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Ethical Trading Policy

Summary Statement

At Meander Handling we believe strongly in ethical principles and good stewardship. We are therefore proud to guarantee that we trade according to the following Ethical Trading Criteria:

1. All employment is freely chosen
2. Working conditions are safe and hygienic.
3. Child labour is not used.
4. Wages are fair and comparable to industry standard and will always exceed the minimum wage.
5. Deductions from wages as a disciplinary measure shall not be permitted.
6. Working hours are not excessive.
7. No discrimination is practiced.
8. Regular employment is provided for those who are employed on a permanent contract.
9. No harsh, cruel or degrading treatment or practices are allowed.
10. No bribery, corruption, blackmailing or bullying is permitted.
11. Third Party Suppliers and buyers are both free to sell and buy from any number of other businesses. No restrictions, as a way of guaranteeing business, are allowed.

We also ask all our suppliers to ensure that their businesses are also built on these ethical criteria. We expect our suppliers to adopt the principles of our E.T.P as their minimum standard of practice in order to be able to offer strong guarantees to our customers that the services they receive from us have been ethically designed, prepared, managed and implemented.

Our Ethical Trade Policy Statement

1. Policy Statement

Meander Handling recognizes that our commercial activities have the potential to impact on our suppliers and our locality.

As a socially responsible small business, our suppliers, local community and customers have a right to expect:

- All workers involved in the delivery of services provided by Meander Handling are treated with full consideration to their basic human rights.
- Meander Handling acts in an ethical manner above and beyond basic legal requirements.
- Meander Handling is therefore committed to implementing the principles of the Ethical Trading Initiative Base Code (although we are not members of the ETI).
- This policy sets out Meander Handling's commitment to its suppliers and customer's setting out the measures we are taking to ensure that we are acting in an ethical manner.

2. Commitment to its suppliers, service providers and customers

Meander Handling recognizes that our ethical and social performance and reputation is a key part of our overall commercial success.



- **Employees**

Meander Handling is 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. As we of course expand and become larger we will be able to offer more opportunities for our staff.

- **Suppliers**

Meander Handling is committed to monitoring social standards in our supply chain, and we encourage our suppliers to operate to the same ethical standards we employ ourselves.

3. Meander Handling Ethical Trading Code of Practice

3.1 This Code of Practice applies to:

- Staff directly employed by Meander Handling or its subsidiaries, on temporary or permanent contracts.
- Staff employed or provided by contractors or employment agencies to work on Meander Handling's premises or to undertake work for or on behalf of Meander Handling .

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

- All employment with Meander Handling is freely chosen.
- Staff are not required to lodge deposits with us.
- Staff are free to leave Meander Handling after reasonable notice.

3.3 No child labour shall be used

- There shall be no recruitment of child labour.
- Children or persons under 16 are not employed at any time, day or night.
- Children or persons under 18 are not employed full-time.

4. Working conditions are safe and hygienic.

- Meander Handling takes adequate measures to prevent accidents and minimize potential hazards.
- Staff receive regular health & safety training.
- Staff have unrestricted access to toilet facilities and drinking water.
- Meander Handling has a published Health & Safety Policy.

5. Working hours and remuneration are reasonable and comparable to other companies in our sector and regular employment is provided.

- Staff pay rates are above the national legal minimum standards.
- Staff are not forced to work in excess of 48 hours per week, a voluntary opt out agreement is available for those wishing to work in excess of 48 hours per week.
- Staff are provided 2 days off per week
- No deductions are made from wages as a disciplinary measure, and pay slips detailing lawful deductions are provided for each pay period.
- Labour only contracting, sub contracting and fixed term contracts are not used as a means to avoid obligations under labour or social security laws.

6. No discrimination is practiced:

- There is no discrimination in pay, hiring, compensation, access to training, promotion, and termination of employment or retirement on the grounds of race, nationality, religion, age, disability, marital status, sexual orientation, union membership or political affiliation.
- Opportunities for personal and career development are equally available to all employees.



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7. No harassment, threats, abuse or intimidation shall be practiced. Physical, verbal and sexual threats, abuse, harassment or intimidation is expressly prohibited.

8. Employment Agencies

- Employment agencies contracted to supply temporary staff shall demonstrate commitment to and application of the requirements of this code.
- Employment agencies contracted to supply temporary staff shall ensure that all staff supplied to Meander Handling are eligible to work in the EU by:
 - Following Immigration and Nationality Directorate Guidelines
 - H.C.A.A Guidelines

9. Organization

Meander Handling Directors have overall responsibility for all aspects of ethical trading at work within the business.

10. Looking towards further improvement

Meander Handling are keen to learn from others and would ask if anyone has any ideas or feedback regarding our policy or practice to contact us.

Panagiotis Tsatsas
Company CEO

Date: 19 Jan 2014

"Meander" Group of companies

