


SUNCREAM DAIRIES LTD

QM 7.8.11 LABOUR STANDARDS POLICY



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| Document Owner | Rebecca Manfredi |
| Review Date | 5/6/2025 |
| Version | 4 |
| Owner Signature |  |

What is this policy for?

Our organisation is committed to upholding the highest labour standards and promoting fair and ethical employment practices, adhering to International Labour Standards (ILS) as defined by the International Labour Organisation (ILO). We believe that all employees and local community members, regardless of their role or location, have the right to be treated with dignity, respect, and fairness, and to work in safe and healthy environments.

We are pleased to confirm that Suncream Dairies fully adheres to the Ethical Trading Initiative (ETI) Base Code. The ETI Base Code reflects key international standards and is founded on the conventions of the International Labour Organization (ILO). Our commitment to these principles underscores our dedication to ethical business practices and responsible sourcing.

Who is this policy for?

This policy applies to all of our employees, contractors, agency staff and anyone engaged to work for us, whether by direct contract with us or otherwise, and members of the local community.

Our Commitment

As part of our commitment to labour standards we will:

Comply with all applicable laws and regulations related to employment

We will comply with all local and national laws and regulations related to employment, including those related to minimum wages, working hours, overtime, leave entitlements, and workplace safety.

Ensure fair and equal treatment

We will provide fair and equal treatment to all employees, regardless of their race, gender, age, disability, religion, sexual orientation, or other characteristics. We will not tolerate any form of discrimination, harassment, or retaliation.

Promote health and safety

We will provide a safe and healthy working environment for all employees, and will take all necessary measures to prevent accidents, injuries, and occupational diseases. We will provide training and resources to employees to ensure their safety and health.

Protect freedom of association and collective bargaining

We recognize the rights of employees to form and join trade unions or other representative organizations, and to bargain collectively. We will not discriminate against employees based on their union membership or activities. All employees have the right to freedom of speech providing dignity and respect to others is always shown.

Employment is freely chosen

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We will ensure there is no forced, bonded or involuntary prison labour. Our employees are not required to lodge deposits or 'identity papers' with us and are free to leave their employment after reasonable notice is provided.

Child labour shall not be used

There is no new recruitment of child labour. The company only recruits employees who are 16 years of age or over. Employees between the age of 16 and 17 will be subject to adherence to the Working Time Directive and additional duties imposed by the health and safety legislation.

Working hours are not excessive

We will ensure the working hours of our employees comply with national laws and the Working Time Directive. Overtime shall be used responsibly and will be voluntary. It shall not be used to replace regular employment.

Ensure fair compensation and benefits

We will provide fair and competitive compensation and benefits packages, including wages, bonuses, social benefits, and pension plans, in compliance with local laws, national legal standards or industry benchmarking standards, whichever is higher. We will ensure our employees receive a contract of employment which provides written and understandable information about their employment, particularly in respect to how much they are paid and when.

Promote training and development

We will provide training and development opportunities for all employees, to help them grow their skills and advance their careers.

Monitor and report on labour standards

We will monitor our operations and supply chain for compliance with this policy and relevant laws and regulations, and will report on our progress in addressing labour standards issues.

By adopting this labour standards policy, we are demonstrating our commitment to promoting fair and ethical employment practices and upholding the highest labour standards. We believe that this policy is critical to our long-term success, and to maintaining the trust and loyalty of our employees, customers, and stakeholders.

Reporting

We provide confidential and accessible channels for employees to raise concerns about labour standards by referring to our Grievance or Whistleblowing Policy, with strong protections against retaliation in line with UK whistleblower legislation.

Review

We commit to periodically reviewing this policy in order to continually improve labour standards within the workplace. We 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.

Our Governance

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Our work in this area is overseen by the Managing Director supported by the Managers of each area of the business and the HR Consultant. This ensures that every part of our business is clear about their responsibility under this policy.

| Date | Reason for Change |
|------------------------------|---|
| 9 th October 2023 | Regular Policy Review Addition of document location |
| 11 th July 2024 | Added reference to ETI Base Code Expanded commitment to monitoring and commitment Added commitment to local community |
| 5 June 2025 | Review and added reference to reporting channels |

Managing document location:

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| Hard Copy or LMS location: | <ul style="list-style-type: none">- LMS- Staff Room- Printed Employee Handbook |
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