

ethical & social policy

Alexandra plc is committed to a policy of ensuring human and civil rights, as well as equal treatment of all employees and applicants and requires all employees of whatever grade or authority to abide by this general principle and the requirements of the labour law regulations.

When Alexandra plc places orders with a subcontractor it will request evidence that the company is aware of the labour law regulations and that it meets the following criteria:

- Records show individual weekly hours of work, earnings and deductions, as well as evidence of payment in kind, example: food.
- There is evidence that employees receive the appropriate social security benefits.
- There is management awareness of and respect for labour laws concerning meal breaks and overtime payment.
- There is no evidence of unreasonable restriction of movement within the factory and no evidence of forced labour by security guard enforcement.
- There is management awareness of and respect for minimum age regulations and labour laws.
- Employees ages are recorded and verified with ID employment records and local records.
- Discipline procedures do not include any bullying or violence whether physical, verbal or visual.
- There is no evidence that any individual receives less favourable treatment than others on grounds of sex, colour, marital status, race, pregnancy or maternity, nationality or ethnic or national origin, religious and political beliefs, sexual orientation, disability or membership or non-membership of a Trade Union.
- There is no evidence that any individual is expected, solely on the grounds stated above, to comply with requirements for any reason whatsoever related to their employment, which are different to the requirements for others.
- There is no evidence of imposition on an individual of requirements which are in effect more onerous on that individual than they are on others (example: applying unjustifiable conditions which are more difficult for members of a particular race or sex to meet, than others not of that race or sex).
- There is no evidence of victimisation or harassment of an employee.
- There is no evidence of action or omission of an action which as a consequence disadvantages one employee or applicant against another.

Alexandra plc commits itself to the immediate investigation by the Group Quality Manager of any claims of discrimination, companies who have not implemented labour law regulations, unreasonable disciplinary action, child labour or enforced working practices and where it is found to be the case all work will be removed from the subcontractor immediately without notice and the suppliers will be reported to the appropriate authorities.