



# CARDINAL

## HUMAN RIGHTS & LABOUR STANDARDS POLICY STATEMENT

### Introduction

This statement reflects the underlying Human Rights Policy approved and published internally on 12-06-23.

The principles and guidelines set out in the Policy are derived from the Human rights act 1998 & Trade union and labour relations Act 1992 and reflect our aim of respecting human rights.

The underlying Policy applies to all Cardinal Ltd directors, officers and employees of Cardinal Ltd and those of its wholly-owned subsidiaries ("Cardinal Ltd Employees").

### Policy Statement

1. Cardinal Ltd 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.

### General Principles

1. All employment must be in compliance with all applicable laws and regulations of the countries in which Cardinal Ltd 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. 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 Cardinal Ltd global operations.
3. Cardinal Ltd 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.

## **Specific Provisions**

### **1. Human Rights**

Cardinal Ltd supports and complies with the Human Rights act 1998 and seeks to honour the principles of internationally recognised human rights wherever it operates.

Each Cardinal Ltd employee shall be treated with dignity and shall not suffer harassment, physical or mental punishment or other forms of abuse.

Cardinal Ltd 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.

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

### **2. Freedom of Association**

Cardinal Ltd 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 Cardinal Ltd 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.

Cardinal Ltd 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.

### **3. Compulsory Labour and Human Trafficking**

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

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

Cardinal Ltd 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 Cardinal Ltd business at the earliest opportunity.

### **4. Child Labour**

Cardinal Ltd 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 Cardinal Ltd Employee shall be not 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" the minimum age of the Cardinal Ltd Employee shall be not less than 18 years.

**5. Discrimination**

Cardinal Ltd strictly prohibits discrimination and harassment against any Cardinal Ltd Employee or any applicant for employment with Cardinal Ltd, 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 the Employee Handbook which contains further guidance on the Cardinal Ltd position with regard to discrimination, harassment and other potential issues in the workplace.

**7. Working Hours**

Cardinal Ltd shall comply with applicable laws and industry standards on working hours and holiday entitlements. Cardinal Ltd normal working hours do not exceed 48 hours per week, and overtime hours do not exceed 12 hours per week, with the relevant periods of rest similarly observed. Cardinal Ltd ensures that all employees have the legal right to be employed in the UK or the Republic of Ireland (as appropriate).

**6. Health and Safety**

Cardinal Ltd shall provide a safe and healthy 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 cooperation 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 Cardinal Ltd. Employees shall have access to clean sanitary facilities and drinking water.

Signed:



T Considine - Group Managing Director

Cardinal Limited

Date: 12-06-23