

This policy statement applies to all persons working for **Fastbox** or on behalf of **Fastbox** in any capacity, including employees at all levels in the organisation, directors, managers, supervisors, agency staff, volunteers, consultants, contractors, and suppliers. We expect that our suppliers will hold their own supply chain to the same standards.

- The Company shall not use Child Labour
- The Company shall eliminate all forms of forced and compulsory labour.
- The Company shall ensure that there is no discrimination in employment and occupation.
- The Company shall respect freedom of association and the right to collective bargaining.

1. Employment is Freely Chosen

- > There is no forced, bonded, or involuntary prison labour.
- > Workers are not required to lodge "deposits" or their identity papers and are free to leave in accordance with the terms set out in their contract of employment.

2. Freedom of Association and The Right to Collective Bargaining are respected.

- > Workers, without distinction, have the right to Join or form trade unions of their own choosing and to bargain collectively.
- > The company has an open attitude towards the activities of trade unions.
- > Workers Representatives are not discriminated against and have access to carry out their representative functions in the workplace.
- > Where the right to freedom of association and collective bargaining is restricted under law, we will facilitate the development of parallel means for independent and free association and bargaining.

3. Working Conditions are Safe and Hygienic

- A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps will be taken to prevent accidents and injury to health arising out of, associated with, or occurring during the course of work, by minimising so far as is reasonably practicable the causes of hazards inherent in the working environment.
- > Workers shall receive regular and recorded health and safety training, and such training will be repeated for new or reassigned workers.
- > Access to clean sanitary facilities and food storage shall be provided.
- Senior Management will be responsible for health and safety.

4. Child Labour

- > There will be no recruitment of child labour.
- > Children and young persons under 18 shall not be employed at night or in hazardous conditions.
- The policies and procedures relating to the employment of children shall conform to the provisions of the relevant ILO Standard(s).

5. Living Wages are Paid.

- > Wages and benefits paid for a standard working week meet, at minimum, national legal standard.
- ➤ All workers are provided with written and understandable information about their employment conditions in respect of wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid.
- Deductions from wages as a disciplinary measure, or any deductions not provided for by national law, will not be permitted without the express written permission of the worker concerned.

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6. Working Hours are Not Excessive

- Working Hours comply with national laws and benchmark industry standards, whichever affords the greater protection.
- > Workers will not be required to work excess hours. Overtime is voluntary and additional payment will be made.

7. No Discrimination is Practiced

> There is no discrimination in hiring, compensation, access to training, promotion, termination, or retirement based on race, caste, national origin, religion, age, disability, gender identity, marital status, sexual orientation, union membership or political affiliation.

8. Regular Employment

- > To every extent possible work performed must be on the basis of a recognised employment relationship established through national law and practice.
- Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub-contracting, or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

9. No Harsh or Inhumane Treatment is Allowed

Physical abuse or discipline, the threat of physical abuse, sexual or other harassment, and verbal abuse or other forms of intimidation is prohibited.

Jonathan Fuller

Managing Director

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