

Hartgraph Ltd - Ethical Trading Policy

Hartgraph Ltd is a commercial printer supplying all aspects of printed materials and packaging.

All our suppliers shall comply with all laws applicable to their business. All our suppliers are expected to adhere to the principles of the United Nations Global Compact, UN Declaration of Human Rights as well as the 1998 International Labour Organization's "Declaration on Fundamental Principles and Rights at Work" in accordance with national law and practice.

The Hartgraph Ltd is committed to trading relationships which are both commercially and ethical viable. We will support fair trade and the only operate with suppliers, manufacturers and Sub-contractors who comply with our ethical trading policy. We will appraise these suppliers against the following standards.

This policy sets out the minimum labour standards that we expect our suppliers to comply with:

- There is no forced labour
- Child labour is not used
- No racial or sexual discrimination is practiced
- Working hours comply with local national standards
- Wages meet the minimum local standards
- Human and civil rights are respected
- Bribery either to customers or from suppliers is not acceptable

Forced, bonded or involuntary labour

Any work or service that is extracted from any person under the threat of a penalty or where they have not entered voluntarily into an employment contract. Examples include slave or indentured labour, bonded labour, involuntary labour, involuntary or unpaid prison labour.

Workers should not be required to lodge or "deposit" their identity papers with their employer and are free to leave their employment after reasonable notice.

Child labour

A child is defined as any person less than 15 years of age unless local minimum wage law stipulates a higher age for work or mandatory schooling, in which case the higher age applies. If local minimum age law is set at 14 years of age in accordance with developing country exceptions under ILO Convention 138, the lower will apply.

Children are not employed by Hartgraph Ltd.

Discrimination

Discrimination is treating a worker/prospective worker less favourably than any other worker/prospective worker in relation to hiring, compensation, access to training, promotion, termination or retirement on the grounds of their race, caste, national origin, religion, disability, gender, sexual orientation, union membership political affiliation or age.

Working Hours

Working hours must comply with the national laws and benchmark industry standards, whichever affords greater protection. Workers should not be required to work more than 48 hours per week (or less in accordance with local/national laws); should not work more than 12

hours of voluntary overtime; and should get one day off in 7. Overtime should not be demanded on a regular basis and should always be compensated at a premium rate. Where the company is party to a collective bargaining agreement freely negotiated with worker organizations, it may require overtime work in accordance with the agreement to meet short term demand, employees sign to say they opt out of the Working Time Directive where required.

Remuneration

Workers should be paid at least the national/local minimum wage for a basic working week and this should be sufficient to cover basic needs and allow some discretionary income. All workers should be provided with written and understandable information about their pay before they start employment and should be given a pay slip or other understandable information about their wages for the pay period concerned each time that they are paid.

Human and Civil Rights

Workers are free to join a trade union of their choice and to bargain collectively on wages, benefits and working conditions without fear of harassment or intimidation. 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, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining. Unacceptable disciplinary practices such as those based on corporal punishment, physical or mental coercion, verbal abuse or deducting money from wages due to a worker will not be tolerated in any form. Workers will be free from abuse, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation are not allowed.

Bribery

Bribery is the practice of offering something (money, gifts, hospitality or services) in return for or in expectation of more favourable treatment. Suppliers must conduct their businesses in an ethical manner and must not seek to gain competitive advantage by means of unethical or dishonest practices including without limitation; bribery, corruption, kickbacks, the provision of gifts, favours or services.

Steve Walters: Director

A handwritten signature in black ink, appearing to read 'S Walters'.

Tony Brooks: Director

A handwritten signature in black ink, appearing to read 'T Brooks'.