



# Ethical Charter for Suppliers & Advertisers

Updated: 22<sup>nd</sup> January 2020

Throughout this Charter the use of “the Company” or “Aurora” refers to Aurora Event Services (UK) Ltd

This Charter sets out how Aurora Event Services (UK) Ltd (Also known as Aurora & AES) does business; our key objectives and the basic principles we adhere to and also ask our stakeholders and business customers to adhere to so we can achieve those key objectives.

Aurora has a responsibility to ensure we (and our stakeholders and business customers) are:

- ▶ Respectful of the cultural, ethical, social, political and legal diversity of the nations and societies in which we operate;
- ▶ Working collectively and individually against all forms of child and slave labour within the UK’s events and entertainment industries;
- ▶ Trading in an honest, ethical and transparent manner that demonstrates our commitment to promoting equal opportunities and diversity across the UK’s events and entertainment industries;
- ▶ Demonstrating that our team members are valued employees by exceeding the ‘minimum’ legal remuneration and employment benefits requirements identified in UK employment legislation;
- ▶ Actively working in a safe manner and encouraging high levels of health and safety standards across our workforce to ensure the safety and welfare of our employees, contractors and those directly impacted by our business activities is observed at all times;
- ▶ Aware of the need to deliver our services and operate in a socially, economically and ecological manner, which takes into account the protection of the living and working conditions of current and future generations;
- ▶ Monitoring our business activities and the ecological impact our businesses are having on the local, national and global environment.
- ▶ Supporting & encouraging a working environment where employees are treated with respect and dignity;
- ▶ Working proactively to ensuring all employees are acting with honesty and integrity to discourage any form of bribery and corruption with our business; and
- ▶ Training our employees to the highest standards to ensure appropriate technical and organisational measures are in place to prevent any unauthorised or unlawful breaches of access to personal or sensitive data.

**The above key objectives above are achieved by following these basic principles:**

## 1. Basic Principles

At Aurora, we believe in doing business in a positive and ethical manner, so we ask our suppliers, directory advertisers, event organisers, contractors, business partners and stakeholders to join us in doing the following:

- 1.1. Respect the cultural, social, political and legal diversity of all nations and societies and protect international human rights.
- 1.2. Recognise the fundamental right to the freedom of association and the right to collective bargaining within the scope of national regulations and existing agreements.
- 1.3. Declare themselves in favour of prohibiting all kinds of force, bonded or involuntary prison labour. Our suppliers don’t ask their employees to lodge “deposits” or their personal ID (including but not limited to passports, driving licences & immigration papers) with their employer and they are free to leave their employment after reasonable notice. (More information available in our Modern Slavery Statement)
- 1.4. Commit to the abolishment of child labour and guarantee that nobody is employed under the minimum legal age for employment<sup>1</sup>. Our suppliers or any supplier advertising within the Aurora Supplier Directory do not employ children under the age of 18, at night, in hazardous conditions, or in work that is inconsistent with the child’s personal development. Where a child is employed, the best interests of the child must be the primary consideration. Policies and programmes designed to help children that are found to be performing child labour are contributed to, supported, or developed.

---

1. In the UK the youngest age a child can work part-time is 13 (Restrictions apply). Children can only start full-time work once they’ve reached the minimum school leaving age of 16 - they can then work up to a maximum of 40 hours a week. In England, a young person must be in part-time education or training until they’re 18.

- 1.5. Reject any form of physical and/or psychological discrimination in the workplace, including but not limited to:
- |                 |                       |                         |                      |
|-----------------|-----------------------|-------------------------|----------------------|
| ▶ Age           | ▶ Nationality         | ▶ Political Convictions | ▶ Sexual Orientation |
| ▶ Disability    | ▶ Marital Status      | ▶ Pregnancy             | ▶ Social Origin      |
| ▶ Ethnic Origin | ▶ Parental Status     | ▶ Race                  | ▶ Union Affiliation  |
| ▶ Gender        | ▶ Physical Appearance | ▶ Religious Beliefs     |                      |
- 1.6. Demonstrate commitment to equal opportunities and diversity of all employees, taking account of cultural and legal particulars.
- 1.7. Observe the right to reasonable remuneration on the basis of a contract, in line with the respective national labour market, stipulating at least the minimum wages guaranteed by British law.
- 1.8. Guarantee the observance of the respective national regulations on hours of work and on regular paid holiday.
- 1.9. Protect the health and safety of employees by complying with the legal standards applicable in the United Kingdom and continuously improve the working environment and protection of employees. This includes:
- ▶ Access to clean toilets and hand washing facilities
  - ▶ Drinkable water and if applicable clean facilities to food storage
  - ▶ Issuing employees with PPE and completing regular audits to determine the condition of PPE
  - ▶ Completing regular risk assessments to identify new risks to employees; and
  - ▶ Completing training and regular refreshers of the company's Health and Safety Policy
  - ▶ Promoting a workplace culture where employees feel comfortable reporting unsafe processes, work practices or activities so any re-training needs can be addressed.
- Where an employer provides accommodation, it shall be clean safe and meet the basic needs of all employees. This is inclusive of temporary event accommodation.
- 1.10. Protect the environment using responsible practices and by complying with the standards and legislation applicable in the United Kingdom and any such additional environmental standards that Aurora may notify in writing from time to time. Suppliers must work to reduce the environmental impacts of their products, services and activities. Where possible, energy and/or resource efficient products should be provided. Products and/or services that offer broader sustainability benefits are supported and encouraged.
- 1.11. Support and encourage a working environment where employees are treated with respect and dignity. Take a zero tolerance approach to physical discipline, the threat of physical abuse, sexual or any other type of harassment and verbal abuse and/or any other forms of intimidation are dealt with in line with their company's Bullying, Harassment & Victimisation Policy.
- 1.12. Directors, employees or any representative of Aurora will not be offered or given any incentive, gift or consideration as a way of influencing the Aurora member application process; the tender of any products or services from the supplier to either Aurora or any other third party organisations; the obtaining and execution of a Memorandum of Understanding (MOU) or any contract between Aurora or any other third party organisations; or for showing any bias in relation to a tender process or any contractual negotiations between Aurora or any other third party organisations.
- 1.13. Reject all forms of bribery and corruption. All necessary measures will be taken to prevent bribery (including 'facilitation payments' (unless permitted by written law)). If, in the course of your dealings with Aurora (either before or during the operation of contract), allegations of bribery and corruption are discovered or received, the Director of Aurora must be told immediately and information and cooperation must be given to Aurora or its appointed third party to investigate the allegations or incidents.
- 1.14. When processing Aurora's customer and/or employee data (or any other third party customer and/or employee data; which has been obtained as a result of any business activity via any of Aurora's digital platforms including the Aurora Supplier Directory), appropriate technical and organisational measures against unauthorised or unlawful processing and against accidental loss or destruction of, or damage to Aurora's (or any third party data), will be in operation. Any person who has access to such data will be properly trained in the care, protection and handling of personal and company data.

