

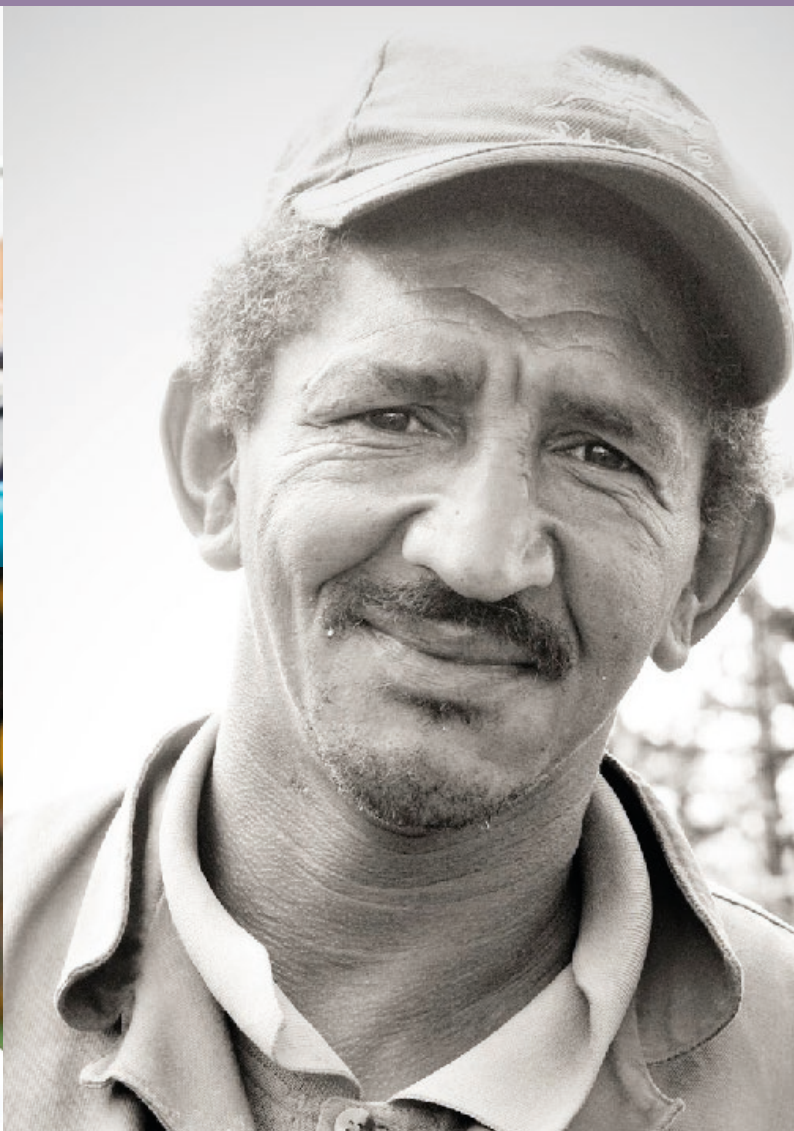
TESCO

Ethical Trading

Supplier Starter Pack

An introduction to Tesco's approach on Ethical Trading, and basic guidance on meeting requirements

For supplier sites to Tesco Stores (UK) Ltd and Tesco Commercial teams to share with suppliers





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PART ONE:

An introduction to Tesco's Ethical Trading Programme

This pack aims to:

- Set out why Ethical Trading is important for Tesco and suppliers.
 - Outline Tesco's approach to ethical trade.
 - Give you some practical guidance on meeting Tesco's Ethical Trading requirements.
-

Who this pack is for:

- This pack is for suppliers to Tesco Stores (UK) Ltd.
 - It is an essential resource for Tesco commercial staff – both buying and technical, when introducing or reviewing Ethical Trading with suppliers.
 - For suppliers, it should be read by Directors and any other personnel responsible for ensuring ethical labour standards are met.
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How to use it:

- Tesco commercial teams should take suppliers through Tesco's requirements, using this pack as a guide. Where possible this should be done face-to-face but the pack can also be emailed and discussed over the phone.
- Suppliers are encouraged to run through the pack with all key staff involved with people management at their sites.
- NB: This pack should be read alongside the Tesco Ethical Trading Requirements for Suppliers document. Suppliers can access this online via the Tesco Technical Library www.tescotechnicallibrary.com or ask your contact at Tesco for a copy.

At Tesco we are committed to behaving responsibly and earning the trust of our customers, suppliers and stakeholders.

- ✓ We manage all aspects of our business using the Big 6 - a clear plan that enables us to focus on our customers, colleagues and trusted partners to build and maintain success.
- ✓ The Big 6 approach means that corporate responsibility is not just a specialist function in Tesco – it is part of everybody’s job, every day. Our staff, from the shop floor to the boardroom, are expected to apply them in everything they do from strategy setting, to decision making, to performance reviews.
- ✓ Ethical Trading comes under the area of building trusted partnerships - buying and selling our products responsibly.

-  Customers recommend us and come back time and again
-  Colleagues recommend us as a great place to work and shop
-  We build trusted partnerships
-  Grow sales
-  Deliver profit
-  Improve operating cashflow



For more information on our overall approach and performance on Corporate Responsibility, please visit www.tescopl.com/plc

Ethical Trading is about ensuring decent labour standards in our supply chain. Our aim at Tesco is to buy our products and services responsibly – so our customers are assured that everything they buy is produced under decent conditions, and everyone involved is treated fairly.

Why does Tesco have an Ethical Trading programme?

