

Human Rights Policy

1. Introduction

At Xact Packing, we recognise that respecting human rights is a fundamental responsibility and an integral part of our business operations. As a UK-based business, we are fully committed to operating in compliance with all relevant human rights laws and ethical standards. This policy outlines our commitment to upholding human rights throughout our operations, ensuring that our activities respect and promote the dignity, safety, and equality of all individuals.

2. Policy Statement

Xact Packing is dedicated to conducting business in a manner that aligns with the highest standards of human rights. We will not tolerate any violations of human rights within our business activities, whether they relate to employees, contractors, suppliers, or any other individuals impacted by our operations. Our approach is guided by key human rights frameworks, including the United Nations Universal Declaration of Human Rights (UDHR), the International Labour Organization (ILO) conventions, and the UK Modern Slavery Act 2015.

3. Core Human Rights Principles

Xact Packing is committed to the following principles in the management of our operations:

1. **Non-Discrimination and Equal Opportunity**

We are committed to creating a work environment free from discrimination, harassment, and inequality. We ensure equal opportunity in hiring, promotion, training, and all employment practices, regardless of race, gender, age, disability, religion, sexual orientation, or any other characteristic protected by law.

2. **Fair Treatment and Dignity**

We treat all individuals with respect and dignity. We prohibit all forms of abuse, harassment, and mistreatment in the workplace. This includes physical, verbal, or psychological abuse in any form.

3. **Freedom of Association**

We respect the right of all employees to freely associate, form, or join trade unions, and to participate in collective bargaining where applicable.

4. Safe and Healthy Working Conditions

We are committed to providing a safe, healthy, and supportive work environment. We will take all necessary measures to prevent work-related accidents and ensure employee health and safety at all times.

5. Fair Wages and Benefits

We ensure that all employees receive fair compensation for their work in line with the minimum wage laws of the UK and any other applicable legal requirements. Employees are entitled to benefits and rights such as paid leave and pension contributions.

6. No Child Labour and No Forced Labour

We strictly prohibit the use of child labour and forced labour in any of our operations. We comply with the UK's Modern Slavery Act and will not tolerate any form of human trafficking, slavery, or exploitation. We hold a Child Labour Remediation Policy (SOPXP128) should a case of child labour be discovered.

7. Respect for Privacy

We respect the privacy rights of all employees and individuals associated with our business. We ensure the confidentiality and appropriate handling of personal data in compliance with the UK General Data Protection Regulation (GDPR).

4. Our Commitment to Compliance and Implementation

Xact Packing is committed to the following actions to ensure compliance with human rights laws and promote ethical practices across our business operations:

1. Compliance with UK Law and International Standards

- We ensure full compliance with all UK human rights and labour laws, including the Modern Slavery Act 2015, the Equality Act 2010, and the Health and Safety at Work Act 1974.
- We adhere to international human rights standards, including the UN Guiding Principles on Business and Human Rights and ILO conventions.

2. Regular Audits and Due Diligence

- We conduct regular audits across our operations, including supply chains, to ensure that all business practices align with our policy.
- We implement due diligence procedures to assess and mitigate any risks related to human rights abuses, including forced labour, child labour, and discrimination.

3. Training and Awareness

- We discuss examples of certain human rights issues in line with the ETI Base Code within our induction process to foster a culture of respect and understanding across the business.
- We ensure that all director's and managers are trained to handle complaints or concerns related to human rights violations and take swift corrective actions via our complaints procedure and CAR reporting system.

4. Reporting Mechanisms and Grievance Procedures

- We provide accessible, confidential reporting mechanisms for employees and stakeholders to raise any concerns about human rights violations without fear of retaliation.
- Complaints are taken seriously and investigated promptly. Corrective actions are taken where necessary, and appropriate remedies are provided for victims of human rights violations.

5. Supplier and Third-Party Relationships

- We work closely with our suppliers, contractors, and other third-party partners to ensure they adhere to the same high standards of human rights that we uphold.

6. Continuous Improvement

- Xact Packing is committed to continuous improvement in human rights practices. We review these practices and policies annually and update our policies to reflect evolving legal requirements, best practices, and feedback from stakeholders.

5. Specific Actions in the Event of a Violation

In the event of any human rights violation, whether involving employees, suppliers, or any third party, the following steps will be followed:

1. **Immediate Investigation:** We will investigate the alleged violation promptly and thoroughly, ensuring confidentiality and fairness throughout the process.
2. **Action Plan:** If a violation is confirmed, we will develop and implement an appropriate corrective action plan to address the issue. This may involve corrective actions, remedial support for affected individuals, or revising operational practices to prevent future occurrences.
3. **Collaboration with Authorities:** If necessary, we will collaborate with relevant authorities, such as law enforcement or regulatory bodies, to address serious violations in accordance with UK law.

4. **Training and Prevention:** Following a violation, we will provide additional training, updates to policies, and implement further preventive measures to avoid recurrence.

6. Communication and Transparency

- We are committed to transparency regarding our human rights practices.

This policy will be made available to all employees, contractors, and suppliers, and will be publicly accessible on our website.

7. Conclusion

Xact Packing is committed to being a responsible and ethical business that promotes human rights for all individuals involved in our operations. We believe that protecting human rights not only benefits our employees and communities but also enhances the long-term success and sustainability of our business. This policy will guide our actions and decisions as we continue to uphold the highest standards of ethical conduct.

This policy will be reviewed annually and updated as necessary to ensure that Xact Packing continues to meet its human rights commitments.

This comprehensive Human Rights Policy helps ensure that Xact Packing remains fully compliant with UK laws while promoting ethical and respectful practices both within the company and throughout our supply chain.