

LABOUR STANDARDS POLICY

DGT Services Ltd provides repair and maintenance services to Wheelchair Services across the NHS, CCGs, Local Authority and Community Interest Groups.

This policy is publicly available via our website ensuring accessibility for employees, suppliers and contractors and the public.

As a SME, the Company is committed to applying human rights to all employees along with the following minimum labour standards:

1. **Child Labour** – DGT Services Ltd does not and will not engage in or support the use of child labour. If the company engages any young workers (e.g. on work experience, apprenticeships), DGT Services will ensure that a suitable risk assessment is carried out and that young persons are not exposed to any hazardous conditions, or in any case work more than 8 hours per day.
2. **Forced or Compulsory Labour** – DGT Services shall not engage in or support the use of forced or compulsory labour, or bonded or involuntary prison labour. Employees are free to leave after providing notice in line with their contract of employment.
3. **Health and Safety** – DGT Services 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, as per Health & Safety Policy (DGT 227).

All employees will receive safety and job specific health and safety training and updates during the course of their employment with the Company.

Employees shall have access to PPE, clean sanitary facilities and drinking water.

Responsibility for implementing the Health and Safety element of this policy is assigned to the Health & Safety Lead, supported by the Senior Management Team.

4. **Freedom of Association** – freedom of association is respected and DGT Services Ltd will comply with UK labour relations legislation (as appropriate) in this regard.
5. **Discrimination** – the Company shall not engage in or support any discriminatory practices in recruitment, remuneration, access to training, promotion, termination or retirement based on gender (including gender reassignment), marital status, family status, religious belief, disability, age, racial grounds (race, colour, nationality or ethnic origin, including membership

of the traveller community), sexual orientation or other conditions that could give rise to discrimination.

The Company has in place an Equal and Diversity Policy (DGT 266).

6. **Disciplinary and Grievance Practices** – the Company shall treat all employees and members of staff with dignity and respect. The Company shall not engage in or tolerate the use of corporal punishment, mental or physical coercion, harassment, intimidation or verbal abuse of personnel, as per Bullying and Harassment Policy (DGT 271). No harsh or inhumane treatment is allowed and the Company shall ensure that no disciplinary or grievance procedure is operated except as per the Company's Procedures.
7. **Working Hours** – the Company shall comply with applicable laws and industry standards on working hours and holiday entitlements. The Company's 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. This will be a minimum of 24 hours. DGT Services ensures that all employees have the legal right to be employed in the UK.
8. **Remuneration** – DGT Services shall comply with national laws and regulations with regard to wages, including minimum wages, and benefits. All work-related activities are carried out on the basis of a recognised employment relationship established according to national law and practice.
9. **Suppliers** – DGT Services Ltd source materials from well-established manufacturers and distributors only within the UK. We expect all our suppliers to meet our own high standards and comply fully with employees' human rights, anti-slavery and labour standards policy. This will be reviewed at Management Review Meetings. Should there be any breach of these standards, by our suppliers, DGT Services Ltd will challenge and report this.

Review

DGT Services Ltd commits to periodically reviewing this policy in order to continually improve labour standards within the workplace. The Company shall take into consideration changes in legislation, legal advice as necessary and any other requirements to which the Company subscribes, to ensure the adequacy, suitability and continuing effectiveness of this policy.

The effectiveness of this policy and associated arrangements will be reviewed under the direct supervision of the Senior Management Team.

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