

## **Appendix B - Ethical Business, Anti-Slavery and Human Trafficking Policy**

Metasphere Ltd (the Company) ensures that, throughout its' operations, no slavery or human trafficking occurs and that employees are entitled to fair and equal treatment.

### **Within the UK**

The Company operates its' business using employees and contractors that have the legal right to work in the UK and makes stringent checks to ensure that immigration laws are upheld. This includes the checking of passports and other officially sanctioned documents that specify nationality and legal entitlement to work in the UK.

Employment contracts are set in accordance with prevailing UK employment law and other statutory regulations covering Health & Safety and Equal Opportunities.

Through a process of regularly auditing its' suppliers (all UK based) the Company ensures that employment practices within such organisations are legally compliant.

Salaries paid by the Company are in accordance with Living Wage legislation and the Company audits suppliers to ensure their compliance with Minimum Wage and Living Wage requirements. Terms and Conditions of employment comply with the Working Time Directive and regulations relating to equal treatment.

### **Outside the UK**

The Company has an office in Australia, although at present no manufacturing takes place in country.

The Australian business follows policies and procedures that originate in the UK and are amended, where necessary, to comply with Australian legal requirements relating to immigration, anti-slavery, and employment legislation.

Salaries and terms and conditions of employment in Australia comply with the Fair Work laws.

Through the measures outlined above, the Company ensures that its' activities do not result in slavery or human trafficking.

Signed by CEO : 

Date: 03/01/2023

Reviewed at least annually