

Ringsfield Hall Trust

Ethical Sourcing Policy

The Ringsfield Hall Trust seeks to demonstrate that it is a responsible organisation that seeks to 'do the right thing' by sourcing products – whether internally used or externally offered - in an ethical manner. This policy is guided by research and guidelines outlined by Ethical Consumer (www.ethicalconsumer.org) and Compassion In World Farming (www.ciwf.org.uk).

What does Ethical Sourcing mean to us?

Essentially it is about making sure our purchasing decisions are made as sustainably, ethically and responsibly as possible within our commercial framework. It is about ensuring that our supply needs are produced and delivered in ways that avoid the abuse or exploitation of workers, animals and the environment. This means that we will consider the wider implications of our business decisions when making sourcing choices.

We acknowledge that we are not an organisation that will drive significant change in suppliers. However, we seek to continuously drive improvements and we positively support the actions of others through the adoption of industry-accepted standards. We have a commitment to our guests, various stakeholders, and the wider world to actively outwork values of care, hospitality and social justice, and to maintain a reputation for doing so. Inevitably there will be occasions where cost implications will conflict with ethical sourcing concerns – we recognise this and will seek to achieve a balanced outcome in our decision making.

What we will do

We aim to source all our requirements (food, ingredients, household products and other consumables) in a responsible way. We have focused our commitment to sourcing in 7 key areas or guiding principles:

- Quality
- Animal Welfare
- Sourcing
- Sustainability & The Environment
- People
- Relationships with Suppliers
- Ethics

Quality – In order to achieve our aim of providing warm and generous hospitality we are passionate about serving great-tasting homely food, made from quality ingredients. We do not add artificial colours, artificial flavours, trans-fats or hydrogenated fats to our food. We do not use genetically modified ingredients. We carry out regular audits to ensure the standard and quality of product and ingredients meet quality requirements.

Animal Welfare – We require our suppliers to properly rear, care for and handle animals, complying with accepted animal husbandry practices and current EU and source country legislation. We will not compromise on this for commercial gain. We

are committed to continuously review this and move forward on welfare issues in line with our guests' expectations.

Sourcing – We aim to support our local community as a priority, not least to reduce our carbon footprint through food miles. We will therefore source quality food, ingredients, products and other services from local and national companies, tradesmen and suppliers as a preference, provided that we can guarantee the quality that guests expect at an affordable price. In instances where we need to source products from overseas, we will ensure that our ethical commitments are maintained through purchasing products certified through the Fairtrade Mark or other equivalent schemes.

Sustainability & The Environment – Society in general, through growing population, climate change issues and unsustainable farming/fishing practices, is facing potential threats to food security. If we are to continue to offer our customers quality food at affordable prices, we need to ensure the sustainability of our business, and this includes considering the environmental and ecological impacts of our supply chain. One example is that we do not use tuna in our dishes. If we use prawns in our menu, they are sourced from a designated geographic area and will be Marine Stewardship Council (MSC) certified.

People – Those who support and work with us are of the greatest value: they are the ones who will we deliver our charitable aims successfully. We want all of our staff and stakeholders to feel individually valued and cared for, and for each person to share in the organisation's success. While not directly under our control, this aim goes beyond our own people to include those employed by our suppliers. Suppliers are expected to ensure that:

- Working conditions are safe and hygienic
- Employment is freely chosen and no forced or bonded labour is used
- Labour practices do not involve the harsh or inhumane treatment of employees
- Exploitative child labour is not used
- Fair and reasonable wages are paid to employees and working hours are not excessive
- Their employees' rights to trade union membership and collective bargaining are respected
- No discrimination is practised

We are able to make a positive difference through our commitment to purchasing Fairtrade products. By sourcing Fairtrade goods, we are able to support marginalised producers by guaranteeing a minimum price and a Fairtrade premium. Currently our Fairtrade products include tea, coffee, sugar, drinking chocolate and cocoa.

Relationships with Suppliers – Without our suppliers we could not deliver quality food and products to our customers. In line with our values of being open and honest, and treating everyone with fairness, consideration and respect, we will:

- Always value the contribution of our suppliers
- Never mislead our suppliers to gain commercial advantage
- Ensure all suppliers are considered equally on their merits
- Keep to our standard terms and conditions regarding supplier payments
- Consider the potential impact of our actions on our suppliers

Ethics – Our overall guiding principle is to ensure that our supply needs are produced and delivered in ways that avoid the abuse or exploitation of workers, animals and the environment. We aim to reflect this principle as much as possible in our purchasing and in our dealings with everyone with whom we serve and do business. From this guiding ethical principle, we will regularly review and adapt our practical priorities and preferences, which currently includes (though is not restricted to): source locally to reduce carbon footprint; minimise waste and packaging; re-use and recycle resources wherever possible; source products which have the least negative ecological impact; support suppliers and services which positively benefit their workers, their communities, and the wider world.