



WH BENCE (COACHWORKS) LTD
HUMAN RIGHTS POLICY

Introduction

WH Bence works with clients and suppliers from around the world. That's why we seek to act in accordance with internationally-recognised human rights and standards, including the United Nations Guiding Principles on Business and Human Rights, making them integral to the way we operate. We're working to guard against being complicit in human rights violations and to uphold the human rights of our people and any other individuals that we're in contact with, either directly or indirectly.

Scope

Our Human Rights Policy applies to all WH Bence staff and Partners. We also expect our suppliers to respect and adhere to this policy.

Principles

We will:

- seek to avoid causing or contributing to adverse human rights impacts through our own activities and address such impacts, if they do occur, in a timely and appropriate manner;
- seek to prevent or mitigate adverse human rights impacts that are directly related to our operations, products and services through our business relationships;
- provide for, or cooperate in their remediation through legitimate processes, if we identify that we have caused or contributed to adverse human rights impacts;
- continue to look for ways to support the promotion of human rights within our operations and our sphere of influence.

Policy

This sets out our position with respect to human rights and modern slavery and sits alongside our Employee Handbook, and our Modern Slavery Policy. Our statements below draw upon the International Bill of Human Rights and the ILO Declaration on Fundamental Principles and Rights at Work:

- a) Child Labour: WH Bence will not use child labour and will comply with all relevant laws in this regard. We do, however, support legitimate workplace apprenticeships, internships and other similar programmes that comply with the applicable laws and regulations.
- b) Modern slavery: WH Bence will not use forced, bonded or involuntary labour, and workers are not required to lodge 'deposits' or identity papers with the firm and can leave after giving reasonable notice, with all wages owed to be paid. We have a zero-tolerance approach towards human trafficking.
- c) Health, Safety and Hygiene: All WH Bence employees will work in an environment that is both safe and healthy.
- d) Discipline: WH Bence prohibits physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation.

Disciplinary and grievance procedures are clearly documented and communicated to all employees in our Employee handbook. All disciplinary measures of a serious nature are recorded and actioned.

- e) Freedom of Association and Employee Representation: WH Bence recognises that all its employees have the right to form and join organisations of their own choosing as long as this does not contravene the WH Bence's guidance, which ensures our independence, in line with the regulatory requirements of our business. WH Bence takes active measures to seek employees' views about the organisation, respects employees' rights to belong to trade unions and fully complies with our legal obligations to inform and consult employees.
- f) Working Hours: WH Bence will ensure that working hours are reasonable and comply with the law and industry standards.
- g) Equality of Treatment: WH Bence is fully committed to eliminating discrimination in recruitment, training and working conditions, on grounds of race, colour, sex, age, religion, political opinion, national extraction, sexual orientation, disability or social origin and to promoting equality of opportunity and treatment as outlined in the Employment Manual.
- h) Employment terms: WH Bence will provide written and clear contracts which detail the terms and conditions of its staff employment. We will ensure that work performed by employees is on the basis of recognised employment law and practice.
- i) Remuneration: WH Bence will, at a minimum, provide wages and benefits that meet national standards. We will provide employees with clear written information on their pay and conditions. WH Bence prohibits deductions on employees' wages as a disciplinary measure. WH Bence is committed to equal pay and benefits for men and women for work of equal value.

Grievance and remediation

Where a human rights violation is identified, we'll work with all parties involved to seek access to remedy, compensation and justice for the victim. We'll also investigate the root cause so that we can take appropriate steps to prevent such a violation reoccurring.

Anyone raising a genuine concern which is in the public interest will be protected from victimisation.

Implementation

This policy statement will be communicated internally especially to new starters upon induction and reviewed annually within our management processes.



JAMES BROWN
CHAIRMAN
Reviewed 24/04/24



OLIVER BROWN
MANAGING DIRECTOR