Process Measurement & Analysis Ltd
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Social & Ethical Policy

Ethical Trading Policy

Summary Statement
At Process Measurement & Analysis Ltd (PMA Ltd) we believe strongly in ethical principles and good stewardship. We are therefore proud to guarantee that we trade according to the following Ethical Trading Criteria:

1. All employment is freely chosen and governed by the Modern Slavery Act 2015.
2. All staff are entitled to belong to trade unions and collective bargaining is respected, to the extent permitted by local law.
3. Working conditions are safe and hygienic.
4. Child labour is not used.
5. Wages are fair and comparable to other companies and wherever possible exceed the minimum wage.
6. Deductions from wages as a disciplinary measure shall not be permitted.
7. Working hours are not excessive and adhere to the Working Time Directive (Average 48 Hour week)
8. No discrimination is practised.
9. Regular employment is provided for those who are employed on a permanent contract.
10. No harsh, cruel or degrading treatment or practices are allowed.
11. No bribery, corruption, blackmailing or bullying is permitted.
12. Good environmental stewardship is practiced.
13. Suppliers and buyers are both free to sell and buy from any number of other businesses or outlets. No restrictions, as a way of guaranteeing business, are allowed.

Our Full Ethical Trade Policy Statement
1. Policy Statement
PMA Ltd recognises that our commercial activities have potential to impact on our suppliers and our locality.

As a socially responsible small business our suppliers, local community and customers have a right to expect:

- Products manufactured and sourced by PMA Ltd are produced under working conditions that are hygienic and safe.
- All workers involved in the production of products sold by PMA Ltd from direct suppliers, indirect suppliers and our own service providers are treated with full consideration to their basic human rights.
- PMA Ltd acts in an ethical manner above and beyond basic legal requirements.
- PMA Ltd is therefore committed to implementing the principals of the Ethical Trading Initiative Base Code (although we are not members of the ETI).
- This policy sets out PMA Ltd's commitment to its suppliers and customers, setting out the measures we are taking to ensure that we are acting in an ethical manner.
  2. PMA Ltd's Commitment to its suppliers, service providers and customers:

PMA Ltd recognises that our ethical and social performance and reputation is a key part of our overall commercial success, and is pleased to be proactive in the area of ethical trading and social responsibility.

- Employees
  PMA Ltd is committed to ensuring that our employment practices and the enforcement of corporate

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regulations ensure the protection of the rights of all those who work for us. In many areas we aim to operate above the minimum standards required by law to ensure our employees are safe, rewarded and valued. As we of course expand and become larger we will be able to offer more opportunities for our staff.

- Consumers
  PMA Ltd is committed to demonstrating its ethical and social responsibility credentials to enable consumers to make informed choices about whose products they purchase. This is achieved through the publication of policies and product information on our web site.

- Suppliers
  PMA Ltd is committed to monitoring social standards in our supply chain, and we encourage our suppliers to operate to the same ethical standards we employ ourselves.

3. PMA Ltd Ethical Trading Code of Practice
3.1 This Code of Practice applies to:

- Staff directly employed by PMA Ltd on temporary or permanent contracts.
- Staff employed or provided by contractors or employment agencies to work on PMA Ltd premises or to undertake work for or on behalf of PMA Ltd.

3.2 No forced, bonded or involuntary labour shall be used, and the Modern Slavery Act 2015 is observed.

- All employment with PMA Ltd is freely chosen.
- Staffs are not required to lodge deposits or identity papers with us.
- Staffs are free to leave PMA Ltd after reasonable notice.
- Recognition and adherence to the Modern Slavery Act 2015 is reviewed as part of the Supplier Approval process.

3.3 All employees have the right to join a recognised trade union.
- Union representatives are able to carry out their duties without hindrance.
- PMA Ltd has an open attitude towards the activities of trade unions.

3.4 Working conditions are safe and hygienic.

- PMA Ltd takes adequate measures to prevent accidents and minimise potential hazards.
- Staffs receive regular health & safety training.
- Staffs have unrestricted access to toilet facilities and drinking water.
- PMA Ltd has a published Health & Safety Policy.

4. No child labour shall be used

- There shall be no recruitment of child labour.
- Children or persons under 16 are not employed at any time, day or night.
- Children or persons under 18 are not employed full-time.

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5. Working hours and remuneration are reasonable and comparable to other companies in our retail sector and regular employment is provided.

- Staff pay rates are above the national legal minimum standard.
- PMA Ltd is a certified Living Wage Foundation Employer

- Staff are not forced to work in excess of 48 hours per week, a voluntary opt out agreement is available for those wishing to work in excess of 48 hours per week.
- Staff are provided 2 days off per week
- Staff are given written terms and conditions of employment that details the employment relationship between and the respective obligations of the employee and employer, rates of pay, working hours, grievance and disciplinary procedures, holiday entitlement, absence and sick pay rules and notice periods for termination of employment.
- No deductions are made from wages as a disciplinary measure, and pay slips detailing lawful deductions are provided for each pay period.
- Labour only contracting, sub contracting and fixed term contracts are not used as a means to avoid obligations under labour or social security laws.

6. No discrimination is practised:

- There is no discrimination in pay, hiring, compensation, access to training, promotion, and termination of employment or retirement on the grounds of race, nationality, religion, age, disability, marital status, sexual orientation, union membership or political affiliation.
- Opportunities for personal and career development are equally available to all employees.

7. No harassment, threats, abuse or intimidation shall be practised.
Physical, verbal and sexual threats, abuse, harassment or intimidation is expressly prohibited and grounds for summary dismissal, if proved.

8. Employment Agencies
- Employment agencies contracted to supply temporary staff shall demonstrate commitment to and application of the requirements of this code.
- Employment agencies contracted to supply temporary staff shall ensure that all staff supplied to PMA Ltd are eligible to work in the UK by:

- Following Immigration and Nationality Directorate Guidelines on Amendments to Section 8 of the Asylum and Immigration Act 1996.
- Ensuring that the requirements of the Immigration and Asylum Act 1999 Section 22 Code of Practice are met.
- Retaining copies of identity papers, work permits or passport stamps as detailed in the Home Office List of Specified Documents and UK Passport Stamps.

- Employment agencies contracted to supply temporary staff shall ensure all staff supplied to PMA Ltd have sufficient command of English to understand:

- The agency's responsibilities under this code of practice.
- PMA Ltd Health & Safety requirements.

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- Written statements of employment particulars.
  Or have other measures in place to ensure that all these requirements are communicated in the employee's native language.

9. Organisation
PMA Ltd Partners have overall responsibility for all aspects of ethical trading at work within the business.

10. Ongoing improvement
PMA are keen to learn from others and would ask if anyone has any ideas or feedback regarding our policy or practice to contact us.

13. PMA Ltd where applicable, procures fair trade goods, and encourages our supply chain to operate in the same manner

Lee Russell,
Operations Director.



02-03-2020