To meet our commitment to buy and sell our products responsibly. We do this to retain customers' trust and to be true to our values, including that we treat people as they like to be treated. Retaining trust and loyalty is key if our trade - with customers and suppliers - is to grow and strengthen.

To support great businesses and help ensure that every company working with Tesco is a great place to work.

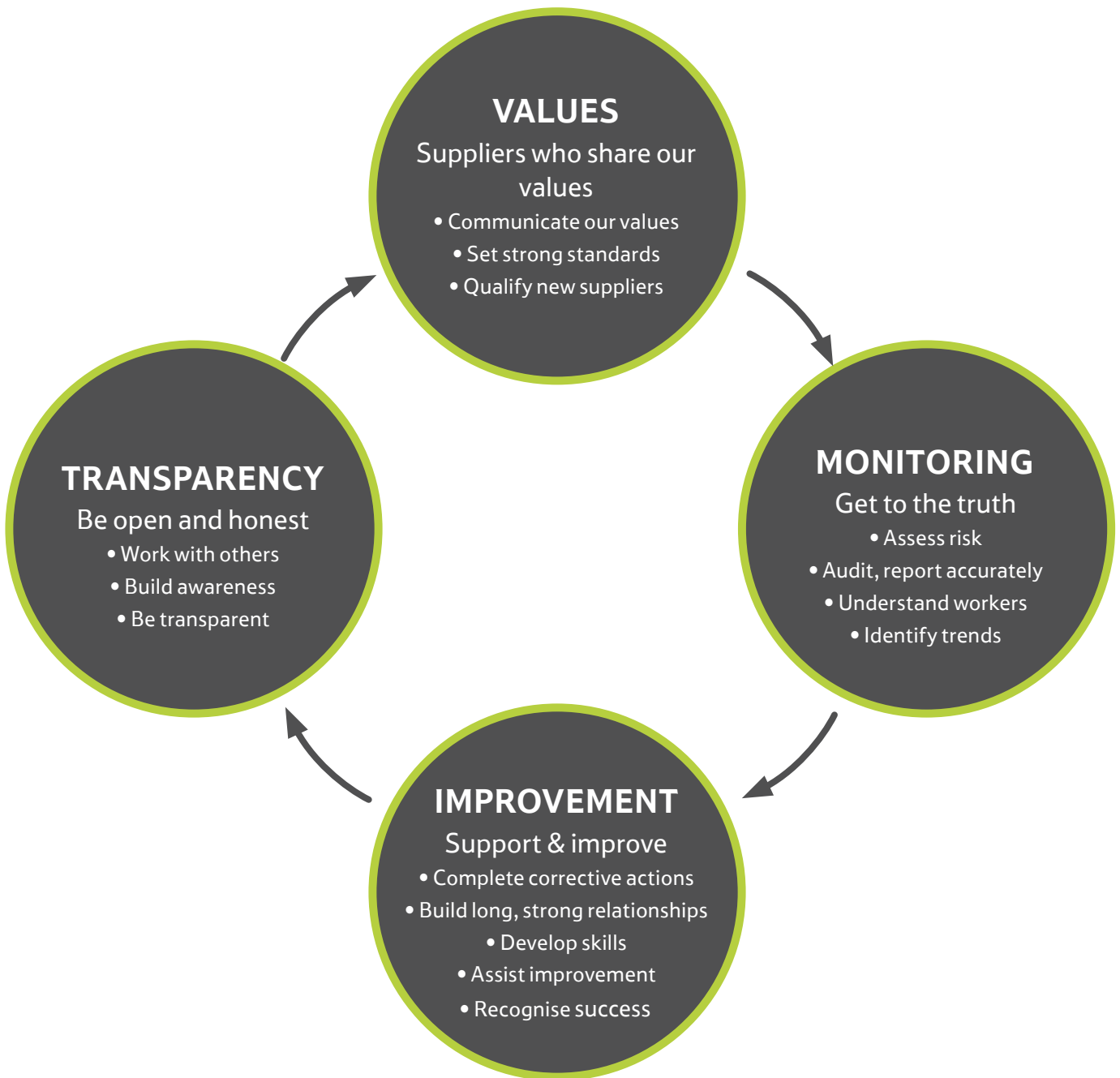
Our Ethical Trading programme enables us to:

- Be a good partner to achieve the best with our suppliers and their staff
- Improve supply chain sustainability
- Increase productivity
- Strengthen our reputation with customers and avoid potential damage
- Be true to our values



Ethical Trading at Tesco

Our Ethical Trading programme is built around the following four principles. Each principle helps us deliver our programme and ensure we are supporting great businesses and good jobs.



- VALUES** Ensure we work with suppliers who share our values
- MONITORING** Get to the truth about conditions for people in our supply chain
- IMPROVEMENT** Support suppliers to improve
- TRANSPARENCY** Be open and honest, including working with others

Values

Customers want to know that they can trust the products they buy from Tesco. As part of this they want to know that what they are buying was made under fair conditions, and the people who made it were treated decently. We seek to work with suppliers who share our values so that we can give this assurance to our customers.

We do this by:



- ✓ **Communicating our values** Being clear about our expectations is the starting point for our approach on ethical trade. We recognise that global supply chains are complex, spanning different continents and cultures. Consequently, we work hard to make sure staff and suppliers understand and share our values.



- ✓ **Setting strong standards** We use the Base Code of the Ethical Trading Initiative which is based on the conventions of the ILO, this sets out good standards for workplaces around the world.



