

# Social Compliance Policy

Portico are committed to ensuring that all dealings in employment practices are conducted in line with the guiding principles of ethical and responsible trading.

## Employment Is Freely Chosen

There shall be no forced, bonded or involuntary labour and we will allow our employees the right to leave after providing reasonable notice.

## Freedom Of Association And Employee Representation

We acknowledge and respect the rights of workers to freely join associations (e.g. trade unions, workers councils and workers associations). We shall not discriminate against workers choosing to belong to associations. We shall respect the rights of workers' associations to represent their members and to bargain collectively for them. We will share with our employees information which will affect working conditions and develop mechanisms for consultation.

## Child Labour Shall Not Be Used

Children under 15 years old shall not be recruited or employed. They must not be exploited, denied protect their health and safety. Young people under 18 years old and children shall not be expected to work through the night or under potentially harmful conditions.

## Working Conditions Are Safe And Hygienic

Every effort shall be made to provide a safe and hygienic working environment. Appropriate steps shall be taken to prevent accidents and injuries to health from occurring, associated with the workplace. We will complete documented risk assessments and monitor risks posed to workers' health and safety. Larger client-based operations will have an allocated senior manager to be responsible for health and safety issues. No employee shall be employed in potentially hazardous conditions without the provision of suitable safety training and supervision. Safety training records will be held and be easily available. We shall provide appropriate protective clothing and safety equipment free of charge for employees and advise them of their correct usage. Employees shall be provided with potable drinking water, suitable toilet and washing facilities. Provision shall be made for employee rest breaks.

## Living Wages Are Paid

Wages and other benefits all be at least comparable with locally benchmarked industry norms or national legal requirements. Wages shall be sufficient for basic needs. Before taking on employment, workers shall be advised as to the process of payment. Monies shall be paid directly to employees at agreed intervals. Information concerning the wages shall be provided in an understandable format. No deductions from wages will be made, except for taxes or insurance as required by national laws.

## Working Hours Are Not Excessive

Employees shall not be expected to work in excess of 48 hours per week, unless this is chosen by the employee. Overtime shall be on a voluntary option and is limited to 12 hours a week. There shall be a provision for employees to rest and sleep. Holiday allowances, break times and rest periods shall be in line with national legislation. Employee shall have as a minimum at least one day's rest per seven days.

## No Discrimination Is Practiced

The company commits to opposing all forms of unlawful discrimination in its workplace practices in line with the Equality Act 2010 and the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex, and sexual orientation.

## Regular Employment Is Provided

All employees shall be given contracts of employment which provide details of the terms and conditions of their employment. Employers should not employ workers on repeated temporary contracts. Employees shall be encouraged to take part in state benefit schemes, for example retirement pensions or sickness schemes. We will ensure appropriate steps to avoid the employment of workers who do not have the legal right to work in this country.

## No Harsh Or Inhumane Treatment

Physical abuse or discipline, or the threat of physical abuse or harassment or other kinds of intimidation are all unacceptable treatments of employees. We shall have documented disciplinary and grievance procedures which are communicated to all employees. Records shall be kept on personnel files of any disciplinary actions taken against employees.

