



## Ethical Policy

Person responsible:	Dr Ron Belchamber, Managing Director
Effective date:	January 2006
Last reviewed by:	Malcolm Crook
Date last reviewed:	January 2011
Next review date:	January 2012

### *Legislation*

#### **Human Rights Act 1998**

The Human Rights Act 1998 has been considered with regard to this policy. Proportionality has been identified as the key to Human Rights compliance. This means striking a fair balance between the rights of the individual and those of the rest of the community. There must be a reasonable relationship between the aim to be achieved and the means used.

#### **Data Protection Act 1998**

Data Protection issues have been considered with regard to this policy. Adherence to this policy will therefore ensure compliance with the Data Protection Act 1998 and internal Data Protection policies.

#### **Equal Opportunities, Race Relations Act 1976**

Equality issues have been considered with regard to this policy. Adherence with this policy will therefore ensure compliance with Equal Opportunity legislation and internal Equal Opportunity policies.

#### **Freedom of Information Act 2000**

Freedom of Information issues have been considered with regard to this policy. Adherence with this policy will therefore ensure compliance with the Freedom of Information Act 2002 and internal Freedom of Information policies.

#### **Health and Safety Act 1974**

Health and Safety issues have been considered with regard to this policy. Adherence with this policy will therefore ensure compliance with Health and Safety legislation and internal Health and Safety policies.



## 1. Policy Statement

Process Analysis and Automation Ltd (PAA) believes that it is important to behave in a socially and ethically exemplary way. We believe that we are responsible for the people who take part in the production and support of our products and services worldwide. We believe that people whose work contributes to our success should not be deprived of their basic human rights, nor be forced to suffer physically or mentally from their work in any way.

PAA expects employers to respect fundamental human rights, to treat their workforce fairly and with respect. In order to make our position clear to our own staff, our suppliers and any other affected parties, we have documented a Code of Conduct.

## 2. Scope

The scope of this policy is applicable to all PAA operations, employees as well as PAA suppliers.

## 3. Directive

This is an open document and shall be displayed in such a way that anyone whose work contributes to our products and services is aware of the principles of the Code of Conduct. It is the responsibility of suppliers to ensure that their employees and subcontractors are informed about and comply with this Code. PAA is prepared to clarify the content and associated requirements of this document upon request.

## 4. Legal Requirements

All of our suppliers must, in all activities, obey national and regional statutory requirements in the countries in which they are operating. Should any of the requirements stated in this document be in violation of the law in any country or territory, the local law should always take precedence. In such case, a supplier must immediately inform PAA. It is, however, important to understand that PAA requirements are not limited to the requirements of national laws.

## 5. Workers' Rights

### *Basic human rights*

Anyone who works directly or indirectly for PAA should be entitled to his or her basic human rights. PAA does not accept the use of bonded workers, forced labour, prisoners or illegal workers. If foreign workers are employed on a contract basis, they should never be required to remain in employment against their will. The employer covers all commissions and the recruitment agency fees.

We do not accept that workers are subject to corporal punishment, mental or physical disciplinary action, or harassment. Dismissal of female workers due to pregnancy is not acceptable. We recommend that all workers are free to peacefully and lawfully join associations of their own choosing, and have the right to bargain collectively.



No worker should be discriminated against because of age, race, gender, religion, sexual orientation, marital or maternity status, political opinion or ethnic background. We recommend that all workers with the same experience and qualifications receive equal pay for equal work.

### ***Wages and Working Hours***

All workers should know the basic terms and conditions of their employment. Legislated minimum wages should be a minimum, rather than a recommended level. Wages should be paid regularly and on time. A normal work week must not exceed the legal hourly limit, and all overtime work should be properly compensated. Workers should be granted stipulated annual leave; sick leave and maternity/paternity leave without any form of repercussions.

### ***Equality***

All employees, customers, suppliers & contractors to PAA will be treated equally whatever sex, race, religion or sexual orientation. Contractors to PAA are expected to treat their employees in the same way.

Equality must be applied in all stages of the employment lifecycle:

- job advertisements
- recruitment interviews and candidate selection
- employment, promotion and disciplinary matters
- training.

## **6. Safety**

### ***Building and Fire Safety***

PAA requires that worker safety is always a priority concern. Buildings must have clearly marked exits and emergency exits on all floors. We recommend that all exit doors should open outwards. Exits should not be blocked and should be visible. All workers shall be informed of the safety arrangements. An evacuation plan should be displayed on every floor of a building and the fire alarm should be tested regularly. Regular evacuation drills are recommended.

### ***First Aid***

First aid equipment must be available in a building and at least one person in each department should be trained in basic first aid. It is recommended that a doctor or nurse is available on short notice in the event of an accident on the premises. The employer should cover the costs (not covered by social security) of medical care for injuries incurred on their premises.

## **7. Workplace Conditions**

It is important for all workers well being, that equipment and chemicals are handled in a safe and correct way. All equipment and chemicals shall be marked and labelled in a correct way. Training and instructions for handling equipment and chemicals must be performed and workers must have adequate body protection.



The temperature and noise level of the work environment should be tolerable. Ventilation should be adequate. Lighting should be sufficient for the work performed.

The workplace should have an adequate number of clean sanitary facilities, which are preferably separated for men and women. Workers should have access to these facilities without unreasonable restrictions.

## **8. Environmental Issues**

The environment is of increasing concern globally and PAA expects its suppliers to comply with applicable environmental laws and regulations and fulfil the terms of PAA environmental requirements.

## **9. Monitoring and Enforcement**

### ***The principle of Trust and Cooperation***

PAA expects all its workers, suppliers and their subcontractors to respect this Code of Conduct and to actively do their utmost to achieve its standards.

We are prepared to cooperate with our suppliers to achieve adequate solutions. We are also prepared to take cultural differences and other relevant factors into consideration, but we will not compromise on the fundamental requirements described in this document.

### ***Monitoring***

All suppliers are obliged to keep PAA informed about where each order is produced. PAA reserves the right to make unannounced visits to sites where people work directly or indirectly for PAA. We also reserve the right to let an independent party make inspection. The PAA Management Team will review this policy periodically.

### ***Enforcement***

In the event of PAA, becoming aware of a supplier not following our ethical code of conduct, PAA reserve the right to terminate any agreed contract or withdraw from trading with this particular supplier forthwith.