

# Mediq Healthcare UK Ltd: Labour Standards Policy

1. Purpose .....	2
2. Child labour: .....	2
3. Forced and compulsory labour:.....	2
4. Freedom of association.....	2
5. Discrimination.....	2
6. Disciplinary practices.....	3
7. Working hours.....	3
8. Remuneration .....	3
9. Management system .....	3

Document Reference	Document Name	Reviewed By	Approved By	Revision Number	Issue Date
DMS 05-001-04	Labour Standards Policy	Ashley Miller	Racheal Begg	R01	19 <sup>th</sup> June 2023

## 1. Purpose

With the objective of protecting the workers' rights and workplace conditions, the Company is committed to complying with the requirements of the Social Accountability Standard (SA8000) and other appropriate ethical sourcing standards. The company will be periodically revising its performance regarding the standard on the company itself and influence those who provide a product or service to the company, including suppliers, subcontractors, sub-suppliers and home workers.

This policy will be periodically reviewed by top management and distributed to worksites, interested parties and new workers. To meet the appropriate standards, the Company and its suppliers must follow the guidelines detailed below:

## 2. Child labour:

The company will not support the use of child labour. If a child was found to work in the company premises, he/she would be taken out of work immediately and enrolled in the remediation programme.

Under aged workers, from 15 to 18 years old (or appropriate school age for specific country) will only perform low risk jobs, work outside school hours and abide by the local law concerning the maximum number of hours allowed to work. The company training plan includes training for managers about child labour and the other aspect of this policy.

## 3. Forced and compulsory labour:

The company ensures workers are not locked in the workplace and can safely leave if necessary.

A secure place is provided to workers so that they can keep and have control over their valuables.

Signing resignation letters upon joining the company or commencing employment is not allowed.

Long term sponsored training is voluntary and prior to the agreement of the terms and conditions by both parts. Besides, the cost of the training will not delay or impede the workers' departure from the company.

If the worker resigns, the company will not withheld pay of already performed work or force the worker to work for a longer period than what was previously established by contract.

## 4. Freedom of association

Workers have the right to join, form and organize any trade union or worker's organization of their choice or elect their worker representative under no influence or pressure from the company. Workers engaged in organizing or representing other group of workers, will not be subject to any kind of discrimination.

The company will communicate the above to all its workers.

## 5. Discrimination

With the aim to avoid all discrimination, including any type of distinction which has the effect of nullifying or impairing equality of opportunity or treatment in employment, in accordance with appropriate legislation, the Company periodically monitors if there is any area where one gender is overly predominant and takes appropriate action if this is found. Equal access to training programmes is guaranteed as an equal opportunities policy.

Document Reference	Document Name	Reviewed By	Approved By	Revision Number	Issue Date
DMS 05-001-04	Labour Standards Policy	Ashley Miller	Racheal Begg	R01	19 <sup>th</sup> June 2023

Where appropriate, suppliers should have a proactive anti-discrimination plan which includes gender, ethnic, cast, age, disability, nationality, sexual orientation, religion, race and other bases of discrimination in neutral job advertisements in addition to these being involved in interviewing teams and performance reviews.

The company does not tolerate sexual harassment and has clear procedures for reporting sexual harassment conducts and workers are aware of these procedures. Pregnancy or virginity tests will never be used as a condition for employment.

## 6. Disciplinary practices.

Disciplinary measures will be progressive and will be used to promote a high standard of conduct, never to punish or humiliate.

Disciplinary measures should also entail due processes, including prior notice of the rules and what behaviour constitutes an infraction, prior written warning when an infraction occurs, and the right to contest the allegations and defend oneself. Any disciplinary measures must be permitted under the law.

The use of corporal punishment, mental or physical coercion or verbal abuse will not be tolerated. All workers will be treated with dignity and respect, in accordance with appropriate national legislation.

## 7. Working hours

Workers will work a maximum of 48 hours, not including overtime, which will be voluntary and have duration of no more than 12 hours per week, or hours in accordance with appropriate national legislation.

Personnel will be provided with at least one day off every 6 consecutive days of working.

Regular and overtime weekly hours worked will be documented and registered.

## 8. Remuneration

The company respects the minimum wage regulated by national law and makes sure that all wages are sufficient to meet the basic needs of both the worker and his/her family. No deductions are made to the wages for disciplinary purposes.

Personnel's wages and benefits are paid in a convenient manner for the worker and regulated according to the national law.

The company will not use labour-only contract agreements or other schemes to avoid meeting its obligations with the workers, in particular concerning contributions to the social benefits and social protection schemes, in accordance with appropriate national legislation.

## 9. Management system

Management will periodically review the adequacy, suitability and effectiveness of the policy and its performance results according to the Labour Standards Status Review.

Objectives and targets will be annually set and continually reviewed to ensure continuous improvement of the System.

All personnel employed will receive appropriate training regarding ethical sourcing.

Existing suppliers/subcontractors as well as new suppliers/subcontractors will be asked to comply with ethical sourcing standards and requirements. Evidence that procedures are in use will be sought through periodically auditing and monitoring of their results.

Document Reference	Document Name	Reviewed By	Approved By	Revision Number	Issue Date
DMS 05-001-04	Labour Standards Policy	Ashley Miller	Racheal Begg	R01	19 <sup>th</sup> June 2023



A system for addressing and investigating concerns regarding labour standards and monitoring the consequent actions is required in accordance with the appropriate national legislation.

The information included in this policy is made available publicly through the company to ensure transparency.

Signed: 

Date: 12/06/2023

Richard Cornwell

**Managing Director: Mediq Healthcare UK Ltd**

Document Reference	Document Name	Reviewed By	Approved By	Revision Number	Issue Date
DMS 05-001-04	Labour Standards Policy	Ashley Miller	Racheal Begg	R01	19 <sup>th</sup> June 2023