

HUMAN RIGHTS POLICY

2021

C&R

CAPITAL &
REGIONAL

HUMAN RIGHTS POLICY

Capital & Regional Property Management Limited and all associated Companies are committed to protecting the human rights of all our colleagues and of everyone who receives indirect or direct services from us or provide services to us.

This policy statement has been developed with reference to the following documents:

- Human Rights Act 1998 ([Human Rights Act 1998 \(legislation.gov.uk\)](#))
- UN Declaration of Human Rights ([Universal Declaration of Human Rights | United Nations](#))
- International Labour Organisation's Declaration on Fundamental Principles and Rights at Work ([ILO Declaration on Fundamental Principles and Rights at Work \(DECLARATION\)](#))

SCOPE

Our Human Rights Policy applies to all employees and those who work on behalf of the company. We also expect our suppliers to respect and adhere to this policy.

OUR CORE PRINCIPLES

Valuing Diversity and Inclusion

The company values the diversity of the people we work with and provides an inclusive environment where all people are treated equally without discrimination on any grounds such as sex, race, colour, language, religion, political opinion, nationality, age, sexual orientation or disability.

The Company will not tolerate disrespectful, unfair treatment or inappropriate behaviour of any kind.

These principles apply to our employees and all partners that we work with in business.

Remuneration, Working Hours and Benefits

The company compensates employees competitively and will at a minimum ensure that employees are provided with wages and benefits that meet national standards. The company is committed to equal pay and benefits for men and women for work of equal value.

We provide fair working conditions and comply with all applicable legislation regarding working hours, holiday entitlement and family friendly rights,

Child Labour

The Company complies with all applicable laws regarding the age requirements of workers and employees and expects the same of its business partners. Children must not be exploited in any way.

Forced Labour and Human Trafficking

The company has zero-tolerance of forced labour including prison labour, indentured labour, bonded labour, military labour, slave labour and any form of human trafficking

Workplace Security

We are committed to maintaining a workplace that is free from violence, harassment, intimidation and other unsafe or disruptive conditions due to internal and external threats. Security safeguards for employees are provided as needed and will be maintained with respect for employee privacy and dignity.

Safe and Healthy Workplace

The Company provides a safe and healthy workplace and complies with applicable health and safety laws, regulations and internal requirements. We are dedicated to maintaining a productive workplace by minimising the risk of accidents, injury and exposure to health risks. We are committed to engaging with our employees to continually improve health and safety in our workplaces, including the identification of hazards and remediation of health and safety issues.

Freedom of Association and Collective Bargaining

The Company respects our employees' right to join, form or not to join a labour union without fear of reprisal, intimidation or harassment.

Where employees are represented by a legally recognised union, we are committed to establishing a constructive dialogue with their chosen representatives.

Respect for Human Rights

The Company respects human rights. We are committed to identify and prevent adverse human rights impacts resulting from or caused by our business activities before, or if they occur, through human rights due diligence and mitigation processes.

Discipline

The company prohibits physical or verbal abuse, or threats, or other harassment. Disciplinary matters will be dealt with through the company's formal grievance and disciplinary policy.

ENFORCEMENT

We believe in creating workplaces in which