HUMAN RIGHTS POLICY

Hazel 4D is committed to upholding basic Human Rights and are committed to the following:

- We will treat all employees fairly and honestly regardless of where they work. All staff will have a written contract of employment, with agreed terms and conditions, including notice periods on both sides. All staff will be entitled to reasonable rest breaks, access to toilets, rest facilities and portable water at their place of work, and holiday leave in accordance with the legislation. All employees are provided with appropriate job skills training.

- We will pay a fair wage reflecting the local markets and conditions. We always meet the national minimum wage and this is a key factor which we take into account when looking at pay and conditions.

- Working hours shall not be excessive. They shall comply with industry guidelines and the Working Time Regulations.

- Employment must be freely chosen. Overtime shall be voluntary. We will not employ illegal labour or forced overtime.

- Employees have the right to freedom of association. We recognise the right of our staff to join a recognised trade union.

- We provide a safe working environment for our employees by minimising foreseeable risks in the workplace. All employees receive regular health and safety training. We provide proper governance for health and safety.

- The Company shall abide by the non-discrimination laws of every country where it operates. It does not discriminate unfairly on any basis.

- We will not condone bullying, harassment or verbal abuse. The Company has disciplinary procedures for any member of staff whose conduct or performance falls below the required standard.

- We have formal grievance procedures through which staff can raise personal and work-related issues.

- Any employee who suspects infringements of the policy or any of the above has the right to inform us without fear of intimidation. We will investigate any allegations of infringements of the Human Rights Policy, and take appropriate action as necessary. Serious breaches by employees will be considered gross misconduct, and may lead to their summary dismissal.

This policy applies to all Company employees whether they are in full time, part time or temporary employment.

Alex Surtees, Operations Manager
January 2020