

1. We conduct our business lawfully and with integrity

Compliance with Laws

All laws and regulations are complied with in the countries in which we operate. All other applicable international laws and regulations are complied with including those relating to international trade (such as those relating to sanctions, export controls and reporting obligations), data protection and anti-trust/competition laws.

Bribery

There is a prohibition on any and all forms of bribery, corruption, extortion or embezzlement. We ensure there is no bribery in any of our commercial dealings.

Conflicts of Interest

All, and any, conflict of interest in any of our business dealings with our clients, will be declared to allow our client the opportunity to take appropriate action.

Gifts and Hospitality

Any business entertaining or hospitality is kept reasonable in nature, entirely for the purpose of maintaining good business relations and not intended to influence in any way client's decisions about how they award future business. Gift giving occurs sparingly, usually as an act of appreciation at Christmas, and expenditure is reasonable (e.g. less than £40 per gift).

Confidential and Competitor Information

All competitor information is obtained and used legitimately and in compliance with all applicable laws and regulations. No attempt is made to divulge to any client any information about its competitors. Likewise, our client's confidential information is not be shared with any third party unless expressly permitted by the client. We are happy to sign any Non-disclosure Agreement (NDA) requested by clients.

Financial Records, Money Laundering and Insider Trading

All business and commercial dealings are transparently performed and accurately recorded in our books and records. There is no actual or attempted participation in money laundering. No confidential information in the our possession regarding clients is used to either engage in or support insider trading.

Safeguarding Information and Property

Our client's confidential information, know-how and intellectual property is respected and safeguarded. All information provided by our clients in the course of our work, that is not in the public domain is deemed confidential and it is only used for its intended and designated purpose. All and any personal information about individuals, such as our client's consumers or employees, is handled with full respect for the protection of their privacy and for all relevant privacy laws and regulations.

Product Quality and Responsible Innovation

Our services are delivered to meet the highest quality and are safe for their intended use.

Reporting Concerns and Non-retaliation

All workers (whether directly employed or not) are provided with means by which to raise their concerns about any of these requirements and processes are in place to ensure that workers who raise concerns and speak up in good faith are protected from retaliation.

2. Work is conducted on the basis of freely agreed and documented terms of employment

All workers, both permanent and casual, are provided with employment documents that are freely agreed and which respect their legal and contractual rights.

3. All workers are treated equally and with respect and dignity

All workers are treated with respect and dignity. No worker is subject to any physical, sexual, psychological or verbal harassment, abuse or other form of intimidation. There is no discrimination in employment, including hiring, compensation, advancement, discipline, termination or retirement. Discrimination based on race, ethnicity, age, role, gender, gender identity, colour, religion, country of origin, sexual orientation, marital status, pregnancy, dependants, disability, social class, union membership or political views is prevented. In particular, attention is paid to the rights of workers most vulnerable to discrimination.

4. Work is conducted on a voluntary basis

Under no circumstances will a supplier use forced labour, whether in the form of compulsory or trafficked labour, indentured labour, bonded labour or other forms. Mental and physical coercion, slavery and human trafficking are prohibited.

5. All workers are of an appropriate age

Under no circumstances do we employ individuals under the age of 15 or under the local legal minimum age for work or mandatory schooling, whichever is higher. We offer work placements for local school children following the relevant legal checks, and any school children on work experience are fully covered by our comprehensive appropriate insurances.

6. All workers are paid fair wages

All workers are provided with a total compensation package that includes wages, overtime pay, benefits and paid leave which meets or exceeds the legal minimum standards or appropriate prevailing industry standards, whichever is higher, and compensation terms established by legally binding collective bargaining agreements are implemented and adhered to. All freelance workers we use are paid to an agreed hourly rate stipulated by the freelancer. We agree a higher hourly rate for late and weekend working. It is usual practice that freelancers are paid on presentation of their invoice. At the maximum, all freelancers are paid within or on 30 days of date of invoice.

7. Working hours for all workers are reasonable

Workers are not required to work more than the regular and overtime hours allowed by the law of the country where the workers are employed. All overtime work by workers is on a voluntary basis.

8. All workers are free to exercise their right to form and/or join trade unions or to refrain from doing so and to bargain collectively

The rights of workers to freedom of association and collective bargaining are recognised and respected. Workers are not intimidated or harassed in the exercise of their right to join or refrain from joining any organisation.

9. All workers health and safety are protected at work

A healthy and safe workplace is provided to prevent accidents and injury arising out of, linked with, or occurring in the course of work or as a result of the employer's operations.

10. All workers have access to fair procedures and remedies

All workers are provided with transparent, fair and confidential procedures that result in swift, unbiased and fair resolution of difficulties which may arise as part of their working relationship.

11. Business is conducted in a manner which embraces sustainability and reduces environmental impact

Operations, sourcing, manufacture, distribution of products and the supply of services are conducted with the aim of protecting and preserving the environment.

We take our environmental responsibilities seriously. All commercial printers we use meet FSC and ISO 14001 accreditations and standards. All waste generated in our studio is recycled through the local Council's recycling systems and other waste (e.g. printer cartridges) are returned to the manufacturer for recycling or recycled at the Icaol Council recycling facility. We adopt an attitude of 'reduce-reuse-recycle' from basic approaches such as printing photocopier paper double-sided, and recycling old computers and other hardware whenever possible. We either walk or use public transport for the purpose of getting to work and going to client meetings whenever possible.



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