

## LINC MEDICAL LABOUR STANDARDS POLICY

### OVERVIEW

LINC Medical Systems Ltd is an established supplier of medical equipment and devices to UK healthcare providers and operates from a convenient central base in Leicester. We believe that our business should be conducted in an open and honest manner with all of our customers and business partners. This means that we strive to provide excellent customer service at all times.

LINC Medical acknowledges its obligations towards its employees, stakeholders and the communities in which it works, and has outlined below its policy in relation to labour standards. We are committed to ensuring compliance to recognized standards which have been established by recognized organizations such as the International Labour Organization. LINC Medical is committed to meeting and ultimately exceeding the minimum standards outlined in this policy.

### SCOPE

This policy is relevant to the Company itself, our contractors, sub-contractors, suppliers, freelancers, and other parties engaged with the Company's business. This includes all employees full time, part time, temporary, student, contract or other employment status. LINC Medical shall strive to ensure that its suppliers shall adhere to the minimum standards outlined within this policy. Regional differences in labour standards on a case by case basis.

#### 1.) MINIMUM STANDARDS

The minimum labour standards, devised by reference to Social Accountability International's SA8000 document and the UN Universal Declaration on Human Rights, are as follows:

(a) Child Labour – Child labour is strictly prohibited. If LINC Medical engages any young workers (for example, on work experience), it will ensure that a suitable risk assessment is carried out and that young persons are not exposed to any hazardous conditions, or in any case work more than 8 hours per day.

(b) Forced & Compulsory Labour – LINC Medical shall not engage in or support the use of forced or compulsory labour, or bonded or involuntary prison labour. Employees are free to leave upon reasonable notice.

(c) Health & Safety – LINC Medical shall provide a safe and healthy workplace environment and shall take effective steps to prevent potential accidents and injury to employees' health by minimising, so far as is reasonably practicable, and in co-operation with its employees, the causes of hazards inherent in the workplace. All employees will receive safety and job specific instructions during the course of their employment with LINC Medical.

(d) Freedom of Association – the freedom of association is respected and LINC Medical will comply with UK labour relations legislation in this regard. LINC Medical respects the right of employees to associate freely, form and join employee organizations of their own choosing, seek representation, and bargain collectively as permitted by and in accordance with applicable laws and regulations. All employees must be openly able to present grievances concerning the work environment or management practices without fear of reprisal.

(e) Discrimination – LINC Medical shall not engage in or support any discriminatory practices in hiring, remuneration, access to training, promotion, termination or retirement based on race,

national or social origin, caste, religion, gender, sexual orientation, political affiliations, age or other conditions, or any other legally protected basis that could give rise to discrimination.

(f) Disciplinary Practices – LINC Medical shall treat all employees with dignity and respect. LINC Medical shall not engage in or tolerate the use of corporal punishment, mental or physical coercion or verbal abuse of personnel. No harsh or inhumane treatment is permitted.

(g) Working Hours – LINC Medical shall comply with applicable laws and industry standards on working hours and holiday entitlements. LINC Medical ensures all employees have the legal right to be employed in the UK.

(h) Remuneration – LINC Medical shall comply with national laws and regulations with regard to wages and benefits. LINC Medical will pay at least the minimum wage required by applicable laws and regulations and provide all legally mandated benefits. All work-related activities are carried out on the basis of a recognised employment relationship established according to national law and practice.

## **2.) Health and Safety**

LINC Medical recognizes that integrating health and safety management practices in all aspects of business is essential in effectively managing risks and minimizing work related incidents while enhancing the quality of products and improving employee morale and retention.

- a.) Occupational Injury Prevention – LINC Medical must eliminate physical hazards where possible and must establish appropriate administrative controls such as safe work procedures. Employees must have the right to refuse unsafe working conditions without fear of reprisal until management adequately addresses their concerns.
- b.) Emergency Prevention, Preparedness, and Response – LINC Medical must anticipate, identify and assess emergency situations and events and minimize their impact by implementing plans and response procedures. This includes emergency reporting, employee notification and evacuation procedures, employee training and drills, provision of first aid supplies, fire detections and suppression equipment, adequate exit facilities, and recovery plans.
- c.) Occupational Safety and Procedures Systems – LINC Medical must establish procedures and systems to manage, track, and report occupational injury and illness.
- d.) Communication of Work Place Health and Safety Information – LINC Medical must ensure that employees receive workplace health and safety information and training.

## **3.) Ethics**

LINC Medical must be committed to the highest standards of ethical conduct when dealing with employees, suppliers, and customers.

- a.) Corruption, Embezzlement, and Extortion – corruption, embezzlement, and extortion in any form is strictly prohibited. LINC Medical reserves the right to take legal action in violation of these prohibitions.

- b.) Disclosure of Information – LINC Medical must disclose information regarding business activities, structure, financial situation and performance in accordance with applicable laws and regulations.
- c.) Privacy – LINC Medical is committed to protecting reasonable privacy expectations and comply with privacy and information security laws and regulations pertaining to personal information collected, stored, processed, transferred, and shared.
- d.) Improper Advantage – LINC Medical must not offer or accept bribes or other means of obtaining improper advantage.
- e.) Fair Business – LINC Medical upholds fair business standards in advertising, competition, and sales.
- f.) Whistleblowing – LINC Medical must ensure whistle blower confidentiality and prohibit retaliation to employees engaging in such activities in good faith



The Company also commits to:

- Compliance with relevant legal and other requirements to which the Company subscribes;
- Ensuring that all our key contractors, sub-contractors and suppliers are aware of this policy;
- Ensure that all our suppliers comply with their local laws and regulations; and
- Making available sufficient resources for the implementation of this policy.

#### REVIEW

The Company commits to periodically reviewing this policy in order to continually improve labour standards within the workplace. The Company 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. The Company will make this policy publicly available (specifically via our website) and the policy will also be communicated to LINC Medical employees in the first instance, and also to all contractors, sub-contractors and suppliers.

#### Approvals:

NAME	SIGNATURE	TITLE	DATE
Demetrio Cadiente		Urology Business Manager	16/8/18
Joe Bailey		Sales and Marketing Manager	16/08/18

#### References:

Social Accountability International SA8000 <http://www.sa-intl.org/index.cfm?fuseaction=Page.ViewPage&PageID=1689>

ILO Code of Practice in Safety and Health <http://www.ilo.org/global/standards/subjects-covered-by-international-labour-standards/occupational-safety-and-health/lang-en/index.htm>