

ETHICAL TRADING POLICY

Advanced Engineering Solutions Limited (AES) strives to contribute to the building of a fairer, more ethical, socially just and environmentally sustainable world.

To implement this ethical trading policy AES will:

- Adhere to any Government recognised trading sanctions.
- Not take advantage of lower employment or manufacturing costs in developing countries
- Not trade with countries which our directors believe are human rights violators.
- Refuse to work with any client or prospective client which we have reason to consider exploits humans, animals or the environment.



This Code of Practice applies to:

- Staff directly employed by AES on temporary or permanent contracts.
- Staff employed by contractors or employment agencies to work on AES premises or to undertake work for or on behalf of AES.

The Code of Practice states:

- No forced, bonded or involuntary labour shall be used.
- Employment with AES is freely chosen, and staff are free to leave AES after reasonable notice.
- Staff are not required to lodge deposits or identity papers with us.
- No child labour shall be used and there shall be no recruitment of child labour.
- Children or persons under 16 are not employed at any time, day or night and those under 18 are not employed full-time.
- Staff pay rates are above the national legal minimum standards.
- AES has a published Health & Safety Policy and staff receive health & safety training.
- AES takes adequate measures to prevent accidents and minimise potential hazards.
- Working conditions are safe and hygienic.
- Staff have unrestricted access to toilet facilities and drinking water.
- Working hours and remuneration are reasonable and comparable to other companies in our sector and regular employment is provided.
- Staff are not forced to work in excess of 48 hours per week, a voluntary opt out agreement being available for staff wishing to work in excess of this.
- Staff are provided 2 days off per week
- Staff are given written terms and conditions of employment detailing the employment relationship between the employee and employer, including rates of pay, working hours, grievance and disciplinary procedures, holiday entitlement, absence and sick pay rules and notice periods for termination of employment.
- No salary deductions are made as a disciplinary measure, and monthly pay slips detailing lawful deductions are provided.
- Labour only contracting, sub-contracting and fixed term contracts are not used as a means of avoiding obligations under labour or social security laws.

AES use the following tools to support the effective management of this policy:

- Use of payroll systems
- Use of supplier selection process including contractor supply chain questionnaires



John Carmichael
Executive Director
10 March 2023

Review Date 10 March 2024