

# Responsabilidad Social Corporativa y Código ETI

## Motivos de las Ediciones / Edition Causes

Nº Edición	Fecha aprobación	Motivo
3	29/06/2021	Actualización tras comentarios MARS
2	10/12/2020	Actualización fecha
1	17/10/2012	Se añade versión en inglés del código ETI
0	28/09/2012	INICIAL

## **RESPONSABILIDAD SOCIAL CORPORATIVA**

La responsabilidad social corporativa (RSC), también llamada responsabilidad social empresarial (RSE), puede definirse como la contribución activa y voluntaria al mejoramiento social, económico y ambiental por parte de las empresas, generalmente con el objetivo de mejorar su situación competitiva y valorativa y su valor añadido. El sistema de evaluación de desempeño conjunto de la organización en estas áreas es conocido como el triple resultado.

La responsabilidad social corporativa va más allá del cumplimiento de las leyes y las normas, dando por supuesto su respeto y su estricto cumplimiento.

La empresa APC Europe, S.A tiene implantado un Sistema de Calidad ISO 9001, un Sistema Medioambiental ISO 14001 y un Sistema de Seguridad y Salud en el Trabajo OHSAS 18001 y ha fijado varios aspectos de las relaciones laborales de la plantilla, siguiendo la Ley 39/1999 de conciliación de la vida familiar y laboral de las personas trabajadoras.

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## **EL CÓDIGO BÁSICO ETI (Ethical Trading Initiative / Iniciativa de Comercio Ético)**

### **1. EL EMPLEO SE ELEGIRÁ LIBREMENTE**

1.1 Los trabajadores no tendrán que dejar bajo la custodia del empleador "depósitos" o documentación de identidad y serán libres de abandonarlos tras una notificación razonable.

### **2. SE RESPETARÁ LA LIBERTAD DE ASOCIACIÓN Y EL DERECHO A LAS NEGOCIACIONES COLECTIVAS**

2.1 Los trabajadores sin distinción alguna, tienen derecho a unirse o constituir sindicatos de propia elección, así como a negociar conjuntamente.

2.2 El empleador adoptará una actitud abierta hacia las actividades de los sindicatos , así como sus actividades organizacionales.

2.3 Los representantes de los trabajadores no serán discriminados y tendrán acceso a desarrollar sus funciones representativas en el lugar de trabajo.

2.4 Donde la ley restringiera el derecho a la libertad de asociación y negociaciones colectivas, el empleador facilitará y no dificultará el desarrollo de medios paralelos para asociarse y negociar libre e independientemente.

### **3. LAS CONDICIONES DE TRABAJO SERÁN SEGURAS E HIGIÉNICAS**

3.1 Se proporcionará un entorno de trabajo seguro e higiénico, teniendo presente los conocimientos preponderantes de la industria, así como de cualquier peligro específico. Se tomarán las medidas necesarias para evitar accidentes y perjuicios para la salud que pudieran surgir, o estuvieren asociados, o que ocurrieran en el curso del trabajo, mediante la reducción, en la medida de lo razonable, las causas de los peligros inherentes al entorno laboral.

3.2 Los trabajadores recibirán formación con regularidad y por escrito sobre salud e higiene, la cual se repetirá para trabajadores nuevos o designados.

3.3 Se proporcionará acceso a servicios limpios y a agua potable, y, si fuera necesario, a instalaciones sanitarias para almacenamiento de comida.

3.4 El alojamiento, en caso necesario, estará limpio, seguro y cumplirá las necesidades básicas de los trabajadores.

3.5 La empresa encargada del cumplimiento del código conferirá la responsabilidad sobre salud y seguridad a un representante de gestión superior.

### **4. NO SE EMPLEARÁ MANO DE OBRA INFANTIL**

4.1 No habrá contratación nueva de mano de obra infantil.

4.2 Las empresas desarrollarán o participarán y contribuirán en políticas que favorezcan el periodo de transición necesario para cualquier niño/a que sea mano de obra infantil para

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que vaya a la escuela y permanezca en un sistema educativo de calidad hasta que ya no sea, por edad, un niño/a.

- 4.3 No se empleará a niños ni a jóvenes de menos de 18 años para trabajos nocturnos o en condiciones peligrosas.
- 4.4 Estas políticas y procedimientos cumplirán con las disposiciones de la normativa relevante de la OIT.

