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HRET001	2	03/08/20	Sinead Sharpe	Sinead Sharpe

## **ETHICAL TRADING POLICY**

### **Policy Statement:**

Sword Security aims to exceed legislative and customer requirements in all aspects of Ethical Trading. To achieve this, our Company ensures that key objectives are met under several themes:

#### **1. Working conditions**

- All aspects of the working and environment are maintained in safe and hygienic conditions
- All workers receive regular and recorded health and safety training
- Facilities are provided to ensure the health and welfare of all employees

#### **2. Discrimination**

- Sword Security operate and maintain an Equal Opportunities Policy

#### **3. Inhumane Treatment**

- Sword Security operate and maintain written Disciplinary, Grievance and Bullying/Harassment policies and procedures

#### **4. Employment Choice**

- Sword Security do not tolerate forced, bonded or prison labour
- Workers are not required to lodge "deposits" or their identity papers and are free to leave after reasonable / contracted notice

#### **5. Child Labour**

- Sword Security do not tolerate recruitment of child labour
- It is our Company policy, due to the nature of general working hours and role duties, that we do not employ young persons under the age of 16 years



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## 6. Wages

- Wages and benefits are paid for a standard working week and meet the national legal standard at least
- All employees are provided with written and understandable information about their wages before employment and each time they are paid
- Deductions from wages and working hours are always actioned in compliance with relevant legislation and agreements

This Policy is not intended to stand alone in demonstrating the company's commitment to Ethical Trading. The summary forms part of our Ethical Standards philosophy which is defined by a number of Company policies and procedures.