

Labour Standards Policy

A) INTRODUCTION

This policy sets out the Organisation's commitment to ensuring that minimum labour standards are upheld, maintained and where possible, exceeded.

This policy applies to all staff, officers, volunteers, contractors, sub-contractors and suppliers.

Where appropriate, we will choose to work with suppliers with high labour and ethical standards.

B) CHILD LABOUR

We will not condone or support the use of child labour. The Organisation will ensure that all relevant legislation and restrictions are adhered to in regards to the use of young workers, including restrictions on working hours. We will ensure that the necessary checks are carried out to verify an individual's age and right to work, and that relevant Health and Safety legislation is adhered to, including carrying out risk assessments when required.

C) WORKING TIME

The Working Time Regulations 1998 govern requirements for working time and leave which the Organisation abides by.

The Working Time Regulations 1998 provide that the average working week, including overtime, shall not exceed 48 hours. Employees can choose to work more than the average of 48 hours a week by signing a written agreement known as the '48 hour opt out agreement'. This agreement is available separately.

D) HEALTH AND SAFETY

Employees should make themselves familiar with our Health and Safety Policy and their own health and safety duties and responsibilities in accordance with the Health and Safety at Work Act 1974 and any other relevant health and safety legislation.

The Organisation adheres to its obligations as follows:

- Risk assessments are carried out as required
- The appointment of a competent person to evaluate hazards
- Employees are informed of risks and measures taken to ensure their safety
- There is an up-to-date Health and Safety Policy available to all employees
- Appointed Health and Safety representatives
- The monitoring of risks and safety arrangements
- Established emergency procedures
- Safety information is provided
- Training is provided
- Employers' liability insurance is provided
- Reporting procedures for accidents are in place
- Reporting procedures for diseases at work are in place

All staff have access to clean drinking water and toilet facilities.

E) FREEDOM OF ASSOCIATION AND THE RIGHT TO COLLECTIVE BARGAINING

In accordance with the Human Rights Act 1998 article 11, people have the right to assembly and association:

Everyone has the right to freedom of peaceful assembly and the freedom to associate with others: this includes the right to form and join Trade Unions.

No restrictions shall apply to the exercises of these rights other than those prescribed by the law and those necessary in a democratic society in the interests of national security or public safety, for the prevention of crime or the protection of health, morals and the rights and freedoms of others.

F) EQUALITY AND DIVERSITY

We are an equal opportunities employer. We are committed to equality of opportunity and to providing a service and following practices which are free from unfair and unlawful discrimination. We will ensure that no applicant or member of staff receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance. We seek also to ensure that no person is victimised or subjected to any form of bullying or harassment. For further information please refer to the Organisation's full Equality and Diversity Policy.

G) DISCIPLINARY PROCEDURE

Any disciplinary matters will be handled under our Disciplinary Procedure. All staff will be treated with dignity and respect during this process, and at all other times. No one shall be subjected to cruel, inhuman or degrading treatment.

H) NATIONAL MINIMUM WAGE

There is statutory minimum pay requirements as set out by the government under National Minimum Wage (NMW) legislation. Employees and workers must receive payslips, separately identifying payments and deductions. The Equality Act 2010 also sets out requirements for equal pay. The Organisation abides by these requirements and legislation.

I) MODERN SLAVERY AND FORCED LABOUR

We will not condone or support the use of modern slavery, human trafficking or forced labour in any circumstances. Employees are entitled to leave our employment of their own free will after giving the notice required in their Statement of Main Terms of Employment.