## 2. Responsibility for the Charter

Aurora is also bound by the principles of this Ethical Charter and as such:

- 2.1. The Director of Aurora has overall responsibility for ensuring that this Charter complies with the Company's legal and ethical obligations.
- 2.2. The Director has day-to-day responsibility for implementing this Charter, monitoring its use and effectiveness and auditing internal control systems and policies and procedures to ensure they are effective in preventing or remedying any of the principles set out in this Charter. The Director is also responsible for investigating allegations of breaches of this Charter within the Aurora business, its supply chains, its advertisers and its stakeholders
- 2.3. Aurora line managers are responsible for ensuring that those reporting to them understand and comply with this Charter.

## 3. Internal Compliance

- 3.1. The prevention, detection and reporting of any breaches of this Charter by the Company's employees, whether in the UK or abroad, is the responsibility of all those working for the Company or under the Company's control. Aurora employees are required to avoid any activity that might lead to a breach of this Charter.
- 3.2. If employees of the Company believe or suspect a breach of or conflict with this Charter has occurred or may occur, they must notify their line manager or report it in accordance with the Company's Whistleblowing Policy. Aurora employees are encouraged to raise concerns immediately about any possible breach or suspicion of breach of this Charter in any part of the Company's business or within any third party business that Aurora has contractual relationships with. If they are unsure about whether a particular act or activity, the treatment of workers, their working conditions within the Company or within the company of a third party business breaches this Charter, they can raise it with their line manager.
- 3.3. Aurora aims to encourage openness and will support anyone who raises genuine concerns in good faith under this Charter, even if they turn out to be mistaken. Aurora is committed to ensuring no one suffers any detrimental treatment or victimisation as a result of reporting in good faith their suspicion that breaches of this Charter may be or have taken place in any part of its business or in any of its supply chains.

## 4. Training, Communication & Implementation

- 4.1. Regular training and refreshers on this Charter will be provided to all Aurora staff as necessary.
- 4.2. The Company's zero tolerance approach to legislative breaches of this Charter will be communicated to all suppliers, advertisers, event organisers, contractors, business partners and stakeholders when entering into new or renewed contracts with them.
- 4.3. Aurora shall ensure the communication of this Charter to its suppliers, directory advertisers, event organisers, contractors, business partners and stakeholders. Aurora requests that all of its suppliers, directory advertisers and event organisers to declare themselves willing to observe, respect and apply these basic principles throughout their sphere of responsibility.
- 4.4. Aurora reserves the right to check the observance of these basic principles in a suitable manner by periodic spot checks and/or if there is a well-founded suspicion to do so. Audit processes will be determined at the time. Aurora will work closely with its suppliers, directory advertisers, event organisers, contractors, business partners and stakeholders to improve standards within Aurora, third party businesses and the events industry.

## 5. Breaches of this Charter

- 5.1. Sanctions for breaching the legislative elements of this Charter are clearly set out below and include either:
  - ▶ Disciplinary action or dismissal if the breach is by a member of Aurora's staff.
  - ▶ Immediate termination of the contract if the breach is by a supplier, directory advertiser, event organiser, contractor, business partner or stakeholder of Aurora.
- 5.2. Any Aurora employee who breaches this Charter will face disciplinary action, up to and including summary dismissal for gross misconduct.
- 5.3. Aurora reserves the right to terminate its commercial relationship with suppliers, directory advertisers, event organisers, contractors, business partners and stakeholders if they breach UK legislation, this Charter and/or are found to have been involved in activity deemed to be in direct violation of Aurora's ethical expectations and trading standards.

## 6. Relevant Legislation

- ▶ Bribery Act 2010
- ▶ Environmental Protection Act 1990
- ▶ Equality Act 2010
- ▶ Health and Safety at Work etc Act 1974
- ▶ Modern Slavery Act 2015
- ▶ National Minimum Wage Act 1998
- ▶ The Data Protection Act 2018

Signed on behalf of Aurora Event Services (UK) Ltd



**Tony Garcia**  
Company Director