

## Labour Standards Policy

### Purpose

As a business, we acknowledge our obligations towards our employees, stakeholders, suppliers and the communities we work with, and have outlined below our policy in relation to labour standards.

This policy is relevant to us, Premier Business Audio Limited, our employees, contractors, suppliers, freelancers, and all other parties engaged with our business.

We have identified the following reasons to establish a comprehensive system of minimum labour standards to guide our business operations.

- Ethical responsibilities. We acknowledge our obligations towards our employees, stakeholders, and the communities in which we work and operate, and we wish to carry out our work and do business in an ethical way.
- Adverse publicity and damage to our reputation. Adverse publicity from the discovery of poor labour standards within our business operations presents reputational and structural risks, not only in terms of revenue, but also in respect of staff recruitment and retention. Poor labour standards can also lead to a loss of trust and confidence with suppliers and within the wider community. Therefore, our policy is always to do what is right and be seen to do what is right.
- Reduced quality of service. We recognise that there is commonly a link between poor labour standards and poor quality of services. Therefore, it is in our interest that we always work towards meeting and exceeding minimum labour standards.

### What are our minimum labour standards?

#### Child Labour:

We do not and will never engage in or support the use of child labour. When we engage any young workers, (for example on work experience), we will ensure that an appropriate risk assessment is carried out and that they are assigned a line manager, who will always supervise them and ensure that they will never work more than 8 hours per day. We will not use any supplier who we suspect may be involved in child labour.

#### Forced or Compulsory Labour, and Human Trafficking:

We do not and will never engage in or support the use of forced or compulsory labour, or human trafficking. All employees are provided with Contracts of Employment containing information about what they should do if they wish to resign for the business, and they are free to leave after providing the appropriate notice. We will not use any supplier who we suspect may be involved in slavery, compulsory labour or Human Trafficking.

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### Health and Safety:

We provide a safe workplace environment and always take effective steps to prevent potential accidents and injuries by minimising, so far as is reasonably practicable, and in cooperation with our employees and contractors, the causes of hazards inherent in the workplace. All employees receive health and safety training as part of their induction when they join us, and at regular intervals going forward. All employees and visitors have access to clean sanitary facilities and drinking water. Responsibility for the implementation of the Health and Safety element of this policy is assigned to the Operations Director.

### Freedom of Association:

Freedom of association is respected, and we will comply with the UK and Republic of Ireland labour relations legislation in this regard.

### Discrimination:

We will not engage in or support any discriminatory practices in recruitment, remuneration, access to training, promotion, termination or retirement based on gender (including gender reassignment), marital status, family status, religious belief, disability, age, racial grounds, sexual orientation or other conditions that could give rise to discrimination. We have an Equal Opportunities policy, both of which are provided to new employees as part of their induction.

### Disciplinary Practices:

We treat all employees, contractors and suppliers with dignity and respect. We do not tolerate the use of mental or physical coercion, harassment, intimidation or verbal abuse. No harsh or inhumane treatment is allowed, and we have a Disciplinary Policy which is accessible to all employees. We do not operate any other disciplinary practices.

### Working Hours:

We comply with applicable legislation on working hours and holiday entitlement. Our normal working hours do not exceed 48 hours a week, with a clause in our Employment Contracts advising employees to inform us if they do work more than 48 hours in any week. We also carry out checks to ensure all employees have the legal right to be employed in the UK.

### Remuneration:

We comply with national legislation with regards to wages and benefits. All work-related activities are carried out on the basis of a recognised employment relationship established

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according to national law and practice. All members of staff are remunerated in a way which is in excess of the national minimum wage in the UK as appropriate.

We also commit to:

- Compliance with relevant legal and other requirements to which we subscribe
- Ensure that all our contractors and suppliers are aware, and comply with all elements of this policy

Review:

The Senior Management team commits to periodically review this policy in order to continually improve labour standards within our workplace. We will take into consideration changes in legislation, and seek legal advice as necessary, to ensure the adequacy, suitability and continuing effectiveness of this policy.