

## Ethical Labour Principles

We firmly believe that the delivery of our business strategy requires active consideration of labour practices and have developed these **Principles** to address key areas of worker vulnerability and to serve as our standard on ethical labour, worker rights and welfare.

1. Fairness and integrity
2. Employment standards
3. Working conditions
4. Living conditions
5. Mobility and access to documentation
6. Recruitment practices
7. Education and training
8. Worker representation
9. Grievance mechanisms and access to remedy



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## 1. Fairness and integrity

- 1.1 Workers, irrespective of their nationality, gender, age, ethnicity, social and legal status, race, religion, or other protected status, are treated with dignity, respect, and fairness, and are not subject to harassment, discrimination, abuse, or inhuman or degrading treatment.

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## 2. Employment standards

- 2.1 Workers receive their agreed wages regularly, fairly and in a timely manner.
- 2.2 Workers should agree in writing their basic employment terms or 'particulars', including information such as pay and working hours, from day one of their employment.
- 2.3 Workers will receive all benefits to which they are entitled in accordance with contractual arrangements.
- 2.4 All hours worked are in accordance with their standard hours in their employment contract, while additional hours worked shall be voluntary and in line with applicable laws and regulations.
- 2.5 Workers are free to refuse their contract, cancel and change their employment.
- 2.6 Workers payslips to include details relating to their hours, hourly wage rate and overtime rates if applicable, tax contributions, holiday pay and any relevant deductions.
- 2.7 Payment mechanisms should comply with HMRC Legislation in relation to tax, National Insurance, pension contributions, applicable to all workers throughout the supply chain.
- 2.8 Right to Work checks are conducted for all workers.
- 2.9 Any changes in employment conditions, terms, work timings or other should be agreed in writing.
- 2.10 Wages should be in line with the real living wage as defined by the Living Wage Foundation.
- 2.11 'Zero hour' contracts are not permitted.

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## 3. Working conditions

- 3.1 Workers have a safe and healthy work environment, subject to a robust health and safety management system that is compliant with all governing health and safety laws and regulations. This includes access to safe and clean welfare amenities on project sites; and the promotion of transparent and external reporting regarding health and safety incidents.
- 3.2 Considerations should be given to designing a healthy workforce culture that embeds wellbeing, mental health and inclusivity.

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## 4. Living conditions

- 4.1 Workers are free to choose their accommodation arrangements.
- 4.2 When provided with accommodation, workers have living conditions that are safe, clean, hygienic, and habitable, where consideration is given to their physical and mental health and well-being.

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## 5. Mobility and access to documentation

- 5.1 Workers shall have freedom of movement outside normal working hours, unless there are legitimate safety or security issues that might threaten the health, safety, or well-being of the worker.
- 5.2 Workers are in voluntary possession of their identity documents at all times.

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## 6. Recruitment practices

- 6.1 Workers shall be recruited through ethical and legal means whereby all recruitment shall be free from discrimination and all forms of involuntary labour, slavery, and trafficking.
- 6.2 Companies should commit to responsible recruitment in their operations and prohibit the payment of fees by the worker.
- 6.3 Conditions of employment shall be transparent and agreed upon in writing prior to commencing work.
- 6.4 Workers should meet legal requirements concerning minimum age for employment as well as other right to work considerations.

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## 7. Education and training

- 7.1 Workers will receive training in these Principles appropriate to their role and responsibilities in a language that is understood.
- 7.2 Workers will be educated about their rights and entitlements through site-based inductions and periodic awareness campaigns.
- 7.3 Employees in management roles will be provided with additional training to ensure these Principles are reinforced.

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## 8. Worker representation

- 8.1 Workers have the right to freedom of association to communicate and promote their rights and welfare.

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## 9. Grievance mechanisms and access to remedy

- 9.1 Workers have, and are aware of, the means to report grievances or any activity that is inconsistent with these Principles without fear of retaliation, retribution, or dismissal, and to have them addressed in a prompt, fair, and consistent manner.