



Fred. Olsen Cruise Lines

Fred. Olsen House, White House Road, Ipswich, IP1 5LL
Tel: 01473 292 200 Reservations: 01473 742 424

Ethical Trading Policy

At Fred. Olsen Cruise Lines Ltd we believe strongly in ethical principles and good stewardship. We recognize that our ethical and social performance and reputation is a key part of our overall commercial success.

Employees

We are committed to ensuring that our employment practices and the enforcement of corporate regulations ensure the protection of the rights of all those who work for us. In many areas we aim to operate above the minimum standards required by law to ensure our employees are safe, rewarded and valued.

Customer

We are committed to demonstrating our ethical and social responsibility credentials to enable customers to make informed choices about whose services they purchase.

Suppliers

We encourage our suppliers to operate to the same ethical standards that we employ ourselves. Where we are alerted to breaches of our policy we will take action considered appropriate. We will work with suppliers to resolve ethical trading issues. If suppliers are unable or unwilling to address critical issues associated with any breach of our Ethical Trading Code within the required timescales we reserve the right to terminate the relationship in accordance with our contractual rights.

Transparency

We will strive to be open and honest when we work with others and ensure reporting is fair and transparent.

Ethical Trading Code

1. No forced, bonded or involuntary labour shall be used

- All employment is freely chosen
- Staff are free to leave after reasonable notice.

2. Child labour shall not be used

- No child or under age labour may be used. All workers must have reached the age of 15, or have reached the minimum legal working age under national law, whichever age is the higher

3. Working conditions are safe and hygienic

- Adequate measures are taken to prevent accidents and minimize potential hazards.
- Staff receive regular health and safety training.
- Staff have unrestricted access to toilet facilities and drinking water.
- Workers must not be employed in potentially hazardous conditions without regular adequate safety training or supervision. Training must include emergency evacuation procedures and, for appropriate designated personnel, first aid.



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4. Remuneration and working hours

- Staff pay rates are above the national legal minimum standards.
- Working hours must comply with national laws and collective agreements.
- Staff are not forced to work more than 48 hours per week.
- Staff are given written terms and conditions of employment that details the employment relationship between and the respective obligations of the employee and employer, rates of pay, working hours, grievance and disciplinary procedures, holiday entitlement, absence and sick pay rules and notice periods for termination of employment.
- No deductions are made from wages as a disciplinary measure, and pay slips detailing lawful deductions are provided for each pay period.

5. No discrimination is practised

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

6. No harassment, threats, abuse or intimidation shall be practised

- Physical, verbal and sexual threats, abuse, harassment or intimidation is expressly prohibited and grounds for summary dismissal, if proved.

7. Entitlement to work

- Only workers with a legal right to work in the country should be employed.
- For both workers and agency workers, original documents should be reviewed and then returned to workers to verify right to work.