

## Core Labour Policy

This policy shall be provided to all employees and made available to any affected or interested stakeholder in James F McCue Ltd trading as McCue upon reasonable request.

McCue's is committed to ensuring that the highest labour standards are met in the production of its products. This includes its own operations, those of its contractors and its suppliers. McCue will only work with reputable suppliers and contractors that comply with the conditions set out in this document.

It is our policy to ensure that a safe environment is created for our employees and that policies and procedures are in place to ensure the following.

1. McCue shall not use child labour.
2. McCue shall not engage in any form of forced or compulsory labour.
3. McCue shall ensure that there is no discrimination in employment and occupation.
4. McCue shall respect freedom of association and the effective right to collective bargaining.

These requirements shall be included as a contractual requirement in the case of FSC outsourcing contractors engaged in the processing of FSC certified material on behalf of McCue.

### Child Labour

- McCue shall not recruit persons under the age of 18 except in accordance with UK law. The recruitment process shall include the witnessing and copying of age verification documents, which copies shall be retained in the employee file. In the case of non-UK citizens, the Right to Work in the UK shall be confirmed and appropriate records retained.
- Young persons under 18 shall not be employed in any hazardous conditions or at night; nor shall they engage in heavy work except as part of a structured training program, and then only under close supervision.

### Forced Labour

- McCue shall not use forced, bonded or involuntary prison labour nor permit this in its supply chains.
- Workers are not required to lodge "deposits" or their identity papers.
- All workers shall be provided with a contract of employment in accordance with UK law. This will set out working hours, pay and other conditions of employment including the process by which the employee may terminate their employment.

- McCue promotes an open, honest and inclusive working environment. All discriminatory, intimidatory or coercive behaviours are prohibited. This includes the threat of or actual physical abuse, verbal abuse, sexual harassment, or any other form of harassment.
- Wages and benefits paid for a standard working week meet, at a minimum, the UK National Minimum Wage.
- Deductions from wages as a disciplinary measure are not permitted nor will any deductions from wages not provided for by national law be permitted without the express permission of the worker concerned.
- Working hours comply with national laws and benchmark industry standards, whichever affords the greater protection.
- Workers shall not be required or permitted to work excessive hours. All hours worked will be as directed by working time regulations.
- All overtime is on a strictly voluntary basis or in consultation with employees to support the operational needs of the business shall be paid at an overtime rate.

### **Discrimination**

- McCue shall not engage in discrimination in hiring, compensation, access to training, promotion, termination of employment or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership, political affiliation or any other protected characteristic.

### **Freedom of Association and The Right to Collective Bargaining**

McCue has an open attitude towards the activities of trade unions.

- All workers have the right to form or join a trade union of their own choosing and to bargain collectively with McCue concerning working conditions and rates of pay;
- Worker's representatives shall not be discriminated against but shall be actively enabled to carry out their representative functions in the workplace;
- Where the right to freedom of association and collective bargaining is restricted under law, McCue shall not hinder, but rather, shall facilitate the development of parallel means for independent and free association and bargaining.

Approved:   
Managing Director

Date: 6<sup>th</sup> December 2022