

Labour Standards Policy

1. Purpose

The purpose of this policy is to ensure that Newfield Fabrications Co Ltd upholds the highest standards of ethical employment and working conditions across its operations and supply chain. This policy reflects our commitment to protecting workers' rights, promoting fair treatment, and complying with relevant UK labour legislation and international human rights standards.

2. Scope

This policy applies to:

- All employees of Newfield Fabrications Co Ltd (permanent, temporary, and contract).
- All agency workers, contractors, and labour providers.
- All suppliers and subcontractors engaged in manufacturing or related activities for Newfield Fabrications Co Ltd.

3. Legal and Ethical Framework

Newfield Fabrications Co Ltd is committed to compliance with:

- UK Employment Rights Act 1996
- Working Time Regulations 1998
- National Minimum Wage Act 1998
- Health and Safety at Work Act 1974
- Equality Act 2010
- Modern Slavery Act 2015
- Gangmasters and Labour Abuse Authority (GLAA) Licensing Standards

4. Core Labour Standards

4.1 Freely Chosen Employment

- Employment with Newfield Fabrications Co Ltd is entirely voluntary.
- The company prohibits all forms of forced, bonded, or involuntary labour.
- Workers will not be required to lodge deposits or surrender identity documents.

4.2 Child Labour

- No person under the minimum school leaving age (16) shall be employed.
- Young workers (aged 16–17) may only be employed in accordance with UK law and not in hazardous or night work.

4.3 Health, Safety, and Welfare

- Newfield Fabrications Co Ltd provides a safe working environment in compliance with UK health and safety regulations.
- Workers receive regular health and safety training/instruction/guidance and have access to necessary personal protective equipment (PPE).

4.4 Freedom of Association

- Workers have the right to join trade unions or other worker organisations and to bargain collectively.
- No employee will suffer discrimination or retaliation for exercising these rights.

4.5 No Discrimination

- Newfield Fabrications Co Ltd provides **equal opportunities** in all employment practices.
- Discrimination on the basis of race, gender, age, religion, disability, sexual orientation, or any other protected characteristic is strictly prohibited.

4.6 Wages and Benefits

- All workers are paid at least the National Minimum Wage or National Living Wage, as applicable.
- Wages are paid regularly, transparently, and in full.
- No deductions are made that are not legally authorised or consented to by the worker.

4.7 Working Hours

- Working hours comply with the Working Time Regulations 1998.
- Employees shall not be required to work excessive hours and will have at least one day off in every seven-day period.
- Overtime is voluntary, fairly compensated, and within legal limits.

4.8 Regular Employment

- Work is based on a recognised employment relationship under UK law.
- The use of labour-only contracting or false apprenticeship schemes is prohibited.

4.9 No Harassment or Abuse

- The company maintains a workplace free from harassment, bullying, intimidation, or abuse.
- All employees must be treated with dignity and respect.

5. Supply Chain Responsibility

Newfield Fabrications Co Ltd requires all suppliers, contractors, and labour providers to:

- Comply with this Labour Standards Policy;
- Maintain transparent employment records;
- Cooperate with audits and inspections;
- Take prompt corrective action if non-compliance is identified.

Suppliers in breach of these standards may have their contracts suspended or terminated.

6. Monitoring and Auditing

Newfield Fabrications Co Ltd will:

- Conduct regular internal audits and supplier assessments;
- Maintain documentation verifying compliance with UK labour laws;
- Engage external auditors or certification bodies when necessary.

7. Training and Awareness

All employees, managers, and recruitment personnel will receive training/instruction/guidance on:

- Labour rights and ethical employment practices;
- Recognising and preventing exploitation;
- Reporting mechanisms for violations.

Suppliers and labour providers are also encouraged to participate in training where appropriate.

8. Grievance and Reporting Mechanism

- Employees and external stakeholders can report any breach of this policy confidentially to the HR Department.
- Reports will be investigated promptly and fairly.
- No retaliation will be tolerated against anyone raising a concern in good faith.

9. Continuous Improvement

Newfield Fabrications Co Ltd is committed to continually improving its labour standards and practices through:

- Regular policy reviews;
- Worker feedback;
- Collaboration with industry initiatives promoting ethical labour.

10. Policy Review

This policy will be reviewed annually or whenever changes occur in legislation, operations, or supply chain practices.

HR Department
01.10.25