

## Colleague Welfare and Human Rights Policy

As a major employer, we are aware of and take seriously our responsibility to our colleagues and our policy on colleague welfare and human rights sets a minimum standard, to which all our group companies adhere in order to meet their moral, legal, ethical and humanitarian responsibilities.

Our policy incorporates the standards set out in the Ethical Trading Initiative Base Code and is encapsulated within our Ethical trade Policy.

We conduct Audit activity across our own sites as well as our Supply Chain for compliance with the Ethical Trade Policy, through which we also manage ethical standards in our supply chain.

### Human resources and Investment in People

We recognise that our colleagues are our single most valuable asset and we strive to be an employer of choice in the areas in which we operate through the ongoing development of our Employer Brand

We encourage and promote career progression and development and we provide our colleagues with access to relevant training and development interventions through in- house training, on-line training, apprenticeships, support with further education qualifications, and encouragement of professional memberships. Our aim is to ensure that we have a highly trained and motivated workforce who can meet the highest standards required by customers and investors.

### Equal Opportunities

We are committed to equal opportunities in all areas of our business where people gain promotion on merit. We recruit, train, promote and retain skilled and motivated people irrespective of sex, age, marital status, disability, sexual orientation, race, religion, ethnicity or national origin.

### Whistleblowing & Grievances

In line with our commitment to promote a culture of openness and responsibility within our business, we welcome the reporting of genuine and serious grievances or alleged breaches of Company policy. No colleague will suffer a detriment as a consequence of notifying us of such matters.



## Bullying and Harassment

In line with our core values, we believe that every colleague should be treated with the same respect and dignity and we are committed to providing a working environment that is free from bullying and harassment.

We will not tolerate bullying or harassment in the workplace either as a management style or between work colleagues and we will take disciplinary action against any colleague who is proven to have bullied or harassed others.

## Disciplinary

Our reputation and success as a business relies on the ability of our colleagues to assume responsibility and maintain acceptable standards of performance and conduct in the work environment. The aim of our disciplinary policy is corrective and to set reasonable standards to ensure consistency and fairness for all colleagues.

This aim, however, is balanced with our responsibility to protect the safety and wellbeing of all colleagues as well as the reputation of the business and serious misconduct or persistent failure to comply with corporate standards will not be tolerated.

A handwritten signature in blue ink, appearing to read "David Wilkinson".

David Wilkinson

**Human Resources and Communications Director**

