



POLICY STATEMENT

Frost Creative recognises that our commercial activities have potential to impact on our suppliers and our locality. As a socially responsible small business, our suppliers, local community and customers have a right to expect:

All workers involved in the delivery of services provided by Frost Creative are treated with full consideration to their basic human rights.

Frost Creative acts in an ethical manner above and beyond legal requirements.

CODE OF PRACTICE

This code of practice applies to:

Staff directly employed by Frost Creative on temporary or permanent contracts.

Staff employed or provided by contractors or employment agencies to work on Frost Creative premises or to undertake work for or on behalf of Frost Creative.

EMPLOYMENT IS FREELY CHOSEN

No forced, bonded or involuntary labour shall be used.

Staff are not required to lodge deposits or identity papers with us.

Staff are free to leave Frost Creative after reasonable notice.

WORKING CONDITIONS ARE SAFE AND HYGIENIC

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.

Staff shall receive health and safety information.

Staff have access to toilet facilities and drinking water.

Frost Creative has a published Health & Safety Policy.

CHILD LABOUR SHALL NOT BE USED

There shall be no recruitment of child labour.

Children or persons under 16 are not employed at any time, day or night.

Young persons under 18 shall not be employed at night or in hazardous conditions.

LIVING WAGES ARE PAID

Staff pay rates are equal to or above the national legal minimum standards.

Staff are given information about their employment conditions in respect to wages

No deductions are made from wages as a disciplinary measure, and pay slips detailing lawful deductions are provided for each pay period.

Staff are given clearly understandable written terms and conditions that details the employment relationship and the respective obligations of the employee and employer.

WORK HOURS ARE NOT EXCESSIVE

Staff are not forced to work in excess of 48 hours per week, a voluntary opt out agreement is available for those wishing to work in excess of 48 hours per week.

NO DISCRIMINATION IS PRACTICED

There is no discrimination in pay, hiring, compensation, access to training, promotion and termination of employment or retirement on the grounds of race, nationality, religion, age, disability, marital status, sexual orientation, union membership or political affiliation.

NO HARSH OR INHUMANE TREATMENT IS ALLOWED

Physical, verbal and sexual threats, abuse, harassment or intimidation is expressly prohibited and grounds for summary dismissal, if proved.

Approved by (including date of approval)	Director of Frost Creative - December 2023
Review cycle	3-yearly
Date of next review	December 2026