



National Chamber of Exporters of Sri Lanka Certificate of Ethical Trading



The NCE issues the Certificate of Ethical Trading (CET) in coordination with Ind-Expo certification limited to NCE member Exporters. The Partnership will increase the credibility of the certificate and also provide professional evaluation methods and Transparency.

About NCE

The National Chamber of Exporters of Sri Lanka (NCE), is the only Trade Chamber dedicated to exclusively serving exporters since its incorporation in 1986. The membership and activities of the Chamber have grown considerably due to its achievements. The membership includes leading Export Houses together with a large number of SMEs. The Chamber is the 'Voice of the Exporter'.

Website: www.nce.lk

About Ind-Expo

The Ind-Expo Certification Limited is a non-profit organization that offers certifications & training. Ind-Expo was also supported by the United Nations Industrial Development Organization (UNIDO) and Ind-Expo is accredited to award certificates for HACCP, ISO 22000, ISO 9001, ISO 14001, and ISO 45001 by the Sri Lanka Accreditation Board (SLAB) which is affiliated with the International Accreditation Forum (IAF) and is therefore internationally recognized.

Website: www.indexpo.lk

About Certificate of Ethical Trading (CET)

In modern international trade, it has become vital for exporters to conform to changing regulatory needs and consumer preferences through good practices related to Trade and labor, Ethical behavior, Environment & Society, in order to have a competitive advantage in international markets. In line with offering high-quality services to all its members, the National Chamber of Exporters Sri Lanka (NCE) has commenced a special service for the issue of a 'Certificate of Ethical Trading' to Member Exporters who follow Ethical Trading Practices and conformity to Good environmental and social practices, based on 10 Principles which have been developed by the Chamber.

Certificate of Ethical Trading (CET)- The 10 principles of evaluation are as follows.

Principle 1: Trading Practices:

- Procedure for monitoring the Purchase conditions
- Practices for on time payments
- Procedure for monitoring of records and documentation related to trade
- Method to agree the customer requirements
- Regulatory and legal requirements identified as part of the review of customer requirements/ labeling requirements of the country
- Customer complaints and feedback management procedure
- Good Hygienic conditions during processing, storage and transport
- Monitoring procedure of storage Conditions
- Traceability procedure
- For Food Industry; Prevent Contamination
- Risk Management system

Principle 2: Payment of a Statutory Wages: -

- Minimum wages under national Regulation (IRD Act)
- Pay wages to the employees as per National Requirements/Other requirements
- Pay all statutory commitments under national requirements

Principle 3: Child Labour and Forced Labour: -

- Non employed child labour/Forced Labour

Principle 4: Non-Discrimination and Gender Equity: -

- Non -discrimination in hiring,
- Access to training, promotion/disciplinary practices
- Termination or retirement based on race
- Age categories
- Equal Pay- Gender Policy
- Empower women
- No violence/Harassment confirmation etc.
- Not be hiring or using public security forces for the protection of the enterprise
- Needs to provide opportunities to organize and freedom of association where necessary.

Principle 5: Freedom of Association and Collective Bargaining: -

- Personnel may freely form, join, and organize unions.
- Staff have the right to negotiate terms collectively.
- The organization prohibits any discrimination or harassment for union activity.
- Management must not influence union administration.
- Where unions are restricted by law, workers may elect independent representatives.
- Representatives must have access to members at the facility.

Principle 6: Occupational Safety and Health: -

- Minimize workplace risks and injuries through proactive safety measures.
- Assess and remove risks specifically for new, expectant, and nursing mothers.
- Ensure immediate first aid for injuries.
- Assign a senior manager and a joint worker-management committee to oversee safety.
- Conduct frequent safety sessions for new, existing, and reassigned staff.
- Perform periodic inspections and document all findings and improvements.
- Maintain strict written records of all health and safety incidents.

Principle 7: Working Conditions: -

- Health and safety of employees
- Infrastructure developed
- Working environment for employees
- Working hours of your Workers
- Consider internal violations of human rights

Principle 8: Capacity Building: -

- Training plan to train employees on multiple disciplines which required by your organization and trainings conducted.
- Support small suppliers to improve their management skills, capabilities, leadership, product quality and access to markets, and support them in their efforts to meet the product standard as appropriate for your scale & leverage as a buyer.

Principle 9: Promotion of 'Good Values':

- Display of Ethical Trading Principles/Training /Website updates or in any other manner
- Ensure ethical trading practices are followed along the value chain

Principle 10: Environment: -

- Comply with applicable legal requirements on environmental protection
- Manage waste effectively
- Other Efforts towards environment (Use of recyclable packing materials, measurements of emission of gasses/ noises, carbon foot print calculations)

These values are to be upheld as a continuous improvement basis at all applicant organizations.

Certification Procedure

- 1.Registration and Self-Declaration (Submit Application)
- 2.Submission of Evidence (via Google link)
- 3.Technical Evaluation will be done by INDEXPO Certification Limited
- 4.Certification Committee Approval
- 5.Awarding of Certificate.

The CET is only provided to Members of NCE. Any member who wishes to register with the program should submit the application together with a declaration accepting and following the 10 Principles detailed above.

After registration, the technical team of INDEXPO Certification Limited reviews the self-evaluation declaration with objective information/subjective information.

The result of this process will determine the initial decision on Certification by the INDEXPO Certification Limited and NCE Secretariat by following the operational manual and procedures.

Once successful conformity assessment is completed, a report will be submitted to the Certification Committee of NCE for final decision on certification.

The Certification Programme shall include an initial certification and surveillance evaluation based on a three years' certification cycle. Recertification evaluation will be carried out in the third year prior to the expiration of certification. The three-year certification cycle begins with the decision for certification or recertification.

Certification Logo



The “Certification Logo” is provided to certified members may be used in advertising and promotion of the company.

Benefits for Certified Members- (with SLAB Accreditation)

- A credible certificate of value from the National Chamber of Exporters of Sri Lanka.
- Confirms adherence to Good Trading Practices.
- Confirms ethical behavior and adherence to the legislations related to labor, environment and Industries.
- Provides an enterprise be competitive in international markets.
- Serves to attract the attention of stakeholders in the international market place, particularly buyers.
- Strengthening Global Trust Through National Accreditation.
- Improved Brand Reputation.
- Competitive Advantage.
- Strengthened Compliance.

Contact Details

The National Chamber of Exporters of Sri Lanka,
131/6, Elvitigala Mawatha, Colombo -08, Sri Lanka
E-mail: nce@nce.lk
Website: www.nce.lk
Contact No: 0114344661

Sample Certificate



CERTIFICATE OF CONFORMITY

This is to certify that the Trading Practices of

COMPANY NAME
COMPANY ADDRESS

Has been assessed and determined to comply with the requirements of

Ethical Trading Practices and Good Governance for Exporters

This certificate is applicable for the scope of :
Activities pertaining to the

Certificate No : ETC-0000

This certificate is issued on 0000-00-00 and valid until 0000-00-00

Date of initial certification	:	0000-00-00
First surveillance Audit	:	0000-00-00
Second Surveillance Audit	:	0000-00-00
Recertification Audit	:	0000-00-00



Director

The certificate of compliance is valid for 3 years from the start of the current credential cycle, but it will be considered expired if the surveillance audit program stipulated in the certificate of compliance is not implemented to maintain confidence that the certified management system continues to meet requirements, unless otherwise supported by a letter of continued compliance issued by Indexpo Certification Ltd. This certificate is a property of Ind-Expo Certification Ltd.

Ind-Expo Certification Limited
Apt # 01-C, Ocean Tower, Station Road, Colombo 04, Sri Lanka
Email : info@indexpo.lk Tel : +94 11 2 336 654 Web : www.indexpo.lk