

## **Social Compliance Policy**

**Last updated 01/05/2023**

**Next update 31/05/2024**

As TJ Hammond Transport Ltd expand our sourcing base through strategic alliances, we will only do business with vendors and sub-contractors whose practices meet our high standards and whose values are compatible with ours.

### **LEGAL & ETHICAL STANDARDS**

Hammond Transport is committed to conducting business in an ethical and lawful manner and will only do business with vendors and sub-contractors whose ethical beliefs, standards and values are compatible with our own.

### **HUMAN RIGHTS**

Hammond Transport understands the importance of protecting a person's Human Rights and have implemented specific expectations in the following areas:

### **DISCRIMINATION**

Every employee and worker including migrant workers will not be subjected to any form of discrimination on the basis of gender, race, religion, age, disability, sexual orientation, nationality, political opinion, social group or ethnic origin.

### **CHILD LABOUR**

We will not tolerate the use of child labour under any circumstances. At Hammond Transport, we have aligned our expectations to the ILO (International Labour Organization) Conventions 138 and 182. No person shall be employed under the age of 16 or younger than the legal age for employment, whichever is higher.

### **EMPLOYEE CONTRACTS**

All workers must be provided with written employment contracts in languages easily understood by workers at the time of commencing their employment.

### **REGULAR EMPLOYMENT**

Hammond Transport recognise the importance of regular employment for workers, and the need for a worker to earn a regular income that meets the workers basic needs and provides a discretionary income including supporting his/her family.

### **COMPENSATION**

Hammond Transport expect that all vendors and sub-contractors will pay workers in accordance with the applicable legal requirements of the State or Country of manufacture,

including all regulations pertaining to minimum wage, overtime, maximum work hours, benefits, and any other conditions of compensation as mandated by applicable law or contract.

#### **WORKING HOURS**

Workers ordinary working hours must not exceed the legal limit in the region or country of manufacture while aligning to the ILO expectation that a regular working week shall never exceed 48 hours per week and overtime hours must not exceed the number allowed by the law of the country and if no such limit exists, overtime work should not exceed 12 hours per week in total. All overtime work must be compensated in accordance with the law at premium rates.

#### **FORCED LABOUR/MODERN SLAVERY**

Hammond Transport is committed to the elimination of all forms of forced, indentured (including prison labour), involuntary, compulsory and uncompensated labour including all aspects of Modern Slavery.

#### **FREEDOM OF ASSOCIATION**

Hammond Transport respects and promotes freedom of association for all workers including the right of workers to collectively bargain. Hammond Transport will only do business with vendors and sub-contractors that provide healthy, non-hazardous work environments and never utilize mental or physical disciplinary practices, such as intimidation, threats or harassment of any kind.

#### **WORKPLACE ENVIRONMENT**

Hammond Transport maintains a safe, clean, healthy and productive environment for its employees and expects the same from its vendors and sub-contractors.

#### **BANNED SUBSTANCES & PRACTICES**

All vendors and sub-contractors must adhere to the Hammond Transport Banned Substances and Practices List which ensures these banned substances and processes are not used in or on any Hammond Transport product. Hammond Transport also expects suppliers and sub-contractors will adhere to national and international standards for animal welfare.

#### **ENVIRONMENTAL & COMMUNITY CONCERNS**

Hammond Transport takes a proactive stance regarding environmental and community issues through its business practices. As responsible corporate citizens, we will only use those vendors who share our commitment to the community and the environment, and who comply with international and local requirements regarding environmental codes and guidelines in an effort to minimise negative effects on the environment. We will favour

vendors who contribute to the community in the areas of education, health care, and other related social programs.

#### **IMPORT & EXPORT REGULATION REQUIREMENTS**

Hammond Transport complies with all economic and trade sanctions laws in all jurisdictions in which it operates and commits to comply with all requirements.

#### **VIOLATIONS**

If you believe any of the rights or principles we seek to uphold have been violated, please contact Hammond Transport through any of these channels:

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