- ✓ **Qualifying new suppliers** We want to be confident we only develop trading relationships with new suppliers that share our values from the start. Identifying a supplier's commitment to decent labour standards early on minimises the likelihood of issues arising later in the trading relationship.

TIP

We set out the requirements of the monitoring programme in the Tesco Ethical Trading Requirements for Suppliers document.

Monitoring

Once we've identified suppliers who share our values, we want to work together to understand what's going well in the workplace and where there may be challenges. Expert assessments of working conditions highlight good practice and areas for improvement. Continuous improvement is a key part of our approach to these issues: as long as suppliers are committed to finding solutions we will work with them to address problems identified.

We do this by:



- ✓ **Assessing risk** By assessing whether the level of labour standards risk is low, medium or high, we ensure that we are taking a pragmatic, proportionate and targeted approach to monitoring, including audit.



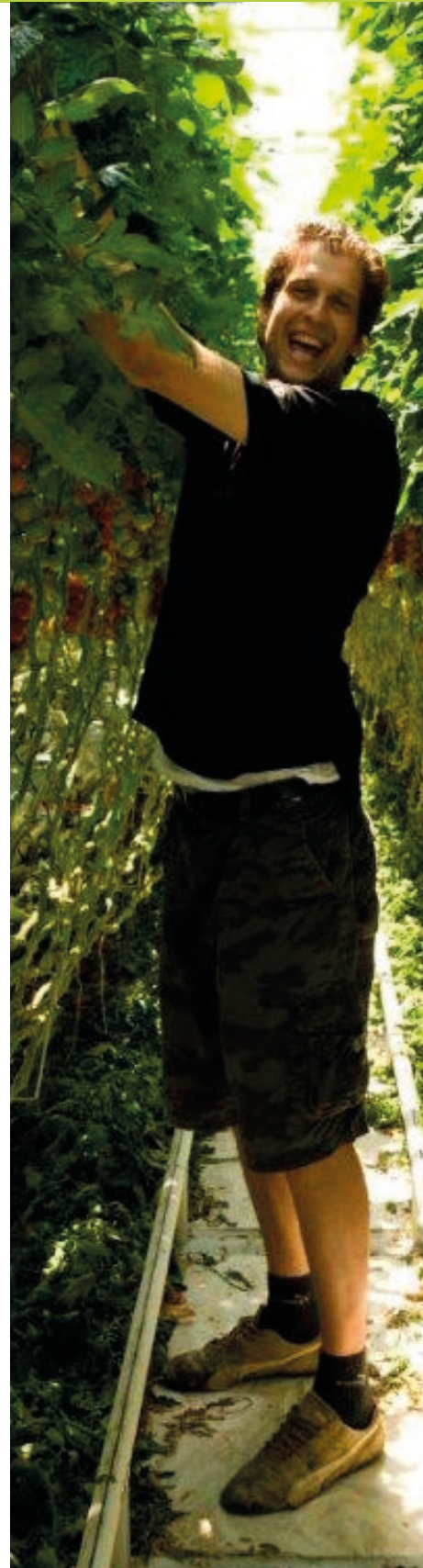
- ✓ **Conducting audits** Ethical audits are just one part of our programme. We believe audits should be impartial, high quality and conducted in a consistent manner, so suppliers can share them with other customers if they wish.



- ✓ **Understanding workers** This part of our programme aims to find other ways – beyond audit – to understand conditions in the workplace. This includes participatory assessments, working with worker organisations, using grievance mechanisms.



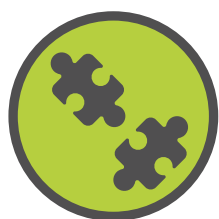
- ✓ **Identifying trends** Understanding the trends in our supply chain enables us to target our efforts in the high priority areas. The monitoring programme provides us with the data to do this.



Improvement

Businesses where staff know their rights and responsibilities, and are able to exercise them fully, are generally well-run and sustainable. Not just from a labour standards point of view, but all round: better quality, higher productivity, better staff retention, faster innovation, higher growth. So where issues are identified, making changes to improve working conditions is key to the success of our suppliers.

We do this by:



- ✓ **Completing corrective actions** Ensuring issues are followed up and resolved is therefore vital – both to make sure suppliers and their staff get the most out of the process, but also so the changes our customers would expect are implemented in a timely fashion.



- ✓ **Building long, strong relationships** Identifying and investing in the changes we and our suppliers need for success requires long-term planning and commitment on both sides.



- ✓ **Developing skills** Workshops with suppliers and must-attend training on Ethical Trading for all commercial and technical staff are key parts of our programme.



- ✓ **Assisting improvement** This element of our programme comprises a range of initiatives, from online guidance for specific sectors to dedicated Ethical Trading experts on the ground who are in place to work hand-in-hand with suppliers and other stakeholders.



- ✓ **Recognising success** We recognise that our suppliers work hard to drive improvements in the supply chain. As their customer it's important we acknowledge this work, recognise this success and use it as a criterion for awarding business. Doing this enables Tesco to learn as well – and share good practice more widely with other suppliers.

Transparency

Customers, investors, regulators, trade unions, governments, NGOs and suppliers expect us to operate transparently. Being open and honest about our approach and performance on ethical trade is fundamental: without it we jeopardise the trust customers place in Tesco. Retaining trust requires suppliers to be open and honest too. Only with transparency in the supply chain are we able to give customers the assurance they need about how their product was made or grown.

