

Scope of Policy

Interweave Textiles are distributors of a wide range of medical textiles throughout the UK and Europe. As a company, the Senior Management Team is fully informed of the need for a Labour Standards Policy and the obligation to our employees, customer, and the communities within the sector we operate.

This document outlines our policy in relation to labour standards and has been approved by our Customer & Compliance Manager, ensuring that it meets the obligations and commitments in line with UK law as a small / medium enterprise.

Policy Review

We will review this policy periodically in line with LSAS policy and legislation changes. Additionally, we will further analyse the policy as part of the annual company review to enable continual improvement of our systems.

Minimum Labour Standards

We have identified the following reasons to establish a comprehensive system of Minimum Labour Standards to guide business operations.

- **Ethical Responsibilities** – we accept our obligation to our colleagues, employees, customers and suppliers within the sector we work to operate in an ethical manner.
- **Risk of Supply** – we have identified that labour standards abuse in supply chain can pose a risk of supply. Any supply chain partners who commit abuses face legal enforcement action which could damage business and prevent them in their ability to supply.
- **Quality of Goods and services** – we recognise that there is typically a link between labour standards and poor quality of goods and services.
- **Damage to the company's reputation due to adverse publicity** - discovery of labour standards abuse presents a reputation and structural risk. (1) Turnover- customers choose to purchase supplies and services from other sources. (2) Staff retention and recruitment may be affected as people choose not to work for a company associated with any labour standards abuses, this could also lead to low morale in the workplace and difficulty in recruitment. (3) Loss of trust with customers and suppliers within the wider society.

To aid us in establishing these standards, we have referred to the following resources:

ETI Base Code

NHS Supplier Code of Conduct

Social Accountability International SA8000

UN's Universal Declaration of Human Rights

Child Labour – Interweave Textiles does not participate in or support the use of child labour. If we engage with any Work Experience students, we will ensure that a suitable risk assessment is carried out, and that any young person is not exposed to any dangerous conditions, or excessive working hours.

Forced or Compulsory Labour - Interweave Textiles does not support the use of forced or compulsory labour, or bonded or involuntary prison labour. Employees are free to leave upon reasonable notice as outlined in their contract of employment.

Freedom of Association – the freedom of association is respected and UK Labour Legislations regarding this are complied with.

Health & Safety – We provide a safe and healthy workplace environment and take effective steps to prevent potential accidents and injury by minimising the risk to employees. During employment, ongoing job and safety training is provided along with clean facilities and drinking water. The health and safety responsibilities of Interweave Textiles Limited have been assigned to the Health and Safety Supervisor.

Discrimination – Interweave Textiles does not entertain any form of judgement in its employing of staff, salary, training, promotion, termination or retirement based on race or national or social origin, caste, religion, gender, sexual preference, political affiliations, age or other circumstance that could be classed as discrimination. These policies are clearly stated in our Equal Opportunities Policy, which is given to all new employees as part of their induction.

Disciplinary Practices – We do not or tolerate the use of corporal punishment, mental or physical bullying or verbal abuse of personnel. All employees are met with dignity and respect, no cruel or inhumane treatment is permitted.

Working Hours – Interweave Textiles complies with all relevant laws and labour standards on working hours and holiday entitlement. Our normal working hours do not exceed 48 hours per week and overtime hours do not exceed 12 hours per week. Before employment we ensure that all employees have the legal right to be employed in the UK.

Remuneration - All work-associated activities are carried out based on a recognised employment relationship established according to national law and practice. All relevant regulations relating to wages and benefits are adhered to, with us being a registered Living Wage employer.

Interweave Textiles is also committed to: -

- Compliance with appropriate legal local requirements. We keep abreast of any legal requirements by checking appropriate NGO (NATLEX through ILO) websites and by working closely with a qualified lawyer who specialises in employment law.
- Ensuring that key contractors, sub-contractors and suppliers are aware of this policy.
- Making time and resources available for the implementation of these guidelines.

Lydia Thompson, Customer & Compliance Manager, is the Management Representative whose responsibility it is to establish, implement and maintain an effective labour standards assurance system, reporting to the Directors.

Targets

- Supplier Self-Assessment Questionnaires to be returned within 15 working days of issue.
- Suppliers to provide evidence of social / ethical compliance with every completed Supplier Self-Assessment Questionnaires.
- By Quarter 4 2024, ensure that all Tier 1 suppliers are classed as, and continue to maintain, a maximum medium risk rating.
- Interweave Textiles will conduct on site visits (either by our own personnel or by an accredited third party) on 25% of our tier 1 suppliers by Quarter 1 2025.
- Maintain Labour Standards Assurance System (LSAS) Level 3 through 2024.
- Conduct Labour Standards Assurance System (LSAS) Management Reviews within 365 (+/- 5%) of the previous review.
- Acknowledge complaints to complainants within 2 weeks of receipt.
- Close out all Labour Standards Assurance Systems (LSAS) complaints / corrective / preventive actions with 60 days of receipt.