



Labour Standards Policy

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Inivos® Labour Standards Policy

1. SCOPE

This policy applies to all Company employees, and shall be communicated to the Company's suppliers, contractors and business partners and other parties engaged with the Company's business.

2. PURPOSE

This policy aims to provide clarity concerning the Company's commitment and approach to upholding minimum labour standards.

3. COMMITMENT TO LABOUR STANDARDS

- 3.1** The Company has identified the following compelling reasons to establish a comprehensive system of minimum labour standards to guide its business operations:
- (a) Ethical responsibilities** – The Company acknowledges its obligations towards its employees, stakeholders and the communities in which it works and operates. The Company wishes to carry out work and do business in an ethical fashion.
 - (b) Adverse publicity and damage to the Company's reputation** – Adverse publicity from the discovery of poor labour standards within the Company's business operations presents reputational and structural risks to the Company not only in terms of revenue, but staff recruitment and retention also. Poor labour standards can also lead to the loss of trust and confidence with suppliers and within the wider community. The Company therefore wants to do what is right and be seen to do what is right.
 - (c) Reduced quality of service** – The Company recognises that there is a correlation between poor labour standards and poor quality of goods and services. To this end, it is in the interest of the Company to ensure that the Company reaches and exceeds minimum labour standards at all times.
- 3.2** To help identify a set of minimum labour standards, the Company has referred to the Ethical Trading Initiative Base Code, the United Nations Global Compact, and the International Labour Organisation's Declaration on Fundamental Principles and Rights at Work 1998.
- 3.3** The minimum labour standards are:
- (a) Child labour** – The Company shall not engage in or support the use of child labour. If the Company engages any young workers (e.g. on work experience), it will ensure that a suitable risk assessment is carried out and that young persons are not exposed to any dangerous conditions or work more than 8 hours per day.
 - (b) Forced and compulsory labour** – The Company shall not engage in or support the use of forced or compulsory labour, or bonded or involuntary prison labour. Employees are free to leave upon reasonable notice.
 - (c) Health & safety** – The Company shall provide a safe and healthy workplace environment and shall take effective steps to prevent potential accidents and injury to employees' health by minimising, so far as reasonably practicable, and in co-operation with employees, the causes of hazards inherent in the workplace. All employees will be provided with safety and job specific instructions during the course of their employment with the Company. Employees shall have access to clean sanitary facilities and drinking water. Responsibility for implementing the Health & Safety element of this policy is assigned to the **Head of Quality and Compliance**.

3. COMMITMENT TO LABOUR STANDARDS (continued)

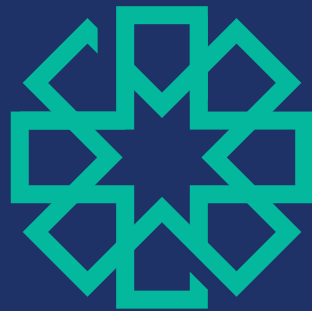
- (d) **Freedom of association** – The freedom of association is respected, and the Company will comply with applicable employment legislation in this regard.
- (e) **Working hours** – The Company shall comply with applicable laws and industry standards on working hours and holiday entitlements. The Company's normal working hours do not exceed 48 hours per week, and overtime hours do not exceed 12 hours per week. The Company ensures all employees have the legal right to be employed in the UK.
- (f) **Remuneration** – The Company shall comply with national laws and regulations with regard to wages and benefits.
- (g) **Discrimination** – The Company shall not engage in or support any discriminatory practices in hiring, remuneration, access to training, promotion, termination or retirement based on race, national or social origin, caste, religion, gender, sexual orientation, political affiliations, age or other conditions that could give rise to discrimination. The Company has an Equal Opportunities Policy which is shown to all new employees at induction.
- (h) **Disciplinary practices** – The Company shall treat all employees with dignity and respect. The Company shall not engage in or tolerate the use of corporal punishment, mental or physical coercion or verbal abuse of employees. No harsh or inhumane treatment is allowed.

3.4 The Company is also committed to:

- (a) compliance with relevant legal and other requirements to which it subscribes;
- (b) ensuring that all its key contractors, sub-contractors and suppliers are aware of this policy; and
- (c) making sufficient resources available for the implementation of this policy.

4. REVIEW OF THIS POLICY

This policy will be reviewed annually in order to continually improve labour standards within the workplace. Any review shall take into consideration changes in applicable legislation and other requirements to which the Company subscribes to ensure the adequacy, suitability and continuing effectiveness of the policy.



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