We do this by:



- ✓ **Working with others** Working in partnership means Tesco engages with other stakeholders about its approach and performance on ethical trade. Collaboration helps us coordinate our efforts – and our suppliers’ efforts – with those of other companies. Given the complexity of some of the challenges, and the overlapping nature of many parts of the global supply chain, working with others is key to success.



- ✓ **Building awareness** Part of Tesco being open and honest about Ethical Trading is raising awareness: both amongst our colleagues in stores and distribution, and amongst our suppliers and customers. For customers, this is so we retain their trust; for our staff it’s so everyone can be proud to work for Tesco. We believe the same applies for our suppliers.



- ✓ **Being transparent** Reporting formally and publicly on our performance and progress on Ethical Trading is what our stakeholders and investors expect. Transparency throughout the whole supply chain is important to help customers identify with the people who made their product or who supplied a service to them and know they had a fair deal.



PART TWO:**What you, our suppliers,
need to do**

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Summary: what do I need to do?



Values

1. Read this pack and the Tesco Ethical Trading Requirements for Suppliers.
2. Communicate the ETI Base Code throughout your business and to your own suppliers. Human Resources staff and anyone else involved in the hiring or management of staff at your sites should be made aware.
3. Review your policies and standards to assess if they are consistent with local law and the ETI Base Code.



Monitoring

1. Familiarise yourself with the monitoring process.
See Tesco Ethical Trading Requirements for Suppliers.
2. Register on Sedex and make sure your sites are set up correctly.
Ask your Tesco contact for your risk rating and what to do next.
See pages 20 and 21 in this pack for more info.
3. Explore options for understanding the views of staff in your business.



Improvement

1. If you have an ethical audit or other assessment, make sure you address the issues raised in the agreed time frame.
See Tesco Ethical Trading Requirements for Suppliers.
2. Ensure the auditor verifies your corrective action as soon as possible and no later than 6 months after the audit. This can be desk-based or on-site, depending upon the SMETA guidance.



Transparency

1. Make sure all your information on Sedex is up-to-date.
2. Explore options for collaborating with other organisations.
3. Explore options for public reporting for your own operations.

Monitoring: what do I do first?

The monitoring component of the programme applies to all primary supplier sites producing or packing Tesco own-label products (including Tesco brands, e.g. F&F).

1. **Review the Tesco Ethical Trading Requirements for Suppliers** document, for an overview of the process. This document also provides full details on the monitoring component of Tesco's Ethical Trading Programme.
2. **Register on Sedex, the Supplier Ethical Data Exchange**
www.sedex.org.uk Sedex is the system Tesco uses to manage information on ethical standards in the supply chain.
 - ✓ All sites must register on Sedex and link to the relevant Tesco category.
 - ✓ Complete all membership details (company information, sites of employment, self-assessment questionnaire, contact details) fully and accurately.
 - ✓ Contact your Tesco contact to find out the risk rating for the site.
 - ✓ Keep your self assessment information on Sedex up-to-date, and review it at least every 6 months.
 - ✓ Make sure you renew your Sedex membership every year.

ETI Base Code

Setting strong standards

Setting strong standards is the starting point for our approach on Ethical Trading. The ETI Base Code is the standard we are committed to implementing with our suppliers. A key principle of the ETI Base Code (and most other similar codes) is that their implementation should pass along the chain. Make sure you share the Code not only with relevant staff at your own organisation, but also with your suppliers too.

The ETI Base Code in a nutshell

- ✓ 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 practised
- ✓ Regular employment is provided
- ✓ No harsh or inhumane treatment is allowed

The full code is available at:

<http://www.ethicaltrade.org/resources>



How does Tesco track ethical performance?

Indicators we use to track performance on Ethical Trading:

- 1 The site is visible on Sedex and risk assessed.
- 2 If sites are medium or high risk, an impartial ethical assessment is conducted (high – annually; medium – every other year). If an audit is required it should be uploaded to Sedex and made visible to Tesco
- 3 Corrective action plans are developed and implemented by senior management to close out any non-compliances within required timescales.

Each indicator is measured and given a colour: green, amber or red.

The colours indicate to our commercial teams how a supplier is performing on each indicator.

For an overview of the process, see the diagram on the next page.

In order to support suppliers to meet these requirements, we:

