

Labour Standards Policy

EPSCO (the company) is multidisciplinary technical service provider, working across sectors with some of the most demanding and critical organisations, to deliver the highest standards of service across Europe and around the world.

The Company acknowledges its obligations towards its employees, stakeholders and the communities in which it works, and has outlined below its policy in relation to labour standards.

This policy is relevant to the Company itself, our contractors, sub-contractors, suppliers, freelancers, members of the public and other parties engaged with the Company's business.

The Purpose and Aims

The Company has identified the following reasons to establish a comprehensive system of minimum labour standards to guide its business operations: -

- 1. Ethical Responsibilities** - the Company acknowledges its obligations towards its employees, stakeholders and the communities in which we work and operate. The Company wishes to carry out work and to do business in an ethical manner.
- 2. Adverse Publicity and Damage to the Company's Reputation** – adverse publicity from the discovery of poor labour standards within the Company's business operations presents reputational and structural risks to the Company not only in terms of revenue, but also in respect of staff recruitment and retention. Poor labour standards can also lead to a loss of trust and confidence with suppliers and within the wider community. The Company therefore wants to do what is right and be seen to do what is right.
- 3. Reduced Quality of Service** – the Company recognises that there is commonly a link between poor labour standards and poor quality of services. To this end, it is in the interest of the Company to ensure that it reaches and always exceeds minimum labour standards requirements.

To help identify a defined set of minimum labour standards, the Company has referred to the following resources:

- Social Accountability International's SA8000 document;
- The UN's Universal Declaration of Human Rights;
- European Convention Human Rights;
- UK Human Rights Act 1998

This policy is designed to set out the minimum standards that will then be achieved on an ongoing basis using detailed operational procedures and rules.

Minimum Standards for Labour

The company's minimum labour standards are: -

- 1. Child Labour** – the Company does not and will not engage in or support the use of child labour. If the Company engages any young workers (e.g. on work experience), it will ensure that a suitable risk assessment is carried out and that young persons (below 18 years old) are not exposed to any hazardous conditions. The Company respects and supports children's rights consistent with the United Nations Convention on the Rights of the Child (CRC) and the Children's Rights and Business Principles (CRBP).
- 2. Forced or Compulsory Labour** – the Company shall not engage in or support the use of forced or compulsory labour, or bonded or involuntary prison labour. Employees are free to leave after providing reasonable notice in line with their individual contracts of employment.
- 3. Health and Safety** – the Company shall provide a safe and healthy orientated workplace environment and shall take effective steps to prevent potential accidents and injuries to employee's health by minimising, so far as is reasonably practicable, and in co-operation with its 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 with the Company. 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 the Focal Point for HSE. (Please refer to EPSCO's Health and Safety Policy).
- 4. Freedom of Association** – freedom of association is respected, and the Company will comply with UK and the Republic of Ireland labour relations legislation (as appropriate) in this regard.
- 5. Discrimination** – the Company shall 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, including membership of the traveller community), sexual orientation or other conditions that could give rise to discrimination. The Company has in place an Equal Opportunities and Diversity Policy which are provided to all new employees at induction and via the staff handbook. (Please refer to EPSCO's Equal Opportunities and Diversity Policy).
- 6. Disciplinary Practices** – the Company shall treat all employees and members of staff with dignity and respect. The Company shall 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 the Company shall ensure that no disciplinary procedure is operated except as per the Company's Disciplinary Policies. (Please refer to EPSCO's Dignity at Work and Disciplinary Policies).

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- 7. Working Hours & Fatigue** – the Company complies with applicable laws and industry standards on working hours and holiday entitlements. The Company's normal working hours do not exceed 48 hours per week, and relevant periods of rest always observed. The Company puts health and safety of staff at the forefront of any works conducted and scheduling of works takes into consideration working hours already carried out by staff and plans appropriately so all staff are suitably rested.
- 8. Remuneration** - the Company shall comply with 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 in excess of the national minimum wage in the UK or the Republic of Ireland as is appropriate.

Our Supply Chain

The Company also commits to taking all reasonable steps to ensure: -

- the above required standards are maintained within the supply chain by means of vendor approvals and declarations.
- Compliance with relevant legal and other requirements to which the Company subscribes
- Ensuring the policy is communicated at all our any sub-contractors and suppliers.

Implementation and Review

Overall responsibility for policy implementation and review rests with the EPSCO Director who shall make available sufficient resources. However, all employees are required to adhere to and support the implementation of the policy. The Company will communicate to our employees in the first instance, and make available to all contractors, sub-contractors and suppliers.

The Company commits to periodically reviewing this policy in order to continually improve labour standards within the workplace. The Company shall take into consideration: changes in legislation, legal advice as necessary and any other requirements to which the Company subscribes, to ensure the adequacy, suitability and continuing effectiveness of this policy.

Review Date: 12/4/2025

Signed:



Craig Lesslie
Director
EPSCO Ltd