#### 5. SE PAGARÁ UN SALARIO DIGNO

- 5.1 Los salarios y beneficios abonados por una semana de trabajo habitual cumplirán como mínimo la normativa legal nacional o la normativa industrial de referencia, o la que fuera superior. En cualquier caso, los salarios serán siempre lo suficientemente altos como para satisfacer las necesidades básicas y disponer de unos ingresos a discreción.
- 5.2 Se les proporcionará a todos los trabajadores información por escrito y comprensible sobre sus condiciones de trabajo en relación a los salarios antes de aceptar el empleo y sobre los detalles de sus salarios durante el periodo de pago en cuestión cada vez que reciben el salario.
- 5.3 Las deducciones del salario como medida disciplinaria no estarán permitidas ni tampoco se proporcionará ninguna deducción por ley nacional sin el consentimiento expreso del trabajador en cuestión. Todas las medidas disciplinarias deberán registrarse.

#### 6. LAS HORAS DE TRABAJO NO SERÁN EXCESIVAS

- 6.1 Las horas de trabajo cumplirán la legislación nacional y la normativa de la industria de referencia, o aquella que ofreciera mayor protección.
- 6.2 En cualquier caso, los trabajadores no trabajarán con regularidad más de 48 horas semanales y dispondrán de al menos de un día libre por una media de 7 días. Las horas extraordinarias serán voluntarias, y no superarán las 12 horas semanales, no se exigirán con regularidad y se compensarán siempre con una prima.

#### 7. NO HABRÁ DISCRIMINACIÓN

- 7.1 No habrá discriminación a la hora de contratar, indemnizar, formar, promocionar, extinguir o jubilar por motivos de raza, casta, origen nacional, religión, edad, minusvalía, sexo, estado, orientación sexual, afiliación a sindicato o política.

#### 8. SE PROPORCIONARÁ UN TRABAJO REGULAR

- 8.1 En todos los aspectos, el trabajo desempeñado deberá basarse en relaciones laborales reconocidas establecidas a través de la legislación nacional y la práctica.
- 8.2 Las obligaciones para con los empleados sujetos a la legislación laboral o de la seguridad social y la normativa que se derive de las relaciones laborales habituales no se eludirán a través del uso de contratos sólo laborales, subcontratos o contratos para trabajar en casa, o a través de programas de prácticas en donde no haya intención de impartir unas destrezas o proporcionar un empleo, como tampoco eludirán dichas obligaciones a través del uso excesivo de contratos a plazo fijo.

#### 9. NO SE PERMITIRÁ UN TRATO INHUMANO O SEVERO

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9.1 Queda prohibido el abuso físico o castigo, amenazar con abuso físico, sexual u otro acoso, así como el abuso verbal u otras formas de intimidación.

### **ETI BASE CODE (Ethical Trading Initiative)**

#### 1. EMPLOYMENT IS FREELY CHOSEN

1.1 Workers are not required to lodge "deposits" or their identity papers with their employer and are free to leave their employer after reasonable notice.

#### 2. FREEDOM OF ASSOCIATION AND THE RIGHT TO COLLECTIVE BARGAINING ARE RESPECTED

2.1 Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively.

2.2 The employer adopts an open attitude towards the activities of trade unions and their organisational activities.

2.3 Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace.

2.4 Where the right to freedom of association and collective bargaining is restricted under law, the employer does not hinder, the development of parallel means for independent and free association and bargaining, always inside the existing allowed legal framework.

#### 3. WORKING CONDITIONS ARE SAFE AND HYGIENIC

3.1 A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.

3.2 Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers.

3.3 Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.

3.4 Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers.

3.5 The company observing the code shall assign responsibility for health and safety to a senior management representative.

#### 4. CHILD LABOUR SHALL NOT BE USED

4.1 There shall be no new recruitment of child labour.

4.2 Companies shall develop or participate in and contribute to policies and programmes which provide for the transition of any child found to be performing child labour to enable her or him to attend and remain in quality education until no longer a child; "child" and "child labour" being defined in the appendices.

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4.3 Children and young persons under 18 shall not be employed at night or in hazardous conditions.

4.4 These policies and procedures shall conform to the provisions of the relevant ILO standards.

**5. LIVING WAGES ARE PAID**

5.1 Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. In any event wages should always be enough to meet basic needs and to provide some discretionary income.

5.2 All workers shall be provided with written and understandable Information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid.

5.3 Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the expressed permission of the worker concerned. All disciplinary measures should be recorded.

**6. WORKING HOURS ARE NOT EXCESSIVE**

6.1 Working hours comply with national laws and benchmark industry standards, whichever affords greater protection.

6.2 In any event, workers shall not on a regular basis be required to work in excess of 48 hours per week and shall be provided with at least one day off for every 7 day period on average. Overtime shall be voluntary, shall not exceed 12 hours per week, shall not be demanded on a regular basis and shall always be compensated at a premium rate, with local rules and regulations and practices determining the maximum working hours ruled.

