

LEW Techniques is committed to ensuring people in our employment are treated with respect and dignity and in a way which ensures fairness for all. Our Employment Code of Conduct reaches beyond complying with UK Employment Law, drawing upon internationally recognised standards and principles such as the Responsible Business Alliance Code of Conduct and the Universal Declaration of Human Rights. We expect all employees* and agents to abide by our Code and all applicable legislation.

The key features of our Employment Code of Conduct Policy stipulate that:

- Work undertaken by employees is chosen as a result of their free will;
- Slavery and human trafficking are prohibited;
- Employees may leave their employment at any time without penalty, subject to reasonable notice periods;
- Personal documentation is not to be retained during employment;
- Fees are not charged during the hiring process;
- Written statements of employment particulars are provided to all employees;
- Freedom of association, the right to collective bargaining and engagement in peaceful assembly is permitted;
- Safe and hygienic working conditions are provided;
- No person under the age of 16 shall be engaged in employment;
- At least the National Minimum Wage shall be paid, and overtime compensated at a premium rate;
- Employees will not be required to work more than the legislated number of working hours;
- Harsh and inhumane treatment is not tolerated;
- A workplace free of harassment and discrimination is promoted;
- Reasonable accommodation for religious practices is provided.

This policy statement is a key component of our policy framework, integrating with our Ethical Policy and further employment policies and procedures to uphold commitments to our stakeholders and the wider industry. We expect our suppliers, customers, contractors and all others we do business with to respect this policy during their dealings with us and encourage sound practices consistent with our values during the course of our corporate relationships.

*Employees include: direct employees, temporary, migrant, student, contract, agency staff and any other person directly employed to perform work for the company. The term 'employee' also refers to individuals who may be classed as 'workers' under UK law.

26th February 2024