

Human Rights Policy

The purpose of the Proportion London Human Rights Policy is to communicate to our employees, customers, suppliers, shareholders, our commitment to uphold human rights and people being treated with dignity and respect. Our policy applied to the whole business and we expect our suppliers to uphold and adopt similar policies within their businesses.

What are Human Rights?

- Human Rights are the basic rights and freedoms that every human being is entitled to enjoy and to have protected. Human rights are protected by the Human Rights Act 1998 in the UK.

General Principles

- We are devoted to running our business to the highest standard of ethics and in accordance with our values.
- We are open and fair in dialogue with all our stakeholders and commit to communicate effectively and courteously with external parties.
- This policy will be guided in the conduct of our business by the provisions of the United Nations Universal Declaration of Human rights (UNUDHR), the International Labour Organisation's (ILO) core labour standards and national legislation.

Employee relations

- We aim to ensure that no form of discrimination is practiced in any area of our business including, recruitment, compensation, promotion, training, termination or retirement based on race, colour, ethnic origin, gender, age, religious beliefs, disability, marital status, social class, nationality, sexual orientation, gender reassignment or employment status.
- We respect our employee's rights to join trade unions.
- We are committed to ensuring that our employees are able to work in an environment free of physical, psychological or verbal abuse, the threat of abuse and sexual or other unsafe conditions. Safeguarding is a priority for employees and will be maintained with respect for privacy and dignity.
- We comply with all health and safety legislation to ensure we minimize employee's expose to accidents, injuries and health risks. We are committed to continuing improving health and safety in the workplace.
- All employees shall receive an appropriate level of training to enable them to perform their duties.
- We forbid the use of all forms of forced labour and human trafficking.
- We comply with all applicable wage, work hours, overtime and benefit laws.
- We prohibit the use of child labour.

Social and Environmental Impact

- Conserving and protecting the environment is a principle of high importance. We shall not engage in activities that have unacceptable risks and such risks shall be identified as early as possible with a view to facilitating timely and appropriate actions.
- We shall seek to avoid methods of operation which give rise to environmental risks where there are suitable alternatives available and shall endeavour, within our remit, to ensure our clients and supply chain strive for environmentally positive options whenever possible.
- We shall adopt systems which allow the impact of our work on the environment and communities to be evaluated and considered with a view to minimising any negative impact.

Community Relations

- Proportion London recognises its impact on the communities in which we operate. We are committed to engaging with stakeholders in those communities to ensure that we are listening to and learning from their views as we conduct our business.

Communication

- Proportion London undertakes responsibility to ensure that its Human Rights Policy and those policies which derive from it are communicated effectively to directors, management and its employees effectively.

Responsibilities

- Proportion London expects its employees, managers and supply chain to maintain the highest standards in conformity with our principles.
- It is management's responsibility to communicate the expected standards to our employees and ensure that they conduct themselves in an appropriate manner. Disciplinary sanctions shall be enforced against any employee who is in breach of our human rights principles.

Guidance

- We aim to create a workplace that is open and allows for honest communication among all employees which are valued and respected.
- If you have questions about this policy or you would like to report a potential violation of this policy, please contact the Human Resources Manager:

Melissa Cawston

Melissa.cawston@propotion.london

0208 498 3072

- We are committed to investigating, addressing and responding to the concerns of employees and to taking appropriate corrective action in response to any violation.

Review

- This policy shall be reviewed on an annual basis and as and when necessary to reflect changes in relevant legislation.