



CORPORATE SOCIAL RESPONSIBILITY AND ETHICAL TRADING STATEMENT

[Reference]

Statement

This document is authorised by the Board of Directors of Arthian Limited. It is their expectation that this procedure, and any other associated procedures, are adhered to. Where this may not be possible, any deviation from this procedure should be clearly documented and authorised by Business Unit Management.

For Arthian Limited



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Chief Technical Officer

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1. CORPORATE SOCIAL RESPONSIBILITY

Arthian Limited (the Group) recognise that we must integrate our business values and operations to meet the expectations of our stakeholders. They include customers, employees, investors, suppliers, the community and the environment.

- We recognise that our social, economic and environmental responsibilities to these stakeholders are integral to our business. We aim to demonstrate these responsibilities through our actions and within our corporate policies.
- We take seriously all feedback that we receive from our stakeholders and, where possible, maintain open dialogue to ensure that we fulfil the requirements outlined within this policy.
- We shall be open and honest in communicating our strategies, targets, performance and governance to our stakeholders in our continual commitment to sustainable development.
- The Group People & Culture Director is responsible for the implementation of this policy and will make the necessary resources available to realise our corporate responsibilities. The responsibility for our performance on this policy rests with all employees throughout the Group.

1.1. Our Partnership Focus

We shall ensure a high level of business performance while minimising and effectively managing risk ensuring that we uphold the values of honesty, partnership and fairness in our relationships with all our stakeholders.

We shall support the development of our external stakeholders through led training courses and using our facilities for all clients to hold industry meetings as required.

Our contracts will clearly set out the agreed terms, conditions and the basis of our relationship and will operate in a way that safeguards against unfair business practices.

We shall encourage suppliers and contractors to adopt responsible business policies and practice.

We shall encourage dialogue with local communities for mutual benefit.

We will register and resolve customer complaints in accordance with our standards of service.

We shall support and encourage our employees to help local community organisations and activities in our region, particularly our employee chosen charities.

We shall work with local schools, colleges and universities to assist young people in choosing their future careers, being an advocate for our industry.

We shall operate an equal opportunities policy for all present and potential future employees and will offer our employees clear and fair terms of employment and provide resources to enable their continual development.

We shall maintain a clear and fair employee remuneration policy and shall maintain forums for employee consultation and business involvement.

We shall provide safeguards to ensure that all employees at whatever nationality, colour, race or religious belief are treated with respect and without sexual, physical or mental harassment.

We shall provide, and strive to maintain, a clean, healthy and safe working environment in line with our Health and Safety policy and safe systems of work.

We shall encourage active use of our Environmental policies and objectives.

2. ETHICAL TRADING INITIATIVE

2.1. Employment is Freely Chosen

All employees undertake employment with the Group on a voluntary basis.

The employment conditions of labour will be governed by the statutory requirements of the relevant country and such requirements will always be met.

If non-national labour is employed, the appropriate visas/work permits will always be obtained, and copies of relevant documentation will be retained on personnel files.

All employees are free to leave their employment after undertaking their contractual notice.

2.2. Freedom of Association and the Right to Collective Bargaining are Respected

Workers are free to join recognised Trade Unions if they so wish.

Workers are encouraged to elect non-union representatives to communicate/negotiate the views of the labour force, and such representatives will not be discriminated against.

The Group recognises freedom of association of groups of labour that it employs.

3. WORKING CONDITIONS ARE SAFE AND HYGENIC

A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.

Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers.

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 workers.

The Group observing the code shall assign responsibility for health and safety to a senior management representative.

4. CHILD LABOUR SHALL NOT BE USED

There shall be no new recruitment of child labour.

The Group shall develop or participate in and contribute to policies and programmes which provide for the transition of any child found to be performing child labour to enable her or him to attend and remain in quality education until no longer a child; "child" and "child labour" being defined in the appendices.

Children and young persons under 18 shall not be employed at night or in hazardous conditions.

These policies and procedures shall conform to the provisions of the relevant International Labour Organisation standards.

5. LIVING WAGES ARE PAID

Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. In any event wages should always be enough to meet basic needs and to provide some discretionary income.

All workers 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 nor shall any deductions from wages not provided for by national law be permitted without the expressed permission of the worker concerned. All disciplinary measures should be recorded.

6. WORKING HOURS ARE NOT EXCESSIVE

Working hours must comply with national laws, collective agreements, and the provisions of below, whichever affords the greater protection for workers.

Working hours, excluding overtime, shall be defined by employees' contracts.

All overtime shall be voluntary and must be approved prior to be worked.

When total hours are worked in any seven-day period which exceed 60 hours, the circumstances must take into account the following: -

- this is allowed by national law;
- this is allowed by an appropriate agreement freely negotiated with the employee and/or the workers' representatives;
- appropriate safeguards are taken to protect the workers' health and safety;

Where workers undertake additional overtime hours over and above those provided for in collective, workforce or other national agreements, appropriate compensatory rest must be taken in line with the relevant national law.

7. NO DISCRIMINATION IS PRACTICED

There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

8. REGULAR EMPLOYMENT IS PROVIDED

To every extent possible work performed must be on the basis of recognised employment relationship established through national law and practice.

Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub- contracting, or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

9. 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.

The use of this code constitutes minimum and not maximum standards, and this code is not used to prevent the Group from exceeding these standards. The Group applies this code to comply with national and other applicable law and, where the provisions of law and the Ethical Trading Initiative base code address the same subject, to apply that provision which affords the greater protection.

10. EQUALITY IMPACT ASSESSMENT

The Group has conducted a scoping Equality Impact Assessment on this policy and is satisfied that its application should not result in a differential and negative impact on any groups of employees identified under the protected characteristics: gender, race, disability, age, sexual orientation,

religion or belief, marriage or civil partnership, pregnancy and maternity, gender reassignment.

11. ASSOCIATED ITEMS

This statement should be read in conjunction with our Environmental Policy and our Ethics Policy.