**7. NO DISCRIMINATION IS PRACTISED**

7.1 There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

**8. REGULAR EMPLOYMENT IS PROVIDED**

8.1 To every extent possible work performed must be on the basis of recognised employment relationship established through national law and practice.

8.2 Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub- contracting, or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

**9. NO HARSH OR INHUMANE TREATMENT IS ALLOWED**

9.1 Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

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**Responsabilidad Social  
Corporativa y Código ETI**

Código/Code : **SC\_04\_Q\_PS\_000**

Fecha/Date : **29/06/2021**

Revision : **3**

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Realiza / Written:

**Fernández, Oriol**  
**29/06/2021**

Revisa / Reviewed:

**Fernández, Oriol**  
**29/06/2021**

Aprueba / Approval:

**Fernández, Oriol**  
**29/06/2021**

 <p>Regal Processors</p>	<p><b>Corporate Social Responsibilities and ETI Codes</b></p>	<p>Ref: <b>RQM_04_Q_PR_000</b>  Date: 14/10/2019  Revision: <b>2</b>  Page 1 of 3</p>
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**ETI BASE CODE (Ethical Trading Initiative)**

**It is the responsibility of the General Manager to ensure that Regal Processors Limited is compliant with this ETI base code.**

**1. EMPLOYMENT IS FREELY CHOSEN**

- 1.1 Regal Processors does not use forced, bonded or involuntary prison labour.
- 1.2 Workers are free from payment of any fees, taxes, deposits or bonds for the purpose of recruitment or placement or their identity papers with their employer and are free to leave their employer after reasonable notice.
- 1.3 Workers are free from pressure, coercion, threats (financial or otherwise) into accepting or maintaining employment.

**2. FREEDOM OF ASSOCIATION AND THE RIGHT TO COLLECTIVE BARGAINING ARE RESPECTED**

- 2.1 Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively.
- 2.2 The employer adopts an open attitude towards the activities of trade unions and their organisational activities.
- 2.3 Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace.
- 2.4 Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.
- 2.5 No employee will face discrimination on the basis of membership or non-membership of a trade union.

**3. WORKING CONDITIONS ARA SAFE AND HYGIENIC**

- 3.1 A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.
- 3.2 Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers.
- 3.3 Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.
- 3.4 Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers.
- 3.5 The company observing the code shall assign responsibility for health and safety to a senior management representative.

**4. CHILD LABOUR SHALL NOT BE USED**

- 4.1 There shall be no recruitment of child labour.
- 4.2 Companies shall develop or participate in and contribute to policies and programmes which

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provide for the transition of any child found to be performing child labour to enable her or him to attend and remain in quality education until no longer a child; "child" and "child labour" being defined in the appendices.

- 4.3 Children and young persons under 18 shall not be employed at night or in hazardous conditions.
- 4.4 These policies and procedures shall conform to the provisions of the relevant ILO Standards.

4.5 CHILD LABOUR – REMEDIATION

4.5.1 If child labour was identified a corrective action plan will be implemented. The corrective action plan shall take the child’s best interests into consideration, i.e. family and social situation and level of education and ensure viable and sustainable alternatives to the child’s development.

If a child worker is identified:

- Minimise the risk to the children by removing them from the production area or, if the children is working from home, stopping their work.
- While a mediation programme is being developed, the children will not be dismissed, and their wages will continue to be paid. Under no circumstances will the children continue to work or be present in the production area during this period.

4.5.2 Any corrective action plan will comprise the following actions:

- Collate a list of potential child labourers and young workers.
- Seek advice and help for a recognised local non-governmental organisation that deals with child labour or the welfare of children.
- Develop a remediation plan that secures the children’s education and protects their economic well-being, in consultation where possible a local NGO, and in consultation with and respecting the views of the child.

5. LIVING WAGES ARE PAID

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6. WORKING HOURS ARE NOT EXCESSIVE

- 6.1 Working hours comply with national laws and benchmark industry standards, whichever affords greater protection.
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7. NO DISCRIMINATION IS PRACTISED

- 7.1 There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

8. REGULAR EMPLOYMENT IS PROVIDED

- 8.1 To every extent possible work performed must be on the basis of recognised employment relationship established through national law and practice.
- 8.2 Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub- contracting, or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

9. NO HARSH OR INHUMANE TREATMENT IS ALLOWED

- 9.1 Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

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