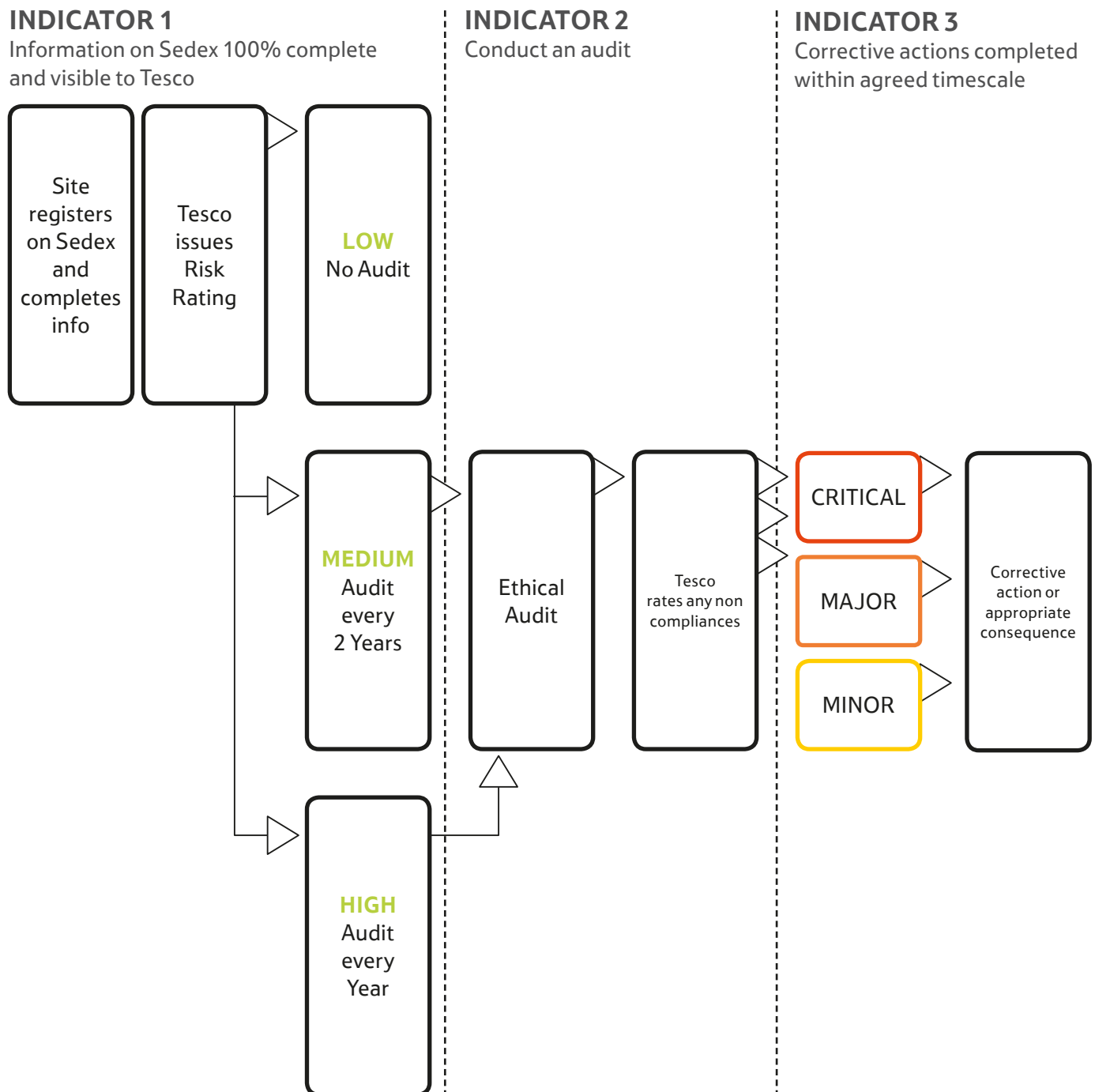
- Ensure commercial staff communicate these expectations to suppliers.
- Support suppliers to meet these expectations – e.g. with training/guidance.
- Outline upfront what the implications are of not meeting these expectations.

Commercial measures such as holding new product development or – in severe cases – stopping production, may be taken in the event that suppliers fail to meet these expectations.



Tracking ethical performance

The diagram below provides a basic overview of our monitoring process and the associated indicators:



Process for corrective action planning and consequences for non-progress

Critical non-compliance

E.g. Child labour; forced labour; immediate danger to life or limb; serious abuse; unauthorised sub-contracting; audit obstruction/bribery/fraud; inconsistent book-keeping

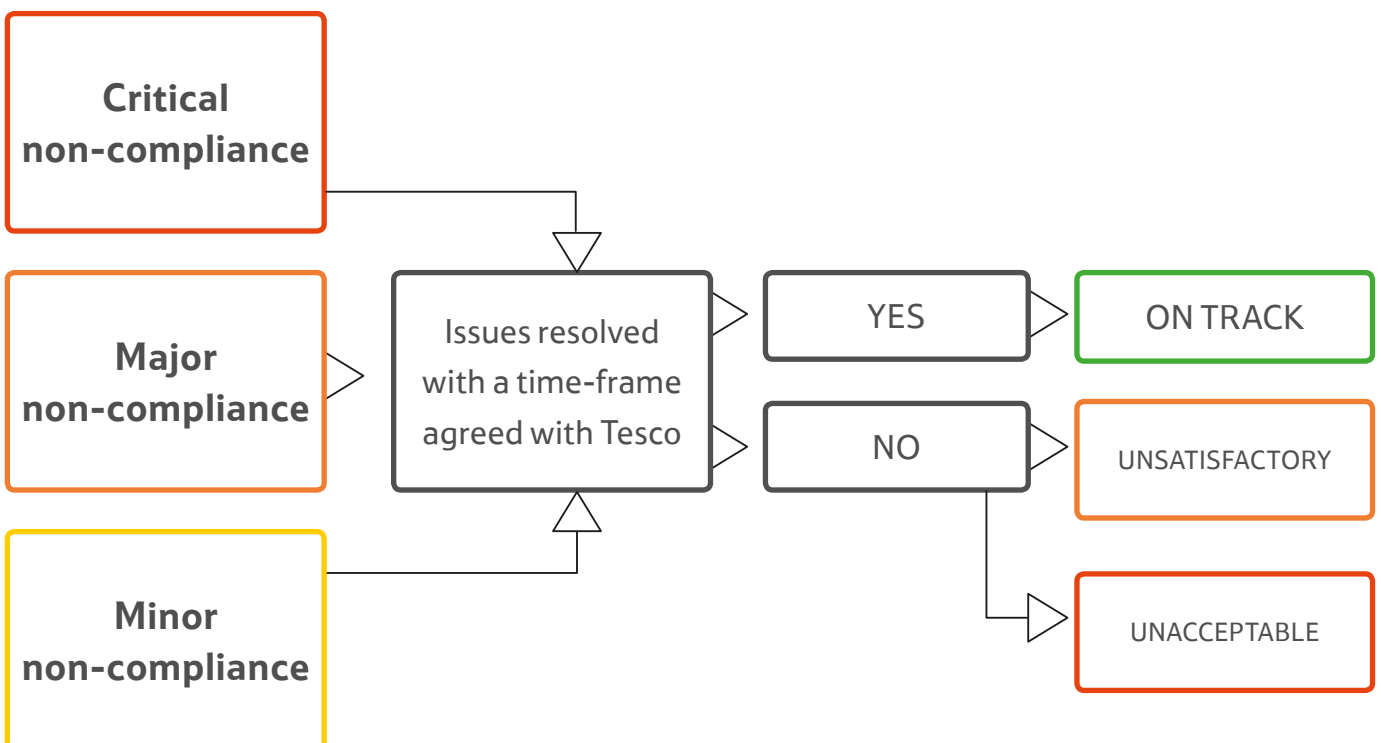
Plans to fix critical non-compliances must be both discussed with Tesco and implemented immediately

