

## **LABOUR STANDARDS & HUMAN RIGHTS POLICY**

### **1. Overview**

Distributed Micro Technology Ltd is committed to high standards of business and ethical behaviour including compliance with all applicable laws and regulations. We believe that long-term business success can only be achieved if labour standards and human rights are acknowledged and protected.

### **2. Purpose**

This Policy sets out the fundamental principles embedded in our business operations and culture to ensure we do not engage in activities that directly or indirectly violate labour standards and human rights. It is our corporate responsibility to uphold these principles throughout our entire organisation. This Policy is supported by the Environmental, Social and Governance Policy and the Diversity, Equity and Inclusion Policy.

### **3. Our Responsibilities**

The Distributed Micro Technology Ltd directors have overall responsibility for ensuring this Policy complies with our legal, regulatory, and ethical obligations, and that all those under our control comply with it.

All directors and employees at all levels have to follow the requirements of this Policy so far as they are relevant to their role and their duties. In addition, we seek to work with business partners and others who share our values and standards and we expect them to behave consistently with the provisions in this Policy

### **4. How to raise concerns and seek guidance**

If circumstances arise that give you reason to pause and consider whether a proposed course of action may contravene or contradict the principles contained in this Policy, if you suspect an issue has arisen in relation to this Policy or a breach of this Policy has occurred or may occur (involving other employees or any third party), it is your duty to speak up and you are encouraged to immediately notify a Director.

Employees will receive Distributed Micro Technology Ltd's full support when raising any such concerns.

### **4. Policy**

Distributed Micro Technology Ltd is committed to respecting labour standards and human rights in line with principles and guidance outlined in the U.N Guiding Principles for Business and Human Rights and the International Labour Organisations Declaration on Fundamental Principles and Rights at work.

### **Distributed Micro Technology Limited**

The Old Bakery, 265 Yorktown Road, College Town, Sandhurst, Berkshire, GU47 0QA  
Switchboard: +44 (0)1276 33391 | Fax: +44 (0)1276 36703 | Email: [info@dmtl.co.uk](mailto:info@dmtl.co.uk) | Website: [www.dmtl.co.uk](http://www.dmtl.co.uk)

Registered Office: The Old Bakery, 265 Yorktown Road, College Town, Sandhurst, Berkshire, GU47 0QA.  
Company Registration No. 209 1386 VAT Registration Number: GB 450 3145 86

We recognise our responsibility and the importance of labour standards and human rights to our employees and stakeholders, there is both a business and moral case for ensuring that both labour standards and human rights are upheld and respected across our business and throughout our business relationships.

Distributed Micro Technology Ltd have policies and processes in place which aim to identify, prevent and mitigate poor labour standards and human rights risks.

## 5. Our Labour Standards and Human Rights Commitments

### Discrimination and Harassment

- Distributed Micro Technology Ltd is committed to equal opportunity in all aspects of employment. We strive to provide a positive environment which supports productivity, dignity and self-esteem for each employee.
- As outlined in our Diversity Equity and Inclusion Policy, we oppose all forms of unfair or unlawful discrimination and will not tolerate discrimination based on ethnicity, nationality, race, religion or belief, their gender / gender reassignment, age, disability, marriage / civil partnership, pregnancy / maternity, education, socio-economic background or sexual orientation. Every effort must be made to ensure that every employee feels respected and is treated fairly.
- We are alive to the fact that harassment can take many forms and we adhere to all applicable requirements to have a process in place to protect workers from any acts of physical, verbal, sexual or psychological harassment, abuse or threats in the workplace, and to deal with discrimination and harassment cases. Employment-related decisions, from hiring to termination and retirement shall be based on relevant and objective criteria. Our Diversity Equity and Inclusion Policy recognises difference as a positive element, embracing diversity is an important part of our long-term success.
- We commit to taking all allegations of discrimination and harassment very seriously. All case reported will be investigated and appropriate action taken should any employee be found to have acted inappropriately.

### Forced Labour & Modern Slavery

- Modern slavery is a crime and a violation of fundamental human rights. It takes various forms, such as slavery, servitude, forced / compulsory labour and human trafficking, all of which have in common the deprivation of a person's liberty by another in order to exploit them for personal or commercial gain.
- Distributed Micro Technology Ltd aims to engage with our stakeholders to manage the social and ethical impact of our activities in the different markets in which we operate and we take a zero-tolerance approach to any form of forced labour, slavery and human trafficking in our organisation and our supply chains. Distributed Micro Technology Ltd also supports all employees to set a culture whereby decisions are made in line with this stated position and the applicable law and regulation in this area

### Distributed Micro Technology Limited

The Old Bakery, 265 Yorktown Road, College Town, Sandhurst, Berkshire, GU47 0QA  
Switchboard: +44 (0)1276 33391 | Fax: +44 (0)1276 36703 | Email: [info@dmtl.co.uk](mailto:info@dmtl.co.uk) | Website: [www.dmtl.co.uk](http://www.dmtl.co.uk)

Registered Office: The Old Bakery, 265 Yorktown Road, College Town, Sandhurst, Berkshire, GU47 0QA.  
Company Registration No. 209 1386 VAT Registration Number: GB 450 3145 86

- We commit to enforcing effective systems and controls to ensure that modern slavery is not taking place anywhere in our own businesses or in any of our businesses' supply chains.

### Child Labour

- Distributed Micro Technology Ltd does not condone the use of child labour under any circumstances. The minimum age for full-time employment in 'regular work' shall be 16 years old or the legal minimum age for employment, whichever is greater. If the local minimum working age is 14-year-old in accordance with exceptions for developing countries, this lower age shall apply.

### Working Hours, Benefits and Wages

- Distributed Micro Technology Ltd shall ensure, as a minimum, it adheres to all applicable laws or industry standards, whichever may be more stringent, relating to wages, working hours, overtime and benefits. We are committed to continuously developing employee skills and capabilities, and to providing opportunities for career advancement.
- In the event of termination of employment, we commit to meeting or exceed applicable laws and industry standards.

### Leave

- Distributed Micro Technology Ltd shall grant all employees the right to sick leave and annual holiday, as well as parental leave for employees who have to care for a new-born child or newly adopted child as provided by national legislation. Employees who take such leave shall not face dismissal or threat of dismissal, and subject to business conditions, shall be able to return to their former employment or equivalent employment on comparable terms of employment.

### Employee Contract

- All employees shall be provided with a written, understandable and legally binding contract/letter. We commit to not relying on part-time, short-term or casual labourers, trainees or false apprenticeships to pay lower wages and offer fewer benefits to employees across our business.

### Migrant Workers

- Migrant workers have the same employment rights and entitlements as British workers. Legality of employment will be checked using the "Right to work" checklist used within the Employee Starter process

## 6. Training

Staff members will review this policy annually.

### Distributed Micro Technology Limited

The Old Bakery, 265 Yorktown Road, College Town, Sandhurst, Berkshire, GU47 0QA  
Switchboard: +44 (0)1276 33391 | Fax: +44 (0)1276 36703 | Email: info@dmtl.co.uk | Website: www.dmtl.co.uk

Registered Office: The Old Bakery, 265 Yorktown Road, College Town, Sandhurst, Berkshire, GU47 0QA.  
Company Registration No. 209 1386 VAT Registration Number: GB 450 3145 86