

Saiston Sheet Metal Limited

Labour and Business Ethics Policy



Policy Statement

Saiston Sheet Metal Ltd is engaged in activities relating to the manufacture of sheet metal products. The organisation recognizes its responsibilities to its staff, shareholders, customers, and the public and is committed to adopting and complying with all Labour and Business Ethics standards as stated under U.K. Law.

Saiston Sheet Metal Ltd is committed to implementing and enforcing the following:

Labour:

- **Employment Is Freely Chosen:** We are committed to ensuring that all employees are trained and aware of their entitlement to leave their position with Saiston Sheet Metal Ltd as set under the terms of their contract.
- **Child Labour Avoidance / Apprenticeships:** There shall be no recruitment of child labour. Young persons under 18 shall not be employed at night or in hazardous conditions.
- **Working Hours:** Saiston Sheet Metal Ltd fully implements the terms of the "The Working Time Regulations, 1998".
- **Wages & Benefits:** Worker pay shall comply with all applicable wage laws, including those relating to minimum wages, overtime hours and legally mandated benefits, in compliance with U.K. law.
- **Humane Treatment:** All Saiston Sheet Metal Ltd disciplinary policies and procedures shall be clearly defined and communicated to workers.
- **Non-Discrimination:** The working environment within Saiston Sheet Metal Ltd shall be free of harassment and unlawful discrimination.
- **Freedom of Association:** Saiston Sheet Metal Ltd respects the rights of workers to associate freely, join or not join labour unions and or to seek representation.

Ethics:

- **Business Integrity:** The highest standards of integrity are to be expected in all business interactions. Saiston Sheet Metal Ltd shall prohibit any and all forms of corruption, extortion and embezzlement.
- **No Improper Advantage:** Bribes or other means of obtaining undue or improper advantage are not to be offered or accepted.
- **Disclosure of Information:** Information regarding business activities, structure, financial situation, and performance is to be disclosed in accordance with applicable regulations and prevailing industry practices.
- **Intellectual Property:** Intellectual property rights are to be respected; transfer of technology and know-how is to be done in a manner that protects intellectual property rights.
- **Fair Business, Advertising and Competition:** Standards of fair business, advertising and competition are to be upheld. Appropriate means to safeguard customer information must be available.
- **Protection of Identity:** Programs that ensure the confidentiality and protection of supplier and employee whistle-blowers are to be maintained in accordance with you company procedures.

Terry Hope
Managing Director
May 2021

Revision history:

Issue	Date	Reason for revision
1	13/05/2021	First issue
2	27/02/2023	Reformatted to revised corporate template