Major non-compliance

E.g. Excessive hours; unacceptable accommodation; no fire alarms; discrimination

Minor non-compliance

E.g. Policies not up-to-date; missing records; inadequate exit signage



Information about Sedex

- What is Sedex**
- ✓ The Supplier Ethical Data Exchange (Sedex) is an independent, online, not-for-profit database.
 - ✓ It provides a platform for suppliers to store and share ethical information with their customers.
 - ✓ It does not certify or accredit suppliers or auditors.
 - ✓ Sedex was founded by a group of suppliers and retailers (including Tesco) committed to creating a single platform for ethical information in the supply chain.

- Why join Sedex?**
- ✓ It's a requirement of doing business with Tesco.
 - ✓ Ethical data about suppliers – including risk ratings – can be accessed by all retailers and direct customers who source from them.
 - ✓ Enables a single audit to be shared with multiple customers.
 - ✓ Avoids unnecessary duplication of audits and reduces administration time and cost.
 - ✓ Permits the user to purchase the membership most appropriate to their company. To see which membership type would best suit your business (A/AB/B membership), visit www.sedex.org.uk
 - ✓ Enables management of ethical information for your own supply base (for AB members).
 - ✓ Low B membership fee (see www.sedex.org.uk).

- How does Tesco use Sedex?**
- ✓ Risk assessment: to help drive consistency across the industry we use the standard Sedex risk assessment wherever possible.
 - ✓ Audit repository: the Tesco approach is to avoid unnecessary audit. Using Sedex supports this aim.
 - ✓ Checking progress in completing corrective actions.
 - ✓ Analysing trends in audit data to guide our improvement programme.

- More info?**
- ✓ Website: www.sedex.org.uk
 - ✓ Helpdesk: +44 (0) 20 7902 2320



Getting started on Sedex

Getting started on Sedex is very straightforward if you follow the steps below.

Below is a basic introduction to help you get started on Sedex.

Please refer to the Sedex homepage and Sedex guidance documents for further support.

All new or proposed primary sites for Tesco must be risk-assessed with regard to ethical standards before production commences.

Step One

- ✓ Register by clicking Join on the Sedex website.
- ✓ Make membership payment to activate account.
- ✓ Complete in full all membership details (company information, sites of employment and self-assessment questionnaire).
- ✓ Link each site supplying or proposed for supply to the correct Tesco UK category.

Step Two

- ✓ Set customer access rights for all your listed customers. This ensures that your customers can see your site details.
- ✓ Tesco will validate direct relationships.
- ✓ If you have an indirect relationship with Tesco (e.g. you trade with Tesco through an agent or an importer) your direct customer (the agent or importer) should validate the relationships.

FURTHER INFORMATION

For a full step-by-step guide to registering and account set-up, available on Tesco Technical Library, <https://www.tescotechnicallibrary.com>

Or go to:
<http://www.sedex.org.uk/sedex/go.asp?u=/WebSite/home&pm=6&location=Glossary> on Sedex.

NOTE

Standard Sedex membership is only valid for one year, however it is possible to join for longer periods. Make sure you renew your membership when required.

TIP

Membership can be bought for five years.

IN ADDITION

Ensure contact details, self-assessment, site and company information are kept updated whenever there are any major changes to your business and at least every 6 months. Tell your Tesco contact if you make any changes.

Risk ratings

<p>What is the risk rating for?</p>	<p>The risk rating is decided by the Tesco Ethical Trading team. It is based upon the automatically generated Sedex risk rating combined with our knowledge of the site and industry, which determines high, medium or low risk.</p>
<p>What determines the level of risk?</p>	<p>There are four areas of each site's information that determine the risk rating. The overall risk rating is calculated automatically through a combination of the answers to all four areas. Each section needs to be 100% complete.</p> <ul style="list-style-type: none"> ✓ Country: the labour risk associated with a country is based on historical evidence of labour issues in that country; ✓ Industry: the labour risk associated with an industry is based on historical evidence of labour issues in that industry; ✓ Site profile: assesses the risks associated with the composition of the workforce e.g. proportion of temporary labour; ✓ Self-Assessment Questionnaire: this component of risk is determined by a site's policies and procedures relating to labour e.g. whether wages are paid in line with national laws.
<p>What if I think the risk rating is inaccurate?</p>	<p>If you think that the risk rating does not accurately reflect the risk of labour issues at a site</p> <ul style="list-style-type: none"> ✓ Check that the workforce numbers and wages sections are completed correctly; ✓ Check all answers to the SAQ accurately reflect policies and procedures; ✓ Get in touch with your Tesco contact.

