

## **beam's Terms of Ethics**

### **Confidentiality**

- The confidentiality of information exchanged in the course of business between our members must be respected and never be used for illegal purposes or for individual gain. False information must not be given in the course of commercial negotiations.

### **Employment**

- All employees shall be free to choose their employment and shall not be forced to work against their will.
- There is no forced, bonded or involuntary prison labour.
- Workers are not required to lodge 'deposits' or their identity papers with their employer and are free to leave their employer after reasonable notice.

### **Working conditions are safe and hygienic**

- A safe and hygienic working environment shall be provided bearing in mind the prevailing knowledge of the industry and of any specific hazards.
- Members will adhere to the Workplace Health, Safety and Welfare regulations 1992 and ensure a clean working environment compliant with current government guidelines
- Members will adhere to government guidance on premises occupancies and adhere to social distancing guidelines where and when in force.
- Personal protective equipment will be available to employees in line with government guidelines. Where necessary, appropriate training on how to use this will be provided.

### **Wages**

- Wages and benefits paid for a standard working week meet at a minimum, national legal standards or industry benchmark standards, whichever is higher.
- All workers shall be provided with written and comprehensible information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid.

### **Working hours**

- Working hours comply with national laws and benchmark industry standards, whichever affords greater protection.
- Members should promote a flexible working pattern in line with business requirements and employee welfare, and subject to government guidelines.

- Overtime shall be voluntary, shall not exceed the maximum legally permitted number of hours.
- Implementation of overtime and rate of pay will always comply with national legislation in place.
- Appropriate safeguards are taken to protect the workers' health and safety.

### **No child labour**

- No child under the age of 16 shall be employed in a role which does not comply with the relevant International Labour Organization (ILO) standards or any work that is likely to be hazardous or to interfere with the child's or young person's education or to be harmful to their health or physical, mental, spiritual, moral or social development.

### **No discrimination is practiced**

- There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability (visible and non-visible), gender, marital or civil partnership status, sexual orientation, religious or philosophical belief, pregnancy or maternity, gender re-assignment, union membership or political affiliation.
- Members must ensure they provide an environment where employees are treated with respect, courtesy and fairness, promoting equal opportunities for all.
- Members will recognise initiatives with the aim of forwarding diversity & inclusion, for example the Sunflower Lanyard which represents hidden disabilities.

### **Modern Slavery**

- Members must ensure they are not directly engaged in slavery, servitude, forced and compulsory labour or human trafficking and must comply with all anti-slavery and human trafficking laws, statutes, regulations and codes from time to time in force including but not limited to the Modern Slavery Act 2015.
- Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.
- Members must take steps they consider reasonable and proportionate, having regard to the nature of their business, to identify potential high and medium risks of slavery, servitude, forced and compulsory labour or human trafficking in their supply chains.
- To the extent it is commercially practicable members should use their buying power to influence their suppliers from such prohibited activities.

## Environment

- Members shall comply with all applicable environmental laws, regulations and standards and have robust processes in place to identify and eliminate potential hazards to the environment.
- Additionally, members should seek to minimise their impact on the environment by energy conservation, recycling and appropriate disposal of waste.



These Terms of Ethics form a conditional term of membership for the association.

As an active and practicing member, the Terms of Ethics can be used to support your business policies in pitches, RFPs and proposals.

Our **Terms of Ethics Approved** logo is issued to all members on joining and at annual renewals.

Using the logo demonstrates commitment to the Terms and can be added to all your company collateral including RFPs.

Please contact [beam membership services](#) for more information.

*Please note that in order to ensure legislative and best practice compliance, the beam board may amend the Terms of Ethics during a membership year and any changes will be clearly communicated to members.*