

Department: Quality		EP-101	
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Supersedes: 25/03/2021		Revision No: 1	
Issued to: Quality		Number of issues: 1	
Issued by: Lamia Murray	Date: 05/11/21	Approved by: Breccene Ennis	Date:05/11/21

## Ethical Policy

AW Ennis Ltd. expects and demands that all its employees, and directors carry out their business and perform their duties to the highest ethical standards and in compliance with all relevant legal principles. This standard of behaviour and performance is maintained in the company’s dealings with employees, customers, suppliers, and all other stakeholders. AW Ennis Ltd. and its employees will always demonstrate the highest levels of integrity, truthfulness, and honesty to uphold both personal and corporate reputations and to inspire confidence and trust in their respective actions. AW Ennis Ltd will conduct its business in a competent, fair, impartial, and efficient manner.

AW Ennis Ltd. accepts that we have a duty to trade responsibly. We want to ensure that those who we deal with, and our suppliers and representatives adhere to the standards we set and share in our responsibility.

In addition, we expect our suppliers and representatives to comply with and seek to develop relationships with their own supply chain in line with the principles we work to in AW Ennis Ltd.

The following are our principles:

1. Employment is freely chosen
2. Freedom of association and the right to collective bargaining are respected
3. Working conditions are safe and hygienic
4. Child labour shall not be used
5. Discrimination will not be tolerated
6. No harsh or inhumane treatment
7. Environmental management
8. No bribery or corruption will be tolerated
9. Quality
10. Audit and termination of agreements

### 1. Employment is freely chosen

There is no forced or compulsory labour. Workers are free to leave employment following reasonable notice.

### 2. Freedom of association and the right to collective bargaining

Workers have the right to join or form trade unions of their own choosing and to bargain collectively. Workers, representatives are not discriminated against and have access to carry out their representative functions in the workplace.

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**3. Safe and Hygienic Work Conditions**

A safe and healthy working environment is provided both on and off site for all workers. Adequate steps are taken to prevent accidents and injury, by minimising as far as is reasonably practical the causes of hazards inherent in the working environment.

**4. Child labour**

There shall be no child labour or recruitment for child labour. Companies reserve the right to have children under 18 employed for the purpose of work experience – the companies must ensure that these children remain in quality education until no longer a child.

**5. Discrimination will not be tolerated**

There shall be no discrimination in hiring, compensation, access to training, promotion termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual preference, union membership or political affiliation.

**6. No harsh or inhumane treatment**

There shall be no threat of physical, sexual, mental, or other types of harassment or abuse. Employers should provide access to a confidential grievance mechanism for all workers.

**7. Environmental Management**

Companies must meet the requirements of local and National laws relating to Environmental Standards. They must be committed to Environmental Sustainability. There should be a nominated person responsible for co-ordinating the sites efforts to improve environmental performance.

**8. Bribery and Corruption**

There should be no direct or indirect offer, payment, solicitation, or acceptance of bribes in any form.

**9. Quality**

Any good supplied should be without fault and the best available quality and fit for purpose. It should conform in all respects to specifications supplied or advised by the supplier and its representatives.

**10. Audit and termination of agreements**

AW Ennis Ltd. reserves the right to terminate an agreement with any supplier that does not comply with this policy.