

Ethical Trading - One-day Workshops

Managing employment standards in the work place and in the supply chain has become a business critical issue for suppliers to UK supermarkets. All of the major retailers are now aiming to ensure that their suppliers are complying with the Ethical Trading Initiative Base Code and the GLA Licensing Standard. These workshops will help you to obtain a better understanding of ethical trading, how to work successfully with temporary labour providers and how to implement effective staff consultation methods.

The tutor for all workshops is Keith Stamp, an experienced social and ethical auditor and trainer.

Who should attend?

The following workshops are all suitable for HR Managers, Technical Managers, Operations Managers, Site Managers and anyone involved in social or ethical audits.

The Ethical Trading Initiative - 7th May 2009

Aims

This course will detail the issues covered by the ETI Base Code and their application to UK suppliers. This workshop is intended to help suppliers and growers to understand the requirements of the ETI Base Code so that they can meet their legal requirements and the expectation of customers in this area.

Content

The workshop will help you to comply with the ETI Base Code and will consider the following areas:

- Working conditions, health and safety
- Wages
- Working hours
- Freedom of association and collective bargaining
- Right to work and regular employment
- Discrimination
- Child labour
- Retailer specific requirements

The GLA and Managing Temporary Labour - 17th June 2009

Aims

This workshop is intended to help suppliers and growers to understand the requirements of the Gangmasters Licensing Authority Standard so that they can meet legal requirements and the expectation of customers in this area. New GLA Licensing Standards come into force from April 2009 so this is the ideal time to get up to speed with its requirements.

Content

- The GLA Standard and how it affects labour users
- Legal obligations on labour users and supermarket requirements
- Developing policies and procedures regarding temporary labour
- Auditing and monitoring temporary labour: tools and tips

Worker Interviews and Consultation - 18th June 2009

Talking to and listening to workers is a key principle of both the ETI and the GLA so it is crucial that employers learn to communicate effectively with their employees and agency workers. This workshop will enable you to develop appropriate methods and understand the key principles and possible pitfalls of worker consultation.

Content

- Outline of consultation techniques
- Group and individual interviews
- Use of translators
- Questionnaires and suggestion boxes
- Trade Unions and Works Councils
- Dealing with confidentiality and sensitive issues

Using case studies and examples of best practice, all workshops will be participatory and interactive with lots of opportunity to ask questions and discuss issues raised by participants.

Your course fee for all courses includes:

Course binder and notes, lunch, tea and coffee, certificate of attendance.

4 Stable Courtyard, Broughton Hall Business Park, Skipton, North Yorkshire BD23 3AE
Tel: + 44 (0) 1756 700802 Fax: + 44 (0) 1756 700807
E-Mail: office@vwa.co.uk Website: www.vwa.co.uk

ETHICAL TRADING WORKSHOPS BOOKING FORM

Tick	Course Title	Code	Date	Fee
	The Ethical Trading Initiative	ET	7 May 2009	£220 + VAT
	The GLA and Managing Temporary Labour	GLA	17 June 2009	£220 + VAT
	Worker Interviews and Consultation	EC	18 June 2009	£220 + VAT
SPECIAL OFFER	Book two places on any of the above courses and pay just £400 + VAT Book three places on any of the above courses and pay just £600 + VAT		TOTAL	
DELEGATE DETAILS				
Title		Forename		Surname
Position				
Company				
Address				
		Postcode		
Telephone		Fax		
Email		Mobile		
PAYMENT DETAILS				
<small>(Bookings are made and accepted subject to the terms and conditions below)</small>				
Please Invoice for the attention of:			Order No.	
Shall we send an accommodation guide?	Yes	No	Do you require disabled access?	Yes No
Please specify special dietary requirements				

All courses will take place in Skipton, N Yorks

Confirmation will be sent on receipt of this form and course information will follow approximately 2 weeks before the course.

The fee includes:

Course refreshments, lunches, course folders, where applicable exam fees, and open learning materials for use during the course. Overnight accommodation is **NOT** included unless specified.

Conditions of Booking

Course fees are payable 14 days prior to the course.
 Provisional bookings, valid for 5 working days, can be made by telephone or e-mail.
 Once the booking form has been received by Verner Wheelock Associates Ltd, you are liable for payment.
 If you are unable to attend you may substitute at any time but cancellations cannot normally be made.
 See separate Terms & Conditions.

I HAVE READ AND AGREE TO THE CONDITIONS OF BOOKING Please mark X

Authorised signature _____

Name (printed) _____

Position _____

Please note: It may be necessary, for reasons beyond our control, to alter the content, programme or course tutors.

FAX FORM TO 01756 700807 E-MAIL FORM TO office@vwa.co.uk

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