



## labour standards policy

“our staff are at the heart of the company, ensuring their welfare is not only the right thing to do, but in turn offers high quality services and products to our clients”

Nick Hewitt  
Managing Director

Flexiform Business Furniture Ltd designs, manufactures and installs office furniture throughout the UK. As a company, the Board of Directors are fully informed of the need for a Labour Standards Assurance Policy and the obligation to our employees, customers, and partners within the sector we operate. For this reason, we are making this policy public knowledge.

### Minimum Labour Standard

Flexiform Business Furniture Ltd has identified the following reasons to establish a comprehensive system of Minimum Labour Standards to guide its business operations.

1. **Ethical Responsibilities** - the Company acknowledges its obligations towards its employees, stakeholders, and the communities in which we work and operate. The Company wishes to conduct work and to do business in an ethical fashion.
2. **Adverse Publicity and Damage to the Company's Reputation** – adverse publicity from the discovery of poor labour standards within the Company's business operations presents reputational and structural risks to the Company, not only in terms of revenue, but also in respect of staff recruitment and retention. Poor labour standards can also lead to a loss of trust and confidence with partners and within the wider community. The Company therefore wants to do what is right and be seen to do what is right.
3. **Reduced Quality of Service** – the Company recognises that there is commonly a link between poor labour standards and poor quality of services. To this end, it is in the interest of the Company to ensure that the Company always reaches and exceeds minimum labour standards requirements.

To help identify a defined set of minimum labour standards, the Company has referred to the following resources:

- Social Accountability International's SA8000;
- The UN's Universal Declaration of Human Rights;
- European Convention Human Rights; and
- Human Rights Act 1998.

### These minimum labour standards are:

1. **Child Labour** – the Company 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), it will ensure that a suitable risk assessment is conducted and that young persons are not exposed to any hazardous conditions, or in any case work more than 8 hours per day.



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**2. Forced or Compulsory Labour** – the Company 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 reasonable notice in line with their individual contracts of employment.

**3. Health and Safety** – the Company 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, as 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. All employees will receive safety and job specific health and safety instructions during their employment with the Company. Employees shall have access to clean sanitary facilities and drinking water. Responsibility for implementing the Health and Safety element of this policy is assigned to the Health & Safety Manager.

**4. Freedom of Association** – freedom of association is respected, and the Company will comply with UK and the Republic of Ireland 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 Opportunities Policy of which is provided to all new employees at induction.

**6. Disciplinary 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. No harsh or inhumane treatment is allowed, and the Company shall ensure that no disciplinary procedure is operated except as per the Company’s Disciplinary Policy.

**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, with the relevant periods of rest similarly observed. The Company ensures that all employees have the legal right to be employed in the UK or the Republic of Ireland (as appropriate).

**8. Remuneration** - the Company shall comply with national laws and regulations regarding wages and benefits. All work-related activities are conducted on the basis of a recognised employment relationship established according to national law and practice. All members of staff are remunerated in a way which meets or is in excess of the national minimum wage in the UK or the Republic of Ireland as is appropriate.

Flexiform Business Furniture Ltd also commits to:

- Compliance with relevant legal and other requirements to which the Company subscribes;
- Ensuring that all our key contractors, sub-contractors and suppliers are aware of this policy; and
- Making available sufficient resources for the implementation of this policy.

The Company commits to periodically reviewing this policy 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.