



Labour Standards Assurance System & Modern Slavery Policy

Specialised Canvas Services Ltd (SCS) is a manufacturer of sewn & welded technical textile and light engineering products. It operates from Ireland Industrial Estate, Adelphi Way, Staveley, Chesterfield S43 3LS

The company acknowledges their obligations towards their customers, employees and doing business in an ethical fashion in the communities within which they work, seeking to implement a policy which is appropriate in nature and scale to their companies as defined by EU law as SME's. SCS is not a qualifying company in relation to the Modern Slavery Act 2015, as it falls below the thresholds of turnover and employees for mandatory reporting. However, it chooses to uphold the principals of the act and to report it's findings as part of its commitment to ethical behaviour.

The Company supplies nationwide within the UK and overseas and has employment responsibilities for 60-65 employees.

The company is applying this policy to the products that they supply under on a contract or non-contract basis to all clients and committing to periodically review this policy in order to continually improve and to ensure that any changes in legislation are included where relevant. We have identified the following important reasons for establishing guidelines and applying these in our business operations:-

1. **Ethical responsibilities** – we work and trade in an ethical fashion acknowledging our obligations towards our customers, employees and the community within which we work. We have responsibilities to our customers and employees to ensure that we have a clear labour standards Policy, which covers Child Labour, Slave Labour, Health and Safety, Freedom of Association, Right to Collective Bargaining, Discrimination, Disciplinary Procedures, Working Hours and Remuneration.
2. **Security of supply** – we have identified that abuses of the labour standards in the supply chain can pose risks to the security of the supply chain.
3. **Reduced quality of service** – we recognise and understand that there is commonly a link between poor labour standards and poor quality of services. To this end, it is in our interest to ensure that we reach and exceed the minimum labour standard requirements at all times.
4. **Adverse publicity and damage to reputation** – we appreciate and understand that adverse publicity from the discovery of poor labour standards

within our business operations present reputational and structural risks as follows:-

- a) Decreased income as customers may choose to purchase from other suppliers.
- b) Retention of and recruitment of staff - labour standards abuse may lead to poor morale in the workplace and difficulty with recruitment along with potential loss of staff as they may choose not to work where there have been any labour standard abuse issues.
- c) Loss of trust – both with customers, suppliers, the supply chain and within the community.

We have complied with National and International Law and to this end the minimum labour standards we are committed to are:-

1. **Child labour** – we do not engage in or support the use of child labour. If a young worker is engaged (eg. on work experience or apprenticeship) we will ensure that a suitable risk assessment is carried out and that the young persons are not exposed to any hazardous conditions or work more than 8 hours per day
2. **Forced, compulsory and slave labour** – we shall not engage in or support the use of forced, compulsory or slave labour, including forced prison labour. Employees are free to leave upon reasonable notice as stated in their individual contracts of employment.
3. **Health & safety** – we shall provide a safe and healthy workplace and shall take effective steps to prevent potential accidents and injuries to employees' health by minimizing, so far as reasonably practicable, and in co-operation with our employees, workers and other members of staff, the causes of hazards inherent in the workplace. All employees will receive safety and job-specific health and safety instructions during the course of their employment. Employees shall have access to clean sanitary facilities and drinking water. Responsibility for implementing the Health and Safety element of this policy is assigned to Steve Walker
4. **Freedom of association** – we respect the freedom of association and will comply with the UK labour relations legislation in this regard.
5. **Right of collective bargaining** – we recognize this as a human right and employees have a collective say over pay issues, Equality and Health and Safety.
6. **Discrimination** – we do not engage in or support any discriminatory practices in recruitment, remuneration, access to training, promotion, termination or retirement based on gender (including gender reassignment), marital status, family status, religious belief, disability, age, racial grounds

(race, colour, nationality or ethnic origin), sexual orientation or other conditions that could give rise to discrimination.

7. **Disciplinary procedures** – we treat all employees and members of staff with dignity and respect and do not engage in or tolerate the use of corporal punishment, mental or physical coercion, harassment, intimidation or verbal abuse of personnel. No harsh or inhumane treatment is allowed and we ensure that no disciplinary procedure is operated except as per our Dignity at Work Policy and the Disciplinary Procedures explained in our employees' contracts of employment.
8. **Working hours** – we do and shall comply with the applicable laws and industry standards on working hours and holiday entitlements. Our normal working hours do not exceed 48 hours per week, and overtime hours do not exceed 12 hours per week. We ensure that all employees have the legal right to be employed in the UK.
9. **Remuneration** – we do and shall comply with the National laws and regulations with regard to wages and benefits. All work-related activities are carried out on the basis of a recognised employment relationship established according to National law and practice. All members of staff are remunerated in a way which is equal to or in excess of the national minimum wage in the UK.

Specialised Canvas Services Ltd also commits to:-

- a) Compliance with relevant legal and other requirements to which the Companies subscribe
- b) Ensuring that our suppliers are aware of our Policy and adhere to it in compliance with their own national laws in order to supply ourselves.
- c) Making sufficient resources available for the implementation of this policy.
- d) To periodically review this policy to continually improve our labour standards within the workplace, taking into consideration – changes in legislation, legal advice as necessary and any other requirements to ensure the adequacy, suitability and continuing effectiveness of this policy.

The responsibility for managing the labour standards assurance will be Paul Noble, Managing Director of Specialised Canvas Services Ltd

With regards to our suppliers, we shall ensure that they guarantee that any supplies made available to ourselves will also be compliant with our minimum labour standards Policy.

The company will make this policy publicly available www.specialisedcanvas.co.uk and communicated to all employees in the first instance along with all our suppliers.

A handwritten signature in black ink that reads "Paul Noble". The signature is written in a cursive style with a large initial 'P' and 'N'.

Paul Noble

Managing Director

Specialised Canvas Services Ltd

Reviewed January 2020