

# LABOUR STANDARDS POLICY

Effective Date: 01 June 2023

Revision Number: 002

Medicina's Corporate Social Responsibility Policy sets out in broad detail the organisation's commitment to respect for Human Rights. This labour standards policy sets out in detail the formal declaration the principles of our organisation with respect to labour standards.

The purpose of this policy is to ensure that in everything we do, we protect and promote the rights of employees with respect to:

- Fair treatment
- Basic freedoms
- Compensation
- Hours and terms of work
- Human rights

The company commits to comply with all applicable legislation in the UK and internationally.

## Our standards

### Freedom of Association

Freedom of association is respected and Medicina shall comply with applicable legislation in this regard.

### Collective Bargaining

All persons shall have a right to form, join and organise trade unions of their choice and to bargain collectively. Medicina shall respect this right and there will be no negative consequences or retaliation.

Medicina shall prohibit any discrimination, harassment, or intimidation against any staff engaged in collective bargaining.

### Discrimination

Medicina shall not engage or support discrimination in hiring, remuneration, access to training, promotion, termination, or retirement based on race, national or territorial or social origin, caste, religion, disability, gender, sexual orientation, family responsibilities, marital status, union membership, political opinions, age, or any other condition that could give rise to discrimination.

Medicina shall not allow any behaviour that is threatening, abusive, exploitative, or sexually coercive, including gestures, language, and physical contact, in the workplace.

### Forced and compulsory labour

Medicina shall not engage in, or support the use of, forced or compulsory labour. We shall not:

- retain any original identification papers,
- require personnel to pay 'deposits' upon commencing employment,
- withhold any part of any personnel's salary, benefits, property, or documents to force such personnel to continue working for us,
- allow any employment fees or costs to be borne in whole, or in part, by our employees.

Medicina supports the principle that all personnel have the right to leave the workplace premises after completing their standard workday and are free to terminate their employment provided that they give reasonable notice.

Medicina does not engage in, or support, human trafficking.

### **Child Labour**

Child labour shall not be used. If the company engages any young workers (e.g., for work experience) it will ensure that a suitable risk assessment is completed, that the young workers are not exposed to any hazardous conditions and that they will not work more than 8 hours per day.

Our organisation will provide assistance in the removal or rehabilitation of an exploited children.

### **Working conditions and Health & Safety**

Medicina will ensure that our facilities comply with applicable workplace health and safety regulations. We will ensure that ventilation, cleanliness, space, light and temperature are adequate and that there are appropriate welfare facilities.

Medicina shall maintain an effective and up to date Health & Safety Policy.

Responsibility for Health & Safety is assigned to the Managing Director.

- Personal protective equipment will be supplied free of charge to employees where such protection is appropriate,
- Employees shall receive health and safety training during induction and on a regular basis thereafter,
- Employees will have access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided,
- Accommodation, where provided, shall be clean, safe, and meet the basic needs of the employees,
- Qualified first aiders are trained, and their training is updated on a regular basis,
- Fire wardens are trained, and their training is updated regularly.

Medicina endorses that all personnel have the right to remove themselves from imminent serious danger without seeking permission.

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 shall be prohibited.

### **Working Hours**

Medicina shall comply with applicable laws, collective bargaining agreements (where applicable) and industry standards on working hours, breaks and public holidays.

### **Wages and Benefits**

Wages and benefits paid for a standard working week shall be equal to or greater than the National Living Wage.

All employees shall be provided with written and understandable information about their employment conditions in respect to 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 shall not be permitted. All disciplinary measures will be recorded and will be carried out in a fair and transparent manner in accordance with Medicina's disciplinary procedure.

## **Reporting Grievances**

Medicina has and shall maintain a formal process for reporting grievances which allows issues and concerns about working conditions, and other work-related matters to be raised to management.

## **Respect for human rights**

We are committed to working proactively with our manufacturing base and supply chain to ensure that the welfare of workers and labour conditions meet the principles of the conventions of the International Labour Organisation and the elements of the Ethical Trading Initiative (ETI) "Base Code":

- Employment is freely chosen,
- Freedom of association and the right of collective bargaining are respected,
- Working conditions are safe and hygienic,
- Child labour shall not be used,
- Living wages are paid,
- Working hours are not excessive,
- No discrimination is practiced,
- Regular employment is provided,
- No harsh or inhumane treatment is allowed.

Medicina takes a due diligence approach in determining if the organisations we trade with are operating in accordance with local laws and regulations and these international norms.

Medicina recognises the risks associated with operating a diverse supply chain and in particular acts of slavery and human trafficking. Medicina takes a zero-tolerance approach to such criminal activities.

Medicina commits itself to practical and sustainable improvements to worker welfare and conditions whilst considering the diverse social groups which exist within our supply chain.

## **Equal Pay**

Employees of any gender will receive equal pay for doing 'equal work'. This is work that equal pay law classes as the same, similar, equivalent or of equal value.

To reduce the risk of inequality of pay we shall;

- Maintain up to date job descriptions that accurately describe the work done,
- Make sure that employees, regardless of gender, who do the same work do not have different job titles,
- Be consistent when deciding people's pay and contractual terms and conditions.

## **Monitoring and Review of Standards**

We will monitor our labour standards in the workplace on a regular basis and report on our labour standards annually.

**Tracey Macdonald**  
Managing Director