

At Spectrum Telecom Installations (referred to hereinafter as 'SPIL') we are committed to running our business responsibly. We strive to maintain high ethical principles and to respect human rights and we expect our suppliers to do the same. Our workers are treated with dignity and respect and the highest standards of human rights are upheld. We also comply with applicable laws, regulations and standards.

Freely Chosen Employment

- SPIL ensures that all work is voluntary. SPIL does not traffic any people, nor use any form of slave- forced people or use people who have been trafficked.
- SPIL workers are free to leave their employment after reasonable notice.
- Workers are not charged any fee or cost to obtain their employment, whether by the supplier or the supplier's recruitment agent.
- All workers are given a written employment agreement in their native language that contains clear terms and conditions of employment.

Prevention of Underage Workers

- Child labour would never be used.
- SPIL only employs people who are the applicable minimum age for employment in the country, or the applicable age for completing compulsory education, whichever is highest.

Working Hours

- Working hours do not exceed the maximum set by local law. Each employee's working week does not exceed 48 hours (excluding overtime) or 60 hours (including overtime), except in an emergency or unusual situation.

Wages and Benefits

- SPIL pays workers a fair and reasonable wage and benefits and at a minimum these comply with local laws. Workers are always paid in a timely manner. SPIL is transparent about the basis on which wages and benefits are paid.
- SPIL does not deduct from wages as a disciplinary measure.

Humane Treatment

- SPIL treats all workers with dignity and respect. Physical abuse or discipline, the threat of physical abuse, sexual or other harassment, mental or physical coercion and verbal abuse or other forms of intimidation is prohibited.
- All disciplinary measures are recorded in writing.

Non-Discrimination

- SPIL implements a policy of equality for all. There is no discrimination in hiring or employment practices based on race, colour, ethnicity, national origin, religion, age, disability, gender, pregnancy, marital status, sexual orientation, gender identity and expression, union membership or political affiliation.

Freedom of Association

- SPIL freely allows workers' lawful rights to associate with others, form, and join (or not join) organisations of their choice, and bargain collectively, without interference, discrimination, retaliation, or harassment.
- Workers and/or their representatives are encouraged to openly communicate and share ideas and concerns with management regarding working conditions and management practices.
- SPIL always meets general principles of health and safety risk prevention. These include identifying, minimising and preventing hazards, using competent and trained people, providing and maintaining safe equipment and tools, including personal protective equipment as required.
- Workers receive appropriate, regular and recorded health and safety training.

Sourcing with Human Dignity

- Workers have access to reasonably accessible and clean toilet facilities, drinkable water and sanitary facilities for food storage are provided as required.
- **Any non-conformances of these principles and standards must be reported to the managers at the earliest opportunity.**



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Tom Staunton
Managing Director, Spectrum Telecom Installations Ltd.
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