

Audit Information Leaflet for employees

Soon there will be an important visit to your workplace by an independent auditor. They have been asked by your company's customers to find out more about the terms and conditions of your employment. Please help to make sure all your work colleagues (including temporary workers) know about this visit.

The visit is linked to the work of a much bigger project, called the Ethical Trading Initiative (ETI).

The ETI is an alliance of companies, trade unions, and international development organizations working together to promote better working conditions and respect for workers' rights worldwide.

The auditor will spend time on site and will discuss these issues with workers and management.

The auditor will choose a number of workers at random to discuss workplace conditions and rights, hear what you think is done well and also your suggestions for improvements.

Workers will be asked to give their consent before we view their personal data, in line with the General Data Protection Regulations (GDPR).

The issues which will be discussed include:

- If your workplace is a safe and healthy place to work
- If wages are at least equal to the legal minimum
- If you are free to join trade unions and negotiate with the management about wages and conditions
- If all workers are free from discrimination
- If there is any forced work, including any forced or unpaid overtime, excessive hours or withheld pay

The interviews will be confidential and no one will be identified to the management by the auditor. Employees will be able to speak freely and there will be no adverse consequences for participating.

If anyone has any concerns or questions about the process they should contact Alison Wheelock at Verner Wheelock, who will provide further information if required:

Tel: 01756 700802

Email: office@vwa.co.uk

Or complete our online form: www.vwa.co.uk/ethical-concerns.htm

We need your active involvement to ensure this visit is useful. Please share this information with your colleagues and be prepared for the visit. After the audit the management will share with you the results and details of actions to be taken.

Signed



Alison Wheelock