

ETHICAL POLICY

It is the policy of Rapid Action Packaging UK & Ireland (RAP):-

- To operate our sites in accordance with all reasonable, ethical standards. RAP complies with all local and national regulations relating to employment and manufacturing, including the requirements of the Modern Slavery Act 2015, and are committed to the following principles.
- Employees are employed freely and without duress.
- Children are not employed except on a temporary basis as part of an authorised educational scheme.
- Employees work agreed hours, times and shift patterns, with adequate time off.
- Wages are commensurate with all local, national and European regulations.
- Employment and conditions are offered equally and without discrimination against:
 - sex
 - race
 - religion
 - age
 - disability
 - any other personal qualities that do not directly prevent an employee from carrying out their duties, with or without reasonable assistance.
- Staff amenities are provided for all basic needs and maintained in good and clean condition.
- Health and Safety risks on site are assessed and suitable precautions taken to ensure employee safety in accordance with all local and national laws.
- A copy of the company's employment conditions is available to all employees.
- To extend our ethical requirements to our supply base, both in terms of the standards expected of them, and the requirements placed upon them by RAP.

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RAP Ethical Policy Details

The management of Rapid Action Packaging take our responsibility to our employees seriously and seek to operate our sites in accordance with all reasonable, ethical standards.

Rapid Action Packaging complies with all local and national regulations relating to employment and manufacturing, including the requirements of the Modern Slavery Act 2015, and are committed to following ethical principles in line with those expected of a responsible manufacture by our customers and stakeholders.

To achieve our goals, our internal management team have assessed our employees' conditions of employment, our work environment and our employment practices and are committed to ensuring that the following principles are applied at to all our employees fully, freely and equally.

Compliance with all applicable Laws and Standards

Rapid Action Packaging conforms to all applicable national and local legal requirements, customs and published industry standards pertaining to employment and manufacturing.

Employment Practices

Forced Labour

Rapid Action Packaging does not use labour under any form of indentured servitude, nor does it use or permit physical punishment, confinement, threats of violence or other forms of physical, sexual, psychological or verbal abuse or harassment.

Nor does RAP knowingly utilise contractors or sub-contractors who use or allow such practices.

Child Labour

No workers are employed by RAP under the legal age of employment for the type of work in the country where work is carried out. Children under the age of 16 are not employed except where this is part of an official, educational work experience program or similar authorised system, in compliance of all local and national laws and regulations, such that it does not interfere with their normal schooling. In addition, young workers are not employed in roles where they might be exposed to any danger which could be harmful to them as a consequence of their age.

Working Hours

RAP complies with all national and local laws pertaining to the number of hours and days worked by employees. All employees work agreed hours, times and shift patterns with adequate allowance for time off. No employee is required to work more than the number of hours specified under the European Work Time Regulations except by specific agreement of the employee where they wish to exercise their right to work additional hours under a signed agreement and still with at least one day off per week, except in extraordinary business circumstances.

Remuneration

All employees are provided with wages and benefits in compliance with all applicable national and local laws. This includes compliance with regulations on minimum wage, compensation for overtime and other premium pay situations required by law.

Non-Discrimination

Subject to compliance with the laws pertaining to eligibility to work in the country of employment, RAP makes no discrimination in hiring or employment practices on the grounds of race, colour, religion, sex, age, physical ability, national origin or any other prohibited basis. Use of multilingual signage and adjustment of some job requirements for disability, pregnancy and young workers, are used to ensure that employees from groups that might otherwise have disadvantage are given equal opportunities.

Workplace Environment

We are committed to providing our employees with a healthy and well maintained work place. In addition to national requirements for worker welfare, we operate an audited Hygiene system that ensures both our staff and products have a clean, and safe environment with all basic needs catered for. These include potable drinking water, restrooms, adequate ventilation, good lighting and clean conditions throughout our facility.

Workplace Safety

Our facilities and equipment are maintained in a good state of repair and in compliance with all health and safety regulations. Fire exits, personal protective clothing and equipment, first aid facilities and safe work practices are amongst the standards set to ensure worker safety appropriate to the type of work carried out in our facilities.

Notification to Employees

All employees are given a letter of employment outlining their basic duties, work hours and remuneration. In addition all employees have access to the company's conditions of employment which provide details of all the company's employment practices, requirements, holidays, entitlements and disciplinary procedures.

Ethical Sourcing

RAP extends its ethical requirements to our supply base, with the expectation that all suppliers should meet an acceptable level of conduct regarding their own practices and that RAP in turn seeks to treat its supply base in an appropriate manner and with respect.

RAP has membership of CIPS and a commitment to CIPS Code of Conduct for procurement, which promotes ethical business practices.

Production materials are sourced only from approved suppliers and all suppliers of major materials have Ethical and Corporate Social Responsibility policies. Where possible we encourage suppliers to be members of Sedex.

We are committed to source only from suppliers who conform to relevant legislation and regulations in the workplace, including health and safety, product safety, working hours, equal opportunities, transport of dangerous goods etc, relevant to the specification.

Paperboard is sourced from suppliers whose business is based on natural and renewable raw materials from the forest, where sustainability is important and where much of the energy used by the mills comes from sustainable sources. Where forests are managed in accordance with environmental certifications.

We seek always to source cost-effective and innovative alternatives to environmentally or socially unsustainable materials.

We encourage the minimization of waste, including packaging, waste produced by the production processes and the maximization of recycling of materials.

Wherever possible, RAP seeks to maximize access to contracts for small, diverse, local suppliers.

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