



# ETHICAL TRADING STATEMENT



Milexia UK recognises that our commercial activities have the potential to impact on others. As a socially responsible business our suppliers, local community and customers have the right to expect that:

- All workers involved in the delivery of services provided by Milexia UK are treated with full consideration to their basic human rights
- Milexia UK acts in an ethical manner above and beyond basic legal requirements
- Milexia UK is committed to implementing the principles of the Ethical Trading Initiative Base Code.

## Scope

This Policy applies to all employees (permanent, temporary or fixed term), consultants, contractors, agents or any other person(s) associated with us (including third parties) or any of our subsidiaries or their employees.

Third parties, in the context of this policy, refers to any individual or organisation our Company meets and works with. It includes actual and potential customers, suppliers, distributors, business contacts, representatives and public parties.

## Our Principles

- Employment is freely chosen
  - No forced, bonded or involuntary labour shall be used
  - Employees are not required to lodge deposits or identity papers with us
  - Employees are free to leave Sematron's employment after reasonable notice
- Working conditions are safe and hygienic
  - Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring during work by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment
  - Milexia UK has a published Health & Safety Policy and employees receive relevant health and safety information
  - Employees have access to toilet facilities and drinking water
- Child labour shall not be used
  - Milexia UK will not recruit child labour
  - Children under 16 are not employed at any time; day or night
  - Young persons under 18 shall not be employed at night or in hazardous conditions
- Living wages are paid
  - Pay rates for employees are equal to or above the national legal minimum standards
  - Employees are given information about their employment conditions in respect to salary
  - No deductions are made from salary as a disciplinary measure and payslips detailing lawful deductions are provided for each pay period
  - Employees are given clearly understandable written terms and conditions of employment that details the employment relationship and the respective obligations of the employee and employer

- Working hours are not excessive
  - Employees are not forced to work in excess of 48 hours per week; a voluntary opt out agreement is available for those wishing to work in excess of 48 hours per week
- No Discrimination is practised
  - here is no discrimination in pay, recruitment, compensation, access to training, promotion and termination of employment or retirement on the grounds of race, nationality, religion, age, gender, disability, marital status, sexual orientation or political affiliation.
  - Opportunities for personal and career development are equally available to all employees.
- No harsh or inhumane treatment is allowed
  - Physical, verbal and sexual threats, abuse, harassment and intimidation is expressly prohibited and is grounds for summary dismissal, if proved.

John O'Brien  
Managing Director Milexia UK



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