

# Anti-Slavery and Anti-Human Trafficking Policy

The Company employment policies are guided from the principles established by the:

- Organisation for Economic Co-operation and Development (OECD) in its Guidelines for Multinational Enterprises
- United Nations Universal Declaration of Human Rights
- International Labour Organisation Declaration on Fundamental Principles and Rights at Work

These Guidelines foster openness, sustainability and respect for employee rights.

The Company will:

- Treat employees fairly, honestly, regardless of where they work
- Agree employment terms and conditions in accordance with local law or practice and will be given appropriate job skills training
- Pay a fair wage and will always meet or exceed any national minimum wage.
- Have reasonable working hours and will comply with industry guidelines and national standards where applicable
- Not employ illegal child labour, forced or bonded labour, forced overtime or condone illegal child labour
- Not employ any person who the company believes to have been brought to the UK as human traffic and will seek to inform the necessary authorities if the company believes that any person presented to the company from an outside employment agency or other source has been trafficked
- Provide assistance to anyone the company believes has been a victim of human trafficking
- Allow employees to have the right of freedom of association and collective bargaining. We respect the right of our employees to choose whether or not to join a trade union without influence or interference from management. Furthermore we support the right of our employees to exercise that right through a secret ballot
- Negotiate in good faith with the properly elected employee representatives
- Abide by the non-discrimination laws in every country of operation
- Not use or condone corporal punishment, mental or physical coercion or verbal abuse
- Have disciplinary procedures for staff whose conduct falls below the required standard
- Have grievance procedures through which staff can raise issues
- Provide reasonable access to bathroom and rest facilities