

Spacecraft Commercial Interiors Ltd	Issue: 1
Human Rights and Labour Policy	May 2017

## **1. Scope & Purpose**

This Human Rights Policy is intended to state the company's position to everyone working at, or attending a Spacecraft Commercial Interiors workplace. All persons shall comply with this policy.

## **2 Introduction**

This Human Rights and Labour Policy Statement outlines standards to ensure that all employees are treated with respect and dignity, are working under their own free will, and are being properly compensated for their effort. We are committed to upholding the protection of human rights of all workers where it is possible through our sphere of influence.

We are committed to ensuring that we are not complicit in any human rights violations and hold our suppliers and partners to this same high standard. We support and respect the principles proclaimed in the Universal Declaration of Human Rights and believes businesses should ensure that they are not complicit in human rights abuses

## **4. Policy Principles**

### **4.1 Freely Chosen Employment**

Debt bondage: Forced, bonded or indentured labour; involuntary prison labour; slavery or trafficking of persons shall not be used. All work will be voluntary in the production of Space pod products and services.

### **4.2 No Underage Workers**

Child labour is not to be used under any circumstances. All employees must meet the minimum age requirement set by UK national Law.

### **4.3 Minimum Wage, Hours and Benefits**

Compensation paid to workers shall comply with all applicable wage laws, including those relating to minimum wages, overtime hours and legally mandated benefits. Working hours shall be limited to what is acceptable by local laws.

### **4.4 Humane Treatment**

There is to be no harsh or inhumane treatment, including any sexual harassment, sexual abuse, corporal punishment, slavery, mental or physical coercion or verbal abuse of workers, nor is there to be the threat of any such treatment.

### **4.5 Non-discrimination**

We are committed to a workforce that is free of harassment and unlawful discrimination, including race, colour, religion, national origin, gender (including pregnancy), age, disability, sexual orientation, gender identity, HIV status, marital status, past or recent military status or any other status protected by the laws or regulations in the locations where we operate.

### **4.6 Dealing with Management, Freedom of Association and Collective Bargaining**

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We believe that workers' rights are best protected by allowing each worker to deal directly with management on issues of importance to that worker. We also respect the rights of workers to associate or not associate with third-party organizations, join or not join labour unions, seek representation, bargain or not bargain collectively in accordance with local laws.

#### 4.7 Workplace Health and Safety

Workers are to be in a safe environment, protected from hazards of the job. Where necessary, workers will be provided safety equipment as appropriate to the work being performed. Workers are to be provided with ready access to clean toilet facilities, potable water and sanitary food preparation, storage and eating facilities. Procedures and systems are to be in place to manage, track and report occupational injury and illness. Emergency response procedures will be in place.

#### 5. Summary

We intend, through the implementation and monitoring of this policy, to avoid unfair and unlawful treatment of staff and suppliers, reward all staff fairly for the work to which they are appointed or promoted having regard to their job-related skills, experience, and qualifications.

We value the contribution our employees make towards our success. By applying this policy, we aim to improve quality and to enhance efficiency, productivity and competitiveness, and our reputation and image as an employer and business.

#### 6. Responsibilities

Role	Responsibility
HR Manager	<ul style="list-style-type: none"> <li>- Managing and maintaining the Human Rights and Labour Policy.</li> </ul>
Employee	<ul style="list-style-type: none"> <li>- If an employee has a legitimate concern under this policy the Company encourages them raise their concerns with their Line Manager / Team Leader in the first instance. If an employee is not sure whether to raise a concern, he/she should discuss the issue with his/her Line Manager / Team Leader or the HR Department.</li> <li>- In the event that the employee reasonably believes his/her Line Manager / Team Leader to be involved in harassment or discrimination or if for any other valid reason, the employee does not wish to approach his/her Line Manager / Team Leader, the employee can refer their complaint to either: <ul style="list-style-type: none"> <li>▷ the Director/Senior Manager of their department;</li> <li>▷ the Managing Director;</li> <li>▷ the Human Resources Manager.</li> </ul> </li> </ul>

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## 7. References

Reference	Link
Bullying and Harassment At Work Policy	See Company Policy Library. If you do not have access, please speak to the Office Manager and request a copy.
Disciplinary Policy and Procedure	See Contract of Employment and Company Handbook.
Grievance Policy	See Contract of Employment and Company Handbook.
Protected Disclosure (Whistleblowing) Policy	See Company Policy Library. If you do not have access, please speak to the Office Manager and request a copy.

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