

Ethical Standards Expected by TTS

As part of RM Education plc, TTS work with a wide range of suppliers, UK based and International, small businesses and large corporate. TTS conducts business to high ethical standards, with a strong focus on care for the environment and our employees, and expects our Suppliers to support this strategy. In particular, when sourcing from low cost countries, while TTS does not always expect to see UK conditions of employment, the minimum levels we require in order to buy from a supplier are described below.

1. Child Labour

- No person is employed who is below the minimum legal age for employment.
- Children (persons under 18 years) are not employed for any hazardous work, or work that is inconsistent with the child's personal development.
- Where a child is employed, the best interests of the child shall be the primary consideration.
- Policies and programmes that assist any child found to be performing child labour are contributed to, supported, or developed.

2. Forced Labour

- Forced, bonded or compulsory labour is not used and employees are free to leave their employment after reasonable notice. Employees are not required to lodge deposits of money or identity papers with their employer.

3. Health & Safety

- A healthy and safe working environment is provided for employees, in accordance with international standards and national laws. This includes access to clean toilet facilities, drinkable water and, if applicable, sanitary facilities for food storage.
- Where an employer provides accommodation, it shall be clean, safe and meet the basic needs of employees.
- Appropriate health and safety information and training is provided to employees.

4. Freedom of Association

- As far as any relevant laws allow, all employees are free to join or not to join trade unions or similar external representative organisations.

5. Discrimination

- Negative discrimination including racial or sexual discrimination is prohibited.



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6. Disciplinary Practices

- Employees are treated with respect and dignity. Physical or verbal abuse or other harassment and any threats or other forms of intimidation are prohibited.

7. Working Hours

- Working hours of employees comply with national laws and are not excessive.
- Suppliers must offer holidays consistent with applicable laws.

8. Payment

- Employees understand their employment conditions and fair and reasonable pay and terms, including at least at the minimum wage required by applicable law, are provided.

9. Equal Opportunities

- Employees should receive equal pay for equal work, regardless of sex, ethnic origin, race, caste, tribe or religious belief

10. Individual Conduct

- No form of bribery, including improper offers for payments to or from employees, or organisations, is tolerated.

11. Environment

- Processes are in place to actively improve the efficiency with which finite resources (such as energy, water, raw materials) are used.
- Appropriate management, operational and technical controls are in place to minimise the release of harmful emissions to the environment.
- Appropriate measures are in place to improve the environmental performance of products and services when in use by the end user.
- Innovative developments in products and services that offer environmental and social benefits are supported.

12. Protection of Intellectual Property

- Suppliers must respect Intellectual Property Rights. Transfer of technology and know-how must be done in a manner that protects Intellectual Property Rights

13. 2nd Tier Suppliers and Subcontractors

- Suppliers to TTS will have their own Ethical Trading Policy in place, with provisions in line with the TTS policy, and will enforce it with their suppliers.

