a minimum, includes workers' rights as outlined above. The code of conduct should apply to suppliers and subcontractors and engage the responsibility of the company, and not only that of its suppliers. Effective resolution, remediation, and grievance mechanisms should be in place for workers in case of violations to the code of conduct.

2. Knowing where products are made, and who made them, is an essential step to ensuring human rights in supply chains.
 - *PB&J Publishing Ltd* requires all suppliers/brands to commit to transparency and to publish their full supply chain and make it available
 - *PB&J Publishing Ltd* requires all suppliers/brands to align with the Transparency Pledge by publishing on their website a list naming all sites that manufacture its products on a regular basis (such as twice a year).
3. *PB&J Publishing Ltd* will encourage multinational companies to enter into Global Framework Agreements with global trade union federations.

4. *PB&J Publishing Ltd* will encourage all suppliers that we work with to implement LGBTQ+ inclusion policies to protect workers both in the UK and abroad.
5. *PB&J Publishing Ltd* expects all suppliers/brands to be working towards paying all workers in their supply chain a living wage. This requires brands/suppliers to negotiate fair prices with their own suppliers and sub-contractors based on robust living wage benchmarks.
6. *PB&J Publishing Ltd* will write to all suppliers/prospective suppliers outlining the expectations stated in this policy and requesting information about what action they take to ensure that workers' rights are respected along their supply chains.

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7. Where violations are found in a supply chain, brands and suppliers should commit to working to improve the situation, rather than terminating contracts, or not sourcing from countries that criminalise LGBTQ+ rights, which may be detrimental to workers.
8. If existing suppliers fail to develop an action plan to remedy human rights violations, *PB&J Publishing Ltd* will take steps to implement a responsible exit strategy, and instead source from suppliers/brands who are taking steps towards ethical sourcing.
9. If prospective suppliers do not meet the above expectations, or have a commitment to work towards them, *PB&J Publishing Ltd* will not source from them, citing their failure to protect workers in their supply chain.
10. *PB&J Publishing Ltd* will join forces with other community groups who use the same supplier/brand and use our collective power to strengthen calls for improvements.

Human Rights in Services

A majority of service workers are undervalued low paid and part-time. Many are also marginalised as people of colour, migrant workers, women and/or LGBTQ+.

11. *PB&J Publishing Ltd* commits to ensure chosen service providers promote LGBTQ+ inclusion by:
 - Implementing policies to protect staff from discrimination in line with the Equality Act 2010 and Gender Recognition Act 2004.
 - Ensuring that all staff, including leaders, managers, and supervisors, receive training on LGBTQ+ inclusion, including specific training on trans/ non-binary identities.
 - Implementing trans/ non-binary-affirmative training and policies such as gender-inclusive language, respecting pronouns and ensuring access to toilets and other facilities in line with gender identity.

- Encouraging and supporting LGBTQ+ representation within staffing teams.
 - Encouraging and supporting LGBTQ+ staff networks and engaging with them on the needs of LGBTQ+ workers.
 - Creating processes to support staff to report workplace discrimination or hate crimes.
 - Running specific training on Trans/Non-Binary identities.
 - Developing guidelines around non-gendered language and use of pronouns.
 - Creating processes to support staff reporting of LGBTQ+ workers hate crimes.
12. *PB&J Publishing Ltd* expects all service suppliers to be working towards paying all workers a living wage.
13. *PB&J Publishing Ltd* will not contract security suppliers who have contracts associated with violence towards marginalised groups, for example security contracts with immigration detention centres.
14. UNISON research has highlighted how people who are marginalised in society are also marginalised in the workplace. For example, cleaners tend to remain with their employer for a long time but are rarely given development opportunities to progress into other roles. *PB&J Publishing Ltd* will encourage their suppliers to offer staff development opportunities.
15. *PB&J Publishing Ltd* will engage with the local authority to understand what policies are in place to protect and support LGBTQ+ staff and the LGBTQ+ public.

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Climate Crisis and Human Rights

16. The current rates of consumption have an adverse effect on global human rights and the climate crisis. Therefore, we commit to only purchasing products or merchandise when deemed necessary to fulfil campaign aims.
17. All quotes for products will be compared based on their environmental and social impact, as well as price. Environmental and social impact will be given highest priority in sourcing.
18. Organic, fair trade and recycled products shall be sourced where available and not prohibitively expensive.

Policy Reviewed by *Jess Ronan & Paul Blyth, Directors 09/08/2023*