

Ethical Standards Policy

Policy Statement

This policy outlines ProMatch Consultancy Limited's commitment to ensuring the highest standards of human rights and ethical trading practices within the supply chain.

ProMatch Consultancy Limited respects the human rights of our workers and is committed to working only with suppliers who are compliant with the commitments set out within this policy. A process that includes training, evaluation and independent audits is in place to ensure continuous improvement.

Scope

This policy applies to all employees, clients, workers, contractors, partners and suppliers of ProMatch Consultancy Limited across all locations where business is conducted.

Responsibility

Responsibility for the execution of this policy rests with the Managing Director of ProMatch Consultancy Limited.

Policy Commitments

Employment is freely chosen

- There is no forced, bonded or involuntary prison labour.
- Workers are not required to lodge "deposits" or their identity papers and are free to leave in accordance with the terms of their contract.

Freedom of association

- Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively.
- ProMatch Consultancy adopts an open attitude towards the activities of trade unions and their organisational activities.
- Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace.
- Where the right to freedom of association and collective bargaining is restricted under law, ProMatch Consultancy will facilitate, and not hinder, the development of parallel means for independent and free association and bargaining.

Working conditions are safe and hygienic

- 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.
- A Senior Manager is responsible for Health and Safety.

Child labour

- There shall be no new recruitment of child labour.
- Where child labour is found, ProMatch Consultancy will 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 at the end of this policy document.
- 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 ILO standards.

Living wages are paid

- Wages and benefits paid for a standard working week meet, at a minimum, national legal standards.
- 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 are recorded.

Working hours are not excessive

- Working hours comply with national laws and benchmark industry standards, which ever affords greater protection for the worker.
- In any event, workers will not, on a regular basis, be required to work in excess of 48 hours per week and will have at least one day off for every 7-day period on average.
- Overtime is voluntary and shall be used responsibly, with additional payment made.

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.

Regular employment

- 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.

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.

Breach of Policy

Any employee who breaches this policy will face disciplinary action, up to and including summary dismissal for gross misconduct.

Where suppliers, contractors or partners are found to have breached the commitments set out within this policy, ProMatch Consultancy Limited reserves the right to terminate any agreement or business relationship.

Definitions

- Child - Every boy and girl under the age of 16 unless local minimum age law stipulates a higher age for work or mandatory schooling in which case the higher age shall apply.
- Young Persons - Any worker above the age of a child as defined above however under the age of 18.
- Child Labour - Any work by a child or young person younger than the age(s) specified in the above definitions which does not comply with the provisions of the relevant ILO standards, and any work that is likely to be hazardous or to interfere with the child's or young person's education, or to be harmful to the child's or young person's health or physical, mental, spiritual, moral or social development.

Signed on behalf of ProMatch Consultancy Limited:

Claire Cookson

Claire Cookson
Managing Director

Last Review Date: 06/03/2025
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