

## Social Compliance Policy

Social compliance is a continuing process in which businesses and organisations attempt to protect the health, safety, and rights of their employees, the community and environment in which they operate, as well as the lives and communities of workers in their supply and distribution chains. Social compliance and social responsibility may address concerns about labour rights for workers and fair labour laws.

This policy communicates the values and expectations of MH Goals and emphasises the importance of responsible workplace policies and practices, which generally comply, at a minimum, with applicable occupational health and safety, environmental and labour laws and regulations. The standards outlined below reflect the values we uphold in our own policies, and we expect our suppliers to follow these standards and requirements:

### Employment is freely chosen:

- there is no forced labour of any description

### Freedom of Association:

- we adopt an open attitude towards the activities of both trade unions and worker organisations

### Working Conditions:

- a safe and hygienic working environment shall be provided, with access to clean toilets, rest areas, water facilities and food storage
- adequate and pro-active steps such as risk assessments shall be produced/taken to minimise accidents and therefore reduce the risk of injuries in the workplace
- personal Protective Equipment shall be supplied and when required, re-issued to all employees
- suitable recorded training/instruction shall be provided for relevant health and safety practise ensuring that each employee knows their responsibilities
- overarching responsibility for health and safety shall be assigned to Daniel Harrod

### Child Labour

("Child Labour" being defined under International Labour Conventions as workers under the age of 15, or 14 in certain developing countries. No hazardous work may be carried out by anyone under the age of 18).

- MH Goals does not engage in or support the use of child labour
- suppliers and contractors must not recruit child labour
- suppliers and contractors must maintain formal documentation that verifies the age of each worker
- if children are found to be working indirectly for a supplier, MH Goals will seek a sensitive and satisfactory solution that puts the best interests of the child/children first

### Fair Payment of Wages:

- wages are paid fairly and in accordance with the national minimum wage

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- wages are paid for each day worked including when annual leave is taken
- wages shall be paid directly to the workers, at the agreed intervals (each Wednesday for those receiving a weekly pay, and on the last Wednesday of each month for those paid an annual salary)
- all employees to receive confirmation on the above in writing before their employment commences
- overtime is optional and always paid at a flat rate
- deductions from wages as part of a disciplinary measure shall not be permitted
- wage slips are provided to all employees as part of an online portal, however MH Goals are happy to print duplicate copies of these on request

#### **Working Hours:**

- all working hours comply with national laws and industry standards

#### **Equality and Diversity:**

- provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time
- not unlawfully discriminate against the protected characteristics of Equality Act 2010 on age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation
- oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities

#### **Regular Employment is Provided:**

- all work undertaken shall be as an employee of MH Goals or as a sub-contractor
- all employees have the same rights and benefits as other workers when performing similar roles

#### **Inhumane Treatment:**

- physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited
- all disciplinary actions must be recorded and be fair, proportionate and fully compliant with the MH Goals employee handbook as well as national rules and legislation

#### **Protecting the Environment:**

- MH Goals shall integrate the consideration of environmental concerns and impacts into all of our decision making and activities
- promote environmental awareness amongst our employees and encourage them to work in an environmentally responsible manner



- reduce waste through re-use and recycling and by purchasing recycled, recyclable or re-furnished products and materials where these alternatives are available, economical and suitable
- promote efficient use of materials and resources throughout our facility including water, electricity, raw materials and other resources, particularly those that are non-renewable
- pay an external service to collect, manage, and sort through our waste before providing us with a breakdown of what has been recycled
- in respect of energy use, all production and delivery processes, including the use of heating, ventilation, lighting, IT systems and transportation, are based on the need to maximise efficient energy use and to minimise harmful emissions
- avoid unnecessary use of hazardous materials and products, seek substitutions when feasible, and take all reasonable steps to protect human health and the environment when such materials must be used, stored and disposed of
- purchase and use environmentally responsible products accordingly
- where required by legislation or where significant health, safety or environmental hazards exist, develop and maintain appropriate emergency and spill response programmes
- communicate our environmental commitment to clients and customers
- strive to continually improve our environmental performance and minimise the social impact and damage of activities by periodically reviewing our environmental policy in light of our current and planned future activities
- ensure training and instruction for our fleet of drivers so that they can perform their driving duties whilst protecting the environment
- ensure that our vehicular fleet are subject to periodic servicing as well as daily and weekly checks

**Business Integrity:**

- MH Goals strive to provide a workplace free of bribery and corruption by complying with all applicable laws relating to bribery, money laundering and/or corruption as well as prohibiting the exchange of money or anything else of value to or from anyone, to influence actions or obtain an improper advantage

**MH Goals Commits to:**

- annually reviewing this document (if not sooner) dependant on changes to legislation
- assigning overall responsibility of the implementation of this policy to Mark Harrod; Managing Director of MH Goals
- Our day-to-day social compliance representative is Rob Fawcett
- including a policy statement within our employee handbook on our social compliance
- ensuring that a copy of this policy is freely available to all employees
- recording all non-social compliances
- the ceasing of trading with suppliers that persistently show a disregard for this policy

**Signed on behalf of MH Goals:**



Rob Fawcett  
Health, Safety and Quality Assurance Manager  
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