

Ethical Trading Policy Statement

Codex Office Solutions is committed to ensuring that a high standard of ethical and environmental trade practices, including the provision of safe working conditions and the protection of workers' rights, are established throughout its operations. This Ethical Trading Policy Statement is based on our commitment to operating our business using the **Ethical Trading Initiative Base Code**¹ as a guide.

Employment is Freely Chosen

All personnel employed by Codex work with us of their own free will and as such there is no bonded, forced or involuntary labour. Our personnel are not required to lodge deposits or identity papers, such as passports and driving licences, as a prerequisite to employment.

Freedom of Association & Collective Bargaining

Codex facilitates our personnel in their right to join or form trade unions of their own choosing and to bargain collectively. It is the responsibility of top management to ensure that an open attitude towards the activities of trade unions and their organisational activities is maintained. Where our employees have elected representatives, they are not discriminated against and have access to carry out their representative functions in the workplace without obstruction.

Where the right to freedom of association and collective bargaining is restricted under law, Codex facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.

Safe & Hygienic Working Conditions

Codex ensures that a safe and hygienic working environment is provided, bearing in mind our knowledge of the industry and of any specifically identified hazards. Adequate steps are 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 is reasonably practicable, the causes of hazards inherent in our working environment.

All personnel receive regular and recorded health and safety training, and such training is repeated for new or reassigned workers. Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage is provided. Accommodation, where provided, is clean, safe, and meets the basic needs of the workers. Codex, in observing the code, assigns responsibility for health and safety to a senior management representative.

Child Labour

Codex does not practice the recruitment of child labour. Codex only offers full time employment to persons over the age of 18 years. Part time positions may be offered to persons between the ages of 16 and 18 years in particular circumstances to provide for apprenticeships, internships, work experience, etc. Young persons under 18 are not be employed at night or in hazardous conditions. Where Codex finds that a child (under the age of 16 years) is performing work in any area of our organization, top management will intervene to establish the circumstances of how this status has been arrived at, making contact with local authorities with responsibilities toward persons under employable age for guidance on how to proceed. These policies and procedures shall conform to the provisions of the relevant ILO standards.

Living Wage

Codex ensures that wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. In any event wages are enough to meet basic needs and to provide some discretionary income. All our personnel are provided with written and understandable information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid.

Deductions from wages as a disciplinary measure is not be permitted nor are any deductions from wages not provided for by national law, permitted without the expressed permission of the person concerned. All disciplinary measures are recorded.

Working Hours

Codex ensures that working hours are not excessive and meet the requirements of national legislation, collective agreements, etc., in this regard. Working hours, excluding overtime, shall be defined by contract. All overtime worked by Codex personnel is voluntary. Overtime shall be used responsibly, taking into account the extent, frequency and hours worked by individual workers and the workforce as a whole. It is not be used to replace regular employment. Overtime is always be compensated at a premium rate.

Top management ensures that total working hours remains under 60 hours per week, except in certain circumstances, where;

- Working beyond 60 hours per week is allowed by national law,
- This is also 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,
- Where we can demonstrate that exceptional circumstances apply such as unexpected production peaks, accidents or emergencies.

Codex ensures that all personnel are provided with at least one day off in every 7 day period or, where allowed by national law, two days off in every 14 day period.

Discrimination

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

Regular Employment

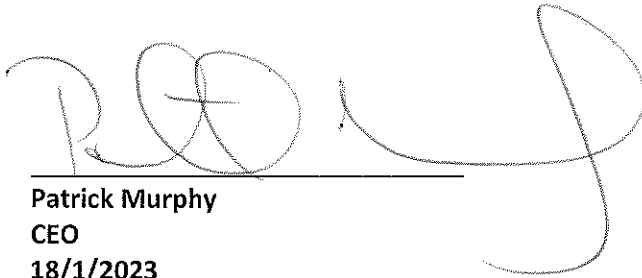
To every extent possible work performed on behalf of Codex is on the basis of recognised employment relationship established through national law and practice. Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship are not avoided through the use of labour only contracting, sub-contracting, or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

Humane Treatment of Workers

Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation is prohibited.

Summary

Codex ensures that this policy is communicated to all interested parties, and that the principles documented here are established as a minimum standard throughout our organization. Top management is responsible for ensuring that adequate resources are allocated to operating our business according to these principles.

A handwritten signature in black ink, appearing to read 'P. Murphy', is written over a horizontal line.

Patrick Murphy

CEO

18/1/2023

POL30-1.1