

# TASK ETHICAL & ENVIRONMENTAL CODE OF CONDUCT POLICY

We recognise that our social, economic and environmental responsibilities are integral to our business. This means operating in ways that meet fundamental responsibilities in the areas of human rights, labour, environment and anti-corruption. We understand that we have a vital role to play in managing not only our employees' but our suppliers' wellbeing, working conditions and human rights. We enact the same ethical and environmental values and principles wherever we have a business presence.

## 1. HUMAN RIGHTS & EMPLOYMENT CONDITIONS

Task Systems Limited support and respect the protection of internationally proclaimed human rights and expect suppliers to respect the rights of its employees and to comply with all relevant legislation, regulations and directives in the country in which they operate.

### 1.1 Standard of Living

Task Systems Limited believe in paying salaries which are above the National Living Wage and encourage suppliers to provide, as a minimum, a living wage as an essential aspect of decent work to ensure all workers, families and communities can live in dignity.

### 1.2 Child Labour

Exploitation of child labour or of any other vulnerable group (e.g. illegal immigrants) is totally unacceptable to Task Systems Limited.

### 1.3 Freedom of Association

Task Systems Limited uphold the freedom of association and the effective recognition of the right to collective bargaining;

### 1.4 Working Conditions

Task Systems Limited expects its suppliers to provide adequate working facilities for all of its employees. Specifically, and as a minimum:

- Access to sanitation, drinking water and fire escapes
- Provision of meal breaks
- Safe working conditions
- Adequate ventilation and temperature controls

## 1.5 Health & Safety

Suppliers must ensure that they or their suppliers abide by all local laws, directives and regulations relating to health and safety in the workplace or in any other location other than the workplace where production or work is undertaken and that they implement any

## 2. SUPPLIER RELATIONSHIP

Task Systems Limited expects its suppliers to have a natural respect for our ethical standards in the context of their own particular culture. The relationships with our suppliers are based on the principle of fair and honest dealings at all times and in all ways. Task Systems Limited specifically expect its suppliers to extend the same principle of fair and honest dealings to all others with whom they do business, including employees, sub-contractors and other third parties.

## 3. ENVIRONMENT

Task Systems Limited expects its suppliers:

- To have an effective environmental policy, to endeavor always to achieve this policy using the best available techniques, to implement the policy at all levels throughout the company and to include a commitment to continual improvement in environmental performance and waste reduction
- To adhere to all environmental legislation, regulations and all local laws to facilitate the protection of the environment
- To have a process that ensures conformity to local regulations, including those relating to the handling, recycling, and the elimination and disposal of dangerous materials
- To identify a person within its business who has responsibility for environmental compliance issues and to be able to demonstrate that responsible personnel are adequately trained in environmental matters
- To work actively to improve the environment and proactively to pursue any initiatives that bring about that improvement