

# Helix Hire Supplier Code of Conduct

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## Introduction

Welcome to the Helix Hire Supplier Code of Conduct. This document serves as a guide to the ethical and legal responsibilities that our suppliers are expected to uphold. At Helix Hire, we are committed to operating our business in a responsible and ethical manner. We expect the same commitment from all our suppliers, contractors, and business partners.

## Scope

This Code of Conduct applies to all suppliers, subcontractors, and any other third-party organisations that provide goods, services, or workers to Helix Hire. It extends to all aspects of the supplier's operations that interact with, or have an impact on, Helix Hire and its reputation.

## Ethical Recruitment

### **No Fees Charged to Job-Seekers**

We strictly prohibit the charging of fees at any stage of the recruitment process to job-seekers. All costs related to recruitment should be borne by the supplier or employer, not the job-seeker.

### **Transparent Contracts**

All workers must be provided with a clear and transparent contract that outlines the terms and conditions of their employment. This contract should be provided in a language that the worker fully understands.

### **No Retention of Personal Documents**

Suppliers must not retain personal identification documents or other valuable items belonging to the workers. Workers should have full and free access to their personal documents at all times.

### **Freedom to Terminate Employment**

Workers must have the freedom to terminate their employment with reasonable notice, as outlined in their employment contract, without penalty or threat of penalty.

### **Fair Treatment and Equal Opportunity**

### **No Discrimination**

We expect all suppliers to treat their employees with dignity and respect. Discrimination based on race, gender, age, religion, nationality, sexual orientation, or any other characteristic is strictly prohibited.

### **Freedom of Association and Collective Bargaining**

Suppliers must respect the rights of workers to freely associate, organise, and bargain collectively in accordance with the laws of the lands where they operate.

**No Harassment or Abuse**

All workers should be treated with respect and dignity. Physical, verbal, sexual, or psychological harassment or abuse in the workplace is strictly prohibited.

## Compensation and Working Hours

**Compliance with Minimum Wage Laws**

Suppliers must comply with all applicable wage laws, including those relating to minimum wages, overtime, and other elements of compensation.

**Overtime Compensation**

In addition to their compensation for regular working hours, employees must be compensated for overtime hours at the rate legally required in the country of manufacture or, in those countries where such laws do not exist, at a rate exceeding the regular hourly compensation rate.

**Reasonable Working Hours and Rest Days**

Suppliers are expected to ensure that workers are not required to work more than the maximum hours of daily labour set by local laws, and should be provided with at least one day off for every seven-day week.

## Health and Safety

**Safe and Hygienic Working Conditions**

Suppliers must provide a safe and hygienic working environment for their employees. Adequate steps should be taken to minimise the causes of hazards inherent in the working environment.

**Proper Protective Equipment**

Appropriate personal protective equipment must be available to all workers exposed to hazardous conditions, and they should be trained in its proper use.

**Training and Education on Safety Protocols**

Workers should be adequately trained and educated on the application of safety measures in their specific job functions. Regular safety training should be conducted to ensure that workers are aware of best practices and safety protocols.

## **Child Labour and Forced Labour**

### **No Use of Child or Forced Labour**

The use of child labour or forced labour in any form is strictly prohibited. Suppliers must adhere to the minimum age provisions defined by applicable laws and regulations.

### **Verification of Age for Young Workers**

Suppliers must have effective systems in place to verify the age of their workers to ensure compliance with this policy and all applicable laws and regulations.

### **No Coercive Practices**

Suppliers must not use any form of coercion, including withholding wages, benefits, or personal identification documents, to force individuals to work.

Legal Compliance

### **Adherence to Laws**

Suppliers must comply with all local and international laws and regulations related to employment, human rights, and business operations.

### **Proper Documentation**

All workers must have the proper legal documentation authorising their eligibility to work. Suppliers must maintain accurate and up-to-date employment records for all workers.

Environmental Responsibility

### **Compliance with Environmental Laws**

Suppliers must adhere to all local and international environmental laws and regulations. This includes, but is not limited to, regulations regarding waste disposal, emissions, and the handling and disposal of hazardous materials.

### **Efforts to Minimise Waste and Emissions**

Suppliers are encouraged to implement sustainable practices aimed at reducing waste and emissions. This could include recycling initiatives, energy-saving measures, and the use of sustainable materials where possible.

## Monitoring and Compliance

### **Right to Audit Suppliers for Compliance**

Helix Hire reserves the right to audit suppliers' facilities and practices to ensure compliance with this Code of Conduct. Audits may be conducted by Helix Hire or a third-party auditor and may be announced or unannounced.

### **Consequences for Non-Compliance**

Failure to comply with any aspect of this Code of Conduct may result in corrective action, up to and including termination of the business relationship. Legal actions may also be pursued where laws have been violated.

## Reporting and Whistleblowing

### **Mechanisms for Reporting Violations**

Suppliers are encouraged to report any known or suspected violations of this Code of Conduct. Reports can be made anonymously and will be kept confidential to the extent permitted by law.

### **Protection for Whistleblowers**

Suppliers must ensure that there are no reprisals against employees who report violations. Whistleblower protections will be upheld in accordance with UK law.

## Review and Updates

### **Periodic Review of the Code**

This Code of Conduct will be reviewed periodically to ensure that it remains relevant and up to date with legal and ethical standards.

### **Updates as Necessary**

Helix Hire reserves the right to update this Code of Conduct as necessary. Suppliers will be notified of any significant changes and will be expected to implement them promptly.

## Acknowledgment

### **Requirement for Acknowledgment**

All suppliers are required to acknowledge that they have read, understood, and agreed to comply with this Code of Conduct. This acknowledgment should be formalised in writing and kept on record.