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## ETHICAL TRADING POLICY

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Approved by:  
I. McCallister Chief Executive  
Officer (CEO)

Date

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### INTRODUCTION

MAN Commercial Protection (hereto known as MAN Commercial) provides a responsible and professional manned guarding service to the retail, commercial, logistic, construction, industrial, entertainment and public sectors. The company also provides a key holding and alarm response service as well as Public Event Security (Crowd Control). The company has been accredited with ISO 14001; 2015 Quality Manual, Environmental Management Strategy Operating Procedures and Energy Management System ISO 5000 and are a member of the British Security Industry Association (BSIA); Approved Status with the Security Industry Authority (SIA) and has regular liaison with local police forces.

### POLICY

MAN Commercial Ethical Trade Policy stipulates the companies requirements, which include supporting all international norms and codes regarding human rights, including the Universal Declaration of Human Rights, the core labour standards of the International Labor Organization and the Voluntary Principles on Security and Human Rights. MAN Commercial expects all suppliers to understand, embrace and abide by this policy.

### BASIC PRINCIPLES

**Regular Employment:** Employment shall be provided on the basis of a recognized employment relationship established through national law and practice. Furthermore, any such obligations shall not be avoided through the excessive use of labour only contracting, sub-contracting, apprenticeship schemes or fixed term contracts of employment.

**Forced Labor:** Suppliers shall employ all employees of their own free will with no employee being subject to forced or bonded labour.

**Child Labor:** Suppliers shall not employ people under the minimum legal working age of the country in question.  
**Safe and Healthy Working Environments:** Suppliers shall provide employees with safe and healthy working environments.

**Freedom of Association:** Suppliers shall respect the right of employees to associate freely and for these groups to negotiate working environments, wages and other matters with employers.

**Discrimination:** Suppliers shall strive to ensure equal opportunities in the workplace and shall not engage in discrimination with regard to recruitment and employment practices.

**Abuse and Harassment:** Suppliers shall respect employees' human rights and must not tolerate abuse or any form of harassment.

**Working Hours:** Suppliers shall ensure that employees' working hours and use of leave entitlements are appropriately monitored so as not to infringe upon any statutory regulations.

**Suitable Remuneration:** Suppliers shall pay employees at least the statutory minimum wage and shall not unreasonably reduce wages.

**Anti-corruption:** Suppliers shall engage in fair business practices, avoid corruption including bribery and extortion, and comply with applicable laws and regulations.

Environment: Suppliers should work to protect the environment and consider the environmental impact of their business activities on local communities and ecosystems.

Information Disclosure: Suppliers shall disclose information with respect to the aforementioned matters in a timely and appropriate manner.

### **MONITORING**

In order to ensure that all approved goods and services operate in accordance with the above Policy, the company will conduct onsite evaluation of suppliers and require suppliers to advise MAN Commercial of any non-compliance issues.

### **NON-COMPLIANCE AND CORRECTIVE ACTIONS**

Should MAN Commercial identify any cases of non-compliance to the Policy, we shall communicate corrective action requirements to suppliers and if required provide support for redressing specific issues.

The MAN Commercial Chief Executive Officer holds responsibility for administration and interpretation for this policy.

Significant changes in content of this policy will be communicated by posting the revised policy.

This Policy does not constitute or imply an employment contract between MAN Commercial Protection Ltd and any employee, or guarantee or ensure employment or continued employment for any employee.

**If you have any fear about reporting your concerns within the company you can, in full confidentiality, contact UK Slavery Helpline on 08000 121700.**