TIP

If you pay staff an hourly rate, ensure you use the same unit of measure consistently when completing wages information on Sedex. E.g. if you pay by the hour ensure that when completing the self assessment questionnaire Sedex is calculating an hourly (and not daily/ weekly) rate.

NOTE

The risk rating is just an indication of risk. It does not necessarily mean a site is 'good' or 'bad', but that the location and nature of your site may mean there is a higher potential for labour standards issues.

Audit information

What are semi-announced audits and how do they work?

- ✓ Where ethical audits are required these are usually conducted on a semi announced basis.
- ✓ This means that when you book an ethical audit, the audit body will advise you of the period of time (also known as the audit window) in which audit will take place but not the exact date.
- ✓ It is our expectation that sites operate to consistent standards: semi-announced and unannounced audits help us ensure that results reflect the day-to-day reality of the site.

What are pre-production audits and how do they work?

- ✓ All new production sites proposed for supply to Tesco must register on Sedex, link to the appropriate Tesco category and complete the full self- assessment questionnaire at the earliest opportunity.
- ✓ Any proposed site classified as high-risk must also undertake an independent ethical audit to Tesco standards and rectify any critical issues before production can commence

What are unannounced audits and how do they work?

- ✓ Any site supplying Tesco may be subject to an unannounced ethical audit at any time.
- ✓ This may be the result of a specific incident or concern, or as part of ongoing sampling to check the accuracy of Sedex risk assessments. In either case, suppliers are required to allow access to the auditors as part of their terms and conditions of supply.
- ✓ Unannounced audits are arranged and scheduled by Tesco.

Who is authorised to carry out an audit on behalf of Tesco?

- ✓ Ask your Tesco contact to confirm who is authorised to complete an audit your site. It could be a Tesco auditor or an auditor approved or recognised to be able to complete audits on Tesco's behalf.

Tips on audits

- Commissioning audits:**
- ✓ Make sure company information, sites of employment and self-assessment information is up to date on Sedex before booking an audit.
 - ✓ Where you are required to commission an audit, inform the audit company that the audit is for Tesco. This is so the audit company can assign a Tesco-recognised auditor. Omitting to do this may mean we won't be able to accept the audit, meaning you may have to organise and pay for a further audit.
 - ✓ If commissioning an audit at the request of a different retailer, consider using a Tesco-recognised audit company and asking for a Tesco-recognised auditor. This should ensure that you don't have to re-do the audit when your next Tesco audit is due (high and medium risk sites only).
 - ✓ Note: if you have an SA8000 certificate and want this on Sedex, it can also be up loaded by the audit company but audit companies will charge an additional fee.
 - ✓ Shop around for expertise in your industry.
 - ✓ And last but not least: negotiate all audit costs up front with the auditor – this may include costs for partial/verification audits and uploading audits onto the Sedex system.

- Planning audits:**
- ✓ Allow plenty of time to arrange audits.
 - ✓ Commission the audit during peak period.
 - ✓ Highlight to the auditors in advance any areas you particularly want them to look at.
 - ✓ Ensure all personnel and production records for the last 12 months are assessable on site

Tips on audits

Opening and closing meetings:

- ✓ Involve worker representatives, Human Resources, Technical, Operations and any other key personnel in both the opening and closing meetings.
- ✓ Make sure you agree the overall Corrective Action Plan Report (CAPR) in the closing meeting and make sure you are left with a copy.
- ✓ In the event that you cannot agree with the auditor on a particular non-compliance, this should be noted in the appropriate area on the CAPR. Your Tesco contact should be informed of disputed non-compliances as soon as possible.
- ✓ Auditors aren't always right – you can disagree or make a complaint. If you think they've made a mistake, raise it with them on the day: if it's more serious (e.g. misconduct or attempted bribery), file a formal complaint with the audit company and notify your Tesco contact immediately.

Closing non-compliances:

- ✓ Closure of non-compliances needs to be sustainable. Engaging staff to help find solutions is one means of ensuring non-compliances are properly addressed.
- ✓ All non-compliances must be verified by a Tesco recognised auditor or ethical specialist staff member. Verification may be either desk-based or involve a revisit to the site, depending on the nature of the issue and evidence required. This can incur additional costs.
- ✓ Where corrective actions require records to be reviewed, verification cannot typically take place until at least three months after the issue was first identified. This is in order for the auditor to see evidence that improvement has been made over a sustained period.
- ✓ Non-compliances must be closed within the agreed timescales. Advise your Tesco contact at the earliest opportunity if you feel this is not achievable, and we will work with you to make an alternative plan.

Uploading ethical audit reports

How do I arrange for an audit to be uploaded?

It is a Tesco requirement that auditors – not suppliers – upload ethical audits onto Sedex.

However, it is your responsibility to ensure that audits get uploaded as quickly as possible – you may need to follow-up with the audit company. In order to ensure that your customer can see your audit report once it has been uploaded, you need to ‘publish’ it on Sedex.

You can do this by following the instructions below or by following the Stage 3 Sedex Supplier Guidance Pack, How to add an ethical audit report, Step 2.2, to publish.

- ✓ Login.
- ✓ Go to My Company.
- ✓ Click on Audits of My Sites.
- ✓ Click on Search in the top left corner, then another screen will appear.
- ✓ Click Search (in bottom right corner). All your audit reports appear.
- ✓ Click on the magnifying glass for the report you want to publish.
- ✓ Scroll down and click Publish.

This automatically publishes the report so that your customers can see it.

Online help: Once you’ve logged in, click on the question mark symbol on Sedex website, at the top right corner of the home page.

Telephone: call the Sedex helpdesk: +44 (0) 20 7902 2320

Uploading corrective actions on Sedex

Once you have completed your corrective actions, you need to upload your action plans and evidence on the Sedex database for the auditor to verify. Note: you can't upload corrective actions until you have published your audit – see previous page for guidance on uploading audits.

- How do I do this?**
- ✓ Go to My Company and select Issues.
 - ✓ Click on the zoom icon (magnifying glass) next to the issue on which you want to upload evidence.
 - ✓ Create a Corrective Action, for each issue. Upload the evidence and then submit.
 - ✓ Scroll down to the bottom of the page and click 'add a new action' button.
 - ✓ Fill in required fields.
 - ✓ Select 'completed' from the action status drop-down box.
 - ✓ Here you can upload evidence by clicking on the icon next to the 'upload evidence' icon (floppy disk).
 - ✓ Choose file and click 'upload'.
 - ✓ Once you have entered all details into the corrective action including evidence, you then need to save by clicking 'create'.
 - ✓ Scroll down and select 'submit C.A.' button. This will then send the corrective action to the auditor to review. It will also change the status of the issue to 'auditor review'.

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- Final check:**
- ✓ Go back to the Issues page (My company/issues) – check that the status of issues is set to 'auditor review'.
 - ✓ Once the auditor has reviewed the non-compliances they can then choose to verify actions, reject actions, or mark them as progress made.
 - ✓ You need to take appropriate action if the auditor rejects your non-compliance or marks it as 'progress made'.



Further resources

Useful links and resources are set out on the next two pages. The list aims to provide a starting point for advice on ethical standards, including pointers on training, tool-kits, guidance or how to participate in initiatives to address industry-wide challenges.



Tesco Corporate Responsibility website

For a general overview of our Ethical Trading approach and performance:
www.tescopl.com/plc

Tesco Technical Library (TTL)

ARP - Auditor Recognition Programme. The list of audit bodies and schemes recognised by Tesco is available at: <https://www.tescotechnicallibrary.com/TTL/Specs.nsf>

Contact your Tesco technical or commercial contact for further detail.



ETI – The Ethical Trading Initiative

An alliance of companies, trade unions and voluntary organisations that work in partnership to improve the working lives of people across the globe who make or grow consumer goods.

www.ethicaltrade.org/resources



Sedex – Supplier Ethical Data Exchange

Sedex website: www.sedex.org.uk. Help tools are available on the top right-hand corner of your homepage once you have logged in. If you do not yet have a login, visit:

www.sedex.org.uk/sedex/go.asp?u=/WebSite/Home&pm=6&location=Resources

Sedex helpdesk: +44 (0) 20 7902 2320



Global Social Compliance Programme

A business-driven programme for companies whose vision is to harmonise their existing efforts in delivering a shared, global and sustainable approach for the continuous improvement of working and environmental conditions in the global supply chain. GSCP is developing a set of reference tools and processes that describe best practice and provide a common interpretation of labour standards and environmental requirements and how to implement them.

www.gscpnet.com



Tesco Supplier Network

The supplier network is a Tesco owned and managed site where suppliers have an opportunity to discuss industry challenges, ask for advice and generate ideas from agriculture, sustainability, supply chain and retail sector experts worldwide.

www.tescosuppliernetwork.com



ILO

ILO runs a helpdesk that provides a free and confidential service to help companies align operations with international labour standards and the ILO approach to socially responsible labour practices.

Tel: +41.22.799.6264.

Email: assistance@ilo.org

www.ilo.org/empent/Whatwedo/Publications/lang--en/docName--WCMS_106376/index.htm

The Ethical Handbook for UK Growers

The Ethical Handbook for UK Growers is a free on-line resource intended to help growers and other UK-based suppliers understand the requirements of UK labour law and the ETI Base Code. It is split into practical sections including key elements of the law, how to comply, and relevant case studies. The Handbook has been developed jointly by Tesco, M&S, Waitrose and the Co-op.

www.ethicalgrowers.org.uk/

Recap on next steps



Values

1. Read this pack and the Tesco Ethical Trading Requirements for Suppliers.
 2. Communicate the ETI Base Code or equivalent code throughout your business and to your own suppliers. Human Resources staff and anyone else involved in the hiring or management of staff at your sites should be made aware.
 3. Let us know what you think. If you have comments or questions, please let your contact at Tesco know. Also, make sure your company has its say in the annual Tesco Supplier Viewpoint.
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Monitoring

1. Familiarise yourself with the monitoring process.
 2. Register on Sedex and make sure your sites are set up correctly. Ask your Tesco contact for your risk rating and what to do next.
 3. Explore other options for understanding the views of staff in your business.
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Improvement

1. If you have an audit, make sure you address issues raised in the audit within the required time frame.
 2. Ensure the audit body verifies your corrective action as soon as possible and no later than 6 months after the audit. This can be desk-based or on-site, depending on the auditor's assessment.
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Transparency

1. Make sure all your information on Sedex is up-to-date.
2. Explore options for collaborating with other organisations.
3. Explore options for public reporting for your own operations

Thank you

Questions? Comments?

Let us know what you think: please get in touch with your Tesco contact.



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