



HELICAL PLC

Employment Policy

Helical plc recognises the importance of the welfare of our employees and is committed to complying with all applicable employment laws and regulations.

- We are committed to providing equality of opportunity to all, regardless of sex, age, race, colour, background, national or ethnic origin, religious beliefs, marital status, civil partnership, pregnancy or maternity and gender reassignment, disability or sexual orientation. This is also inclusive of part time or fixed term employees and trade union membership or non-membership as we support our employees' rights to freedom of association and rights to collective bargaining.
- We treat our employees and suppliers with fairness, dignity and respect and do not permit or condone any form of harassment, discrimination, victimisation or bullying. Employees have the right to have any complaint of harassment investigated and have a responsibility to act if they become aware of inappropriate behaviour.
- We aim to ensure that people with disabilities are afforded equal opportunities to employment and progress within the company.
- We will provide training, development and progression opportunities to all our employees.
- We are committed to paying fair wages that exceed the minimum wage. It is our policy to pay the voluntary Living Wage or, for employees working in London, the London Living Wage to all direct employees and to encourage our suppliers to adopt an appropriate system for remuneration in accord with the supplier relationship with Helical and our Supplier Code of Conduct. We will also ensure reasonable limitation of working hours and periodic holidays with pay for our direct employees.
- We will never use forced, compulsory or child labour and ensure all labour is voluntary and is employed in accord with applicable labour laws and international standards. In addition, we require our suppliers to demonstrate their adherence to this commitment.
- The above principles have been adopted within our Staff Handbook. The policy is fully supported by Executive Management and will be reviewed annually.

Last approved by the Board on 13 February 2020.