



Ethical Trading Policy

Introduction

Propertysec are committed to this policy and will conduct business in an ethical, legal, environmentally sustainable and socially responsible manner. This commitment extends to suppliers and other associated external resources with which we choose to do business.

We recognise the responsibility that we share with our suppliers to source products in an ethical manner, with the aim of reducing our impact on the environment, local and national communities. We want our customers to be confident that people are treated fairly, are not exploited and are not exposed to unsafe working conditions. Our Ethical Trading Policy requires all our suppliers to comply with our ethical code which is based on the International Labour Organisation (ILO) and national and international laws.

Scope

All business operations fall within the scope of this policy.

Commitment to Ethical Trading

We recognise the need to communicate our commitment to key stakeholders including suppliers and clients. We seek to develop long term relationships with both our suppliers and clients who share our ethical standards. These relationships are based on the principle of fair, open and honest dealings at all times. Only suppliers and clients that share our standards and can demonstrate compliance will be considered appropriate to trade with.



Improvement

We encourage and support continuous improvement in our standards and we regularly measure such improvement. We also recognise that our suppliers may need time and support to ensure compliance, however, all our suppliers must demonstrate that any breach of our ethical trading policy is addressed in appropriate timescales. Where we are alerted to breaches of our ethical trading policy we will take action considered appropriate. We will work with suppliers to resolve ethical trading issues. If suppliers are unable or unwilling to address critical issues associated with any breach of this policy within the required timescales, we reserve the right to terminate the relationship in accordance with our contractual rights.

Transparency

We will strive to be open and honest when we work with others and ensure reporting is fair and transparent.

Ethical Trading Code

Propertysec shall at all times comply with this code and with the applicable national and international laws, regulations, codes and standards. We shall ensure that:

Employment is freely chosen

- There is no forced, bonded or involuntary labour
- Workers are free to leave their employment
- Workers' representatives are not discriminated against and have access to carry out their representative functions in the work place.



The Modern Slavery Act 2015

- Propertysec complies fully with the requirements of the Modern Slavery Act 2015
- Freedom of association and the right to collective bargaining

Worker Rights

- Workers have the right to join or form trade unions of their own choosing and to bargain collectively
- Propertysec adopts an open attitude towards the activities of trade unions and their organisational activities
- Workers' representatives are not discriminated against and have access to carry out their representative functions in the work place.

Working Conditions Are Safe And Hygienic

- A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of industry and of any specific hazards
- Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as reasonably practicable the causes of hazards inherent in the working environments.

Child Labour Shall Not Be Used

- There shall be no use of child labour
- In the event of any child found to be performing child labour, they shall be removed from the workplace immediately.

Reference	14	Issue Date	02.11.2020
Issue No	1	Review Date	01.11.2022



Remuneration

- Wages and benefits paid for a standard working week meet, at a minimum, national legal or industry benchmark standards, whichever is higher. In any event wages shall always be enough to meet basic needs and to provide some discretionary income
- All workers will be provided with written and understandable information about their employment conditions including information with respect to wages before they enter employment, and about the particulars of their wages for the pay period concerned each time they are paid
- Deductions from wages as a disciplinary measure will not be permitted nor shall any deductions from wages not provided for by national law be permitted without the expressed permission of the worker concerned. All disciplinary measures should be recorded.

Working Hours Are Not Excessive

- Working hours will comply with national laws, collective agreements, and the provisions defined in the clauses below, whichever affords the greater protection for workers. Working hours, excluding overtime, shall be defined by contract, and shall not exceed 48 hours per week
- All overtime shall be voluntary
- Overtime shall be used responsibly, taking into account all the following: the extent, the frequency and hours worked by individual workers and the workforce as a whole. It shall be used to replace regular employment
- The total hours worked in any 7 day period shall not exceed 48 hours, except where covered by the clause below.



Working hours may exceed 48 hours in any 7 day period only in exceptional circumstances where all the following are met:

- This is allowed by national law
- This is allowed by a collective agreement freely negotiated with a workers' organisation representing a significant portion of the workforce
- Appropriate safeguards are taken to protect the workers' health and safety
- Workers shall be provided at least two days off every 7 day period
- International standards recommend the progressive reduction of normal hours of work, when appropriate, to 37 hours per week, without any reduction in workers' wages as hours are reduced, this is something that Propertysec is actively working towards as part of our commitment to employee wellbeing and mental health.

No Discrimination Is Practised

- There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, national origin, religion, age disability, gender, marital status, sexual orientation, union membership, or political affiliation.

No Harsh Or Inhumane Treatment Is Allowed

- Propertysec provides a workplace in which any form of harassment is unacceptable. Examples include physical abuse or discipline, the threat of physical abuse or sexual or other harassment and verbal abuse or other forms of intimidations.

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Sustainable Products Sourcing:

We will only use products that are powered by renewable energy sources, including;

- Solar CCTV towers
- Solar / lithium video verification systems
- Battery powered tools

CO2 Neutral:

We are committed to the attainment of Carbon Neutral status by the end of 2023 and are working closely with the Carbon Footprint company to achieve this objective through the introduction of the following:

- Production of annual CO2 footprint
- Introduction of CO2 offsetting programme
- Adoption of sustainable energy sources for site based equipment
- Use of hybrid or electrical vehicles
- Movement to a 100% paper free working environment

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