

GP'S ETHICAL Policy 2021

Ethical Policies

We believe in ethical business practice. What does that mean? Business now extends far beyond traditional boundaries of simple trades for goods and services with customers. Businesses have a duty to recognise their accountability for the effects they exert on the planet and people. Business practices can affect the fabric of our community, how we treat each other, the amount of biodiversity, to name a couple. It can even effect the global population because of the culture that it promotes or if it increases greenhouse gas emissions. How we treat each other and the environment in business really matters. That is why we have an ethical policy to ensure that we know we are leading by example, for our local, national and global community.

Law and Code Compliance.

Our suppliers are expected to comply with and will be monitored to all relevant and applicable laws and regulations of the country in which workers are employed. When differences or conflicts in standards arise, suppliers are expected to comply with the highest standard that is the most in favour of the employees.

(1) GP Green Paper/Environmental Policy

(See latest generationpress.co.uk/think)

This Green Paper (our Environmental Policy and Eco Programme), which is updated every year, sets out our targets. It's a part policy statement, part road map, part checklist. It provides us with a charter that constantly reminds us of what our environmental and ethical responsibilities are, and that we have a shared commitment to meet them.

(2) Equality/diversity Policy

We are proud to be an equal opportunities employer and we will ensure that our staff are recruited, developed, remunerated and promoted on the basis of their skills and suitability for the work they are they do here at Generation Press. We value the differences that a diverse workforce brings to a business like ours and will build a culture that promotes meritocracy, openness, fairness and transparency.

It is your right to work in an environment which provides equal opportunities and is free from any kind of harassment, discrimination or intimidation. We will make every effort to ensure that such an environment is created and maintained for all our team.

The principle of non-discrimination and equality of opportunity also apply to the way in which staff treat visitors, clients, customers, suppliers and former team members.

We all have a duty to act in accordance with this guide and treat each other with dignity at all times, and not to discriminate against or harass other members of our team, regardless of their status. Discrimination and harassment are unfair and damage morale and efficiency. If a member of our team discriminates against or harasses another member of our team or a job applicant, they will be subject to the disciplinary procedure. This may include dismissal.

This guide covers all individuals working with us employees, consultants, contractors, interns and agency staff.

Our Management team has overall responsibility for the effective operation of this guide and for ensuring compliance with discrimination law. We must all set an appropriate standard of behaviour, lead by example and ensure that we all understand the importance of this guide and promote our aims to equal opportunities.

This guide also includes job advertisements, recruitment and selection, training and development, opportunities for promotion, conditions of service, pay and benefits, conduct at work, disciplinary and grievance procedures, and termination of employment.

We will take appropriate steps to accommodate the requirements of different religions, cultures, and domestic responsibilities if and when we need to.

Forms of discrimination

Discrimination may be direct or indirect and it may occur intentionally or unintentionally.

Direct discrimination is where someone is treated less favourably. For example, rejecting an applicant on the grounds of their race because they would not "fit in" would be direct discrimination.

Indirect discrimination occurs when someone is disadvantaged by an unjustified provision, criterion or practice that also puts other people with the same protected characteristic at a particular disadvantage. An example of this is, if we had a rule (which we haven't!) that you couldn't wear certain religious symbols like jewellery or clothing.

Harassment related to any of the protected characteristics is prohibited. Harassment is unwanted conduct that has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

Victimisation is also prohibited: this is less favourable treatment of someone who has complained or given information about discrimination or harassment or someone else's complaint.

Recruitment and Promotion

We operate a fair and open recruitment process. All our recruitment means are based on fair and objective criteria.

One of the best ways where we find our talent is via you and your networks. We like to limit recruitment advertising where possible and if you are able to help us find people to join our talented bunch, then we will always consider your referral first.

Selection

All selection interviews and short-listing will be on an objective basis and deal only with the individual's suitability for the job, taking into account their skills and experience.

Opportunities & Development

We support and enable you to take the initiative in managing your own career with Generation Press. We will always try and support career development (depending on funds) This includes reviews, training and financial support for further education if needed.

If you have a burning desire to try something new within the company, you could consider a lateral career move that allows you to transfer your current skills to a new department. When making a lateral career move, you will often keep the same pay bracket and responsibility level. It is more of a step sideways than a step up the career ladder.

(3) GDPR Policy

Thanks for entrusting Generation press with your project and your personal information. Holding onto your private information is a serious responsibility and we want you to know how we are handling it. If you decide to use our services then you agree to the collection and use of information about this policy. The personal information that we collect is used for providing you with our services.

What data we collect, what we use it for and where it is stored
We collect your name, company name, job title, number, email address and address when we start a project with you. We store this data on Tharstern, our Management Information System. We may use your data to send you some marketing communication a few times a year.

Opting out

If you wish to be removed from our database please contact us at info@generationpress.co.uk and we will remove your record. We do not share any data with any third parties. We do not use cookies, log data or use any third-party service riders.

Changes

We may update our Privacy Policy from time to time. We will notify you of any changes by posting the new Privacy Policy to this page. The changes are effective immediately after they are posted on this page.

(4) Conflicts of Interest

We all have invested interests. Our own interests become an issue of integrity when we act in the interest of ourselves rather than the interest of our co-workers. We believe that everyone we work with should be looking to get the best out of each other. Common activities that cause a conflict of interest include Nepotism, self-dealing and excess compensation. We do not accept actions or behaviours that form a conflict of interest.

(5) Code of Ethics Policy

The statements below represent the principles that govern our behaviour and decisions at our family run company. We believe with this code in mind it will guide good professional relationships.

Collaborate

Two minds are always better than one. When we work together, we can access different perspectives, greater resources and more information. We encourage everyone we work with to be part of the collaborative process.

Participate

In order to fulfil our potential you need to show up and participate with an open mind. We will always explain fully what we are asking you to participate in and listen to any concerns. All participation will be inclusive and considerate.

Respect

We believe all good business practices start with respect. For others and for nature. With this foundation we can build long lasting alliances. We won't always agree but when we don't, we make sure it doesn't become personal.

Communication

Talking, listening and sharing knowledge, we do it all day, every day. We want to use communication to grow lasting connections. Choose your words carefully, be kind. We do not tolerate verbal insults, exclusionary behaviour or harassment.

Inspire

Business shouldn't be boring. It's about creativity, from numbers to colours. We want our people to push boundaries, challenge ideas and find innovative ways of solving problems.

(6) Modern Slavery Policy

Our responsibility to take a robust approach to slavery and human trafficking. We do not tolerate the use of forced labour or acts of human trafficking. That includes prison, indenture, bonded, slaved and other forms of forced labour. We expect our suppliers to monitor their recruitment methods to ensure that people seeking work at their business are not compelled to work through force, deception, intimidation, coercion or as a punishment for holding or expressing political views.

(7) Child Labour Policy

When it comes to young children younger than 16 or under the age of completion of compulsory education, whichever is higher. We don't want to stand in the way of their health, schooling or free time. We are committed not to do business with organizations that (a) employ children younger than 16, (b) those under 18 must not be required to perform hazardous duties.

That's why we don't and won't employ anyone younger than 16 years of age and require our subsidiaries to do the same, regardless of the country they're in.

We're also committed not to do business with any organization that employs children younger than 16. We'll include this condition in every contract we sign and reserve the right to break the contract without penalty if our stakeholder violates this condition and refuses to agree on or follow through with an elimination plan.

(8) Local Suppliers

We want to work with suppliers that match our outlook on life. People who are striving to become between businesses. We will favour local suppliers where we can. We will always deal with suppliers using honesty and openness.