

## Ethical Sourcing Policy

### What is Ethical Sourcing?

Sourcing ethically means making sure that decent labour standards are met during the manufacturing of products, including sourcing materials. That means making sure that everyone involved at any stage of your products' development is paid a fair wage, is working in safe and hygienic conditions, reasonable hours, is not subject to discrimination and is of decent working age - typically 16 or over. It does not concern the environment.

Murform Limited is committed to providing customers with top-quality products at a reasonable price that are also manufactured responsibly.

### Audits

Murform Limited will undertake audits to ensure that the minimum standards listed below are adhered to by all suppliers. We require our suppliers to complete the audit assessment to ensure protection of employees' human rights and prevention and elimination of trafficking and slavery. Murform Limited does not currently conduct on-site audits of suppliers related to trafficking and slavery in supply chain, but requires all suppliers to conduct an internal audit assessment that satisfies Murform Limited's minimum standards.

### Minimum Standards

#### **No forced / bonded labour**

Employment shall be freely chosen. Suppliers shall not use any type of forced labour, which means any work or service performed involuntarily under threat of physical or other penalty, such as prison, indentured or bonded labour. Further, they shall respect the freedom of movement of its workers and not restrict their movement by controlling identity papers, holding money deposits, or taking any other action to prevent workers from terminating their employment. Workers are free to leave their employer after reasonable notice.

#### **No child labour**

Child labour is work that deprives children of their childhood, their dignity and their potential, and is harmful to their physical, moral and mental development. Suppliers shall comply with the minimum legal working age in the country in question or by the International Labour Organisation (ILO) Convention 138, whichever is higher. Suppliers must be able to verify the age of all employees to ensure compliance. Suppliers must accept the principles of remediation of child and under age workers, and where such labour is discovered suppliers must establish and implement appropriate remediation for such workers and introduce effective systems to prevent the use of child labour in the future.

#### **Wages, benefits, and transparent record keeping**

Suppliers must comply at a minimum with all laws regulating local wages, overtime compensation and legally mandated benefits. Record keeping must be accurate and transparent. Workers must be provided with written and understandable information about their employment conditions before they enter employment, and about their wages for each pay period. Deductions from wages for disciplinary measures or any deductions from wages not provided for by law shall not occur without the express permission of the worker concerned. All disciplinary measures should be recorded.

<b>Working Hours</b>	Working hours must comply with applicable local laws. Workers should not be required to work more than the maximum hours per week as stipulated by local laws. Overtime shall be voluntary, shall not be excessive, shall not be demanded on a regular basis, and shall be compensated as prescribed by local laws.
<b>No discrimination</b>	All conditions of employment must be based on an individual's ability to do the job, not on the basis of personal characteristics, such as gender, ethnic origin, religion, age, disability, personal beliefs, marital status, sexual orientation, union membership or political affiliation. Suppliers must ensure that they provide an environment where their employees can work without distress or interference caused by harassment, discrimination or any other inappropriate workplace behaviour.
<b>No harassment or abuse</b>	Workers shall be treated with dignity and respect. In particular, factories will provide a workplace free from harassment, which can take many forms, including physical, sexual, verbal or visual behaviour that creates an offensive, hostile or intimidating environment.
<b>Freedom of association</b>	Suppliers shall respect the rights of workers to lawfully associate or not to associate with groups of their choosing, as long as such groups are legal in the country of operation. Workers should have the right to join or form trade unions of their choosing. Suppliers should not interfere with, obstruct, or prevent legitimate related activities, such as collective bargaining.
<b>Working Conditions</b>	Suppliers shall provide a safe and hygienic working environment that is without risk to health, taking into consideration knowledge of the relevant industry and any specific hazards. Workers shall receive adequate and regular training to perform their jobs in a safe manner. Personal protective equipment and machinery safeguards shall be supplied and workers trained in their use. Where suppliers provide accommodation, it shall be clean, safe and meet the basic needs of workers. Workers will have access to clean toilet facilities, clean drinking water and, where appropriate, sanitary facilities for food storage and preparation. Workers have the right to refuse work that is unsafe.
<b>No bribery</b>	Bribes, favours, benefits or other similar unlawful or improper payments, in cash or in kind, are strictly prohibited, whether given to obtain business or otherwise. Suppliers shall provide transparent documents and records.
<b>Approved sub-contracting</b>	There shall be no sub-contracting unless previously approved by Murform Limited. Suppliers must have adequate processes in place for properly managing subcontracting to ensure that sub-contractors operate in accordance with this and any applicable Murform Limited policy.
<b>Environmental compliance</b>	Suppliers shall comply with relevant local and national environmental protection laws and will strive to comply with international environmental protection standards.

Signed

*L Murphy*

Mr Lee Murphy  
Director

Dated: 2<sup>nd</sup> January 2024