**No Shark & Ray Corporate Policy Template**

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| **Purpose**  |
| (Company Name) recognises the need for a policy to conserve the declining shark and ray populations worldwide. Since these products currently available on the market are unsustainably produced, (Company Name) is committed to stopping shark, ray and skate products consumption. This policy demonstrates (Company Name)’s corporate responsible actions in ensuring our marine ecosystems are properly preserved and the long-term sustainable use of species is in place to protect these natural assets for our future.    |
| **Policy**  |
| * Shark, ray and skate products shall not be consumed at all company activities that are either organised or paid for by the company.
* All company dining expenses shall be claimed together with either i) food menus, ii) dining bills or iii) a written declaration to prove that no shark, ray and skate product is served/consumed in those meals.
* Shark, ray and skate products shall not be consumed at any event or meal within (Company Name)’s premises.
* Shark, ray and skate products shall not be promoted under any circumstances.
* Shark, ray and skate products must not be purchased or sold under any circumstances.

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| **Administration Procedure**  |
| * (Department / assigned staff, e.g. Head of Human Resources) is responsible for executing this policy and ensuring that necessary procedures are in place to implement this policy and shall explain this policy to staff who is responsible for procurement or selection.
* (Department / assigned staff, e.g. Head of Human Resources) shall ensure shark, ray and skate product is not served in any restaurant or cafeteria outlet within the company premises.
* (Department / assigned staff, e.g. Head of Marketing) is responsible for ensuring all employees are aware of this policy when planning on business promotions.
* If a staff member fails to follow this policy, he or she must provide a justified reason for non-compliance when claiming relevant expense reimbursements. (A staff in management team, e.g. Finance Manager) is authorised to allow exemption from the policy on a case-by-case basis for specific considerations of business relationship with external parties or corporate image in particular social contexts. Such an exemption must be used sparingly and should not be applicable to any meal or function exclusively for staff of (Company Name).
* This policy shall be documented in the employee handbook to provide company staff with an overview of (Company Name)’s commitment in ensuring a better future for our marine environment.
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