Human Rights and Labour Standards Policy

1. Purpose

To describe the Human Rights and Labour Standards policy to be used by companies operating out of Units G2-G4, Riverside Industrial Estate, Dartford, DA1 5BS.

2. Scope

This procedure applies to all companies operating out of Units G2-G4, Riverside Industrial Estate.

This means all references made to Ennogen refer to all companies as stated above.

3. General

A. Introduction

This statement reflects the underlying Human Rights & Labour Standards Policy approved and published internally on 21st December 2020.
The principles and guidelines set out in the Policy are derived from the United Nations Universal Declaration of Human Rights, the International Labour Organisation's Declaration on Fundamental Principles and Rights at Work and The Ten Principles of the United Nations Global Compact, and reflect our aim of respecting human rights as laid out in the United Nations Guiding Principles on Business and Human Rights.
The underlying Policy applies to all Ennogen directors, officers and employees of Ennogen and those of its wholly owned subsidiaries ("Ennogen Employees").

B. Policy Statement

Ennogen seeks to provide a work environment where employees are treated with respect, dignity and consideration. This commitment is built upon a framework of policies and procedures designed to ensure fairness in the recruitment, development and retention of all employees.

C. General Principles

1. All employment must be in compliance with all applicable laws and regulations of the countries in which Ennogen operates. Where the applicable local laws and regulations require higher or additional levels of protection of human and employment rights than those set out in this Policy, the local laws and regulations will take precedence.

2. All Ennogen Employees are required to report any actual, suspected or potential violations of all Company policies, including this Human Rights and Labour Standard Policy. Failure to do so may lead to disciplinary action, up to and including termination of employment.
3. This Policy shall be reviewed on an annual basis and updated where necessary to ensure the continuous improvement of working conditions and management of labour risks in Ennogen's global operations.
4. Ennogen shall make available sufficient resources to give effect to its commitment to year on year improvements to working conditions and management of labour risks in its global operations.

D. Specific Provisions

Human Rights

Ennogen supports and complies with the United Nations' Universal Declaration of Human Rights and seeks to honour the principles of internationally recognised human rights wherever it operates.

Each Ennogen employee shall be treated with dignity and shall not suffer harassment, physical or mental punishment or other forms of abuse.
Ennogen has effective grievance mechanisms which are transparent, equitable and predictable to enable the remediation of any adverse human rights impacts that may arise in its operations.

Ennogen promotes effective employee engagement throughout its operations and welcomes open feedback from employees on all matters of company business.

Freedom of Association

Ennogen recognises and respects the right of employees to establish and join organisations which are designed to engage in collective bargaining and other initiatives to further and defend the interests of the workforce.

No Ennogen employee shall be dismissed or otherwise prejudiced for reason of membership of such an employee organisation or because of participation in that organisation outside of working hours, or with consent of their line manager, within working hours.

Ennogen employees shall enjoy protection against discrimination by virtue of their membership of an employee organisation and employment shall not be conditional upon an employee not joining or relinquishing membership of such an organisation.

Compulsory Labour and Human Trafficking

Ennogen does not accept nor condone any form of modern slavery whether forced, compulsory or trafficked labour. Without limitation, Ennogen does not engage sweatshop labour, convict labour or indentured labour under penal sanction.

All Ennogen employees shall provide their services to the Company on an entirely voluntary basis and no one shall be forced to remain in the employ of Ennogen against their will.

Ennogen has a zero-tolerance approach to modern slavery and encourages all employees to raise concerns about any issue or suspicion of modern slavery, in any part of the Ennogen business at the earliest opportunity.

Child Labour

Ennogen adheres to and strictly complies with international child labour conventions and child labour laws and regulations in the countries in which it operates.
The minimum age of a Ennogen Employee shall be not less than the age of completion of compulsory education in the country of location of the relevant Ennogen business unit, and in any event, shall not be less than 16 years.

Where the work concerned is by its nature or the circumstances in which it is carried out, deemed to be “hazardous” under the definition provided by the International Labour Organisation 138 Concerning Minimum Age, the minimum age of the Ennogen Employee shall be not less than 18 years.

Discrimination

Ennogen strictly prohibits discrimination and harassment against any Ennogen Employee or any applicant for employment with Ennogen, whether such discrimination or harassment is based on sex, race, age, colour, ancestry, religion, belief, disability, sexual orientation, marital status or any other feature protected by law.

This provision should be read in conjunction with Section VIII of the Ennogen Code of Ethics and Business Conduct which contains further guidance on the Ennogen position with regard to discrimination, harassment and other potential issues in the workplace.

Working Conditions:
In line with legal requirements set out under The Workplace (Health, Safety and Welfare) Regulations 1992, Ennogen has commits to ensuring that it provides a safe,

secure and healthy working environment that complies with at least the minimum standards set out in the aforementioned regulation.
Ennogen maintains robust standards to designed to mitigate work related health and safety risks and has procedures in place for the identification and remediation of areas of potential improvement. First aid facilities and fire prevention equipment, as well as attendant annual training courses, are provided. Recording mechanisms are in place for all reported events. Protective equipment is supplied to all staff working in high risk areas/roles.
Ennogen premises are maintained in good working order and to a good standard of cleanliness to further promote satisfactory working conditions. All premises are provided with sufficient lighting, temperature control and ventilation.
Sufficient facilities are provided to staff members operating out of company premises so as to ensure that satisfactory working conditions are maintained. These include the provision of restrooms, staff break areas, access to complimentary water and meal preparation equipment. All staff are provided with sufficient equipment so as to perform their designated duties including, but limited so, the provision of workstations and associated equipment.

Working Hours:
Ennogen complies with working time regulations. All staff are entitled to a daily one hour break and a minimum of 24 hours continuous rest per week. All staff are entitled for a minimum of 11 hours rest per day. No Staff member shall work for more than 48 hours per week.

Pay and Benefits:
Staff wages are agreed between Ennogen management/HR and the employee at the commencement of the latter's contract.
All employees over the age of 25 are entitled to the National Living Wage.
Ennogen permits paid overtime when approved by an appropriate member of management. Overtime work shall not exceed 12 hours per working week.
Further information relating to employee benefits, including, but not limited to, the provision of sick pay, annual and parental leave can be found within the employee handbook.

4. References

United Nations Guiding Principles on Business and Human Rights.

5. Document Approval

Name	Title	Signature	Date
Author:			
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Approver:			
Anneka Newbury	QA Batch Release Manager		

6. Revision History

Issue No.	Change No	Reason for change
01	New	This is a new Policy – additional paragraph added to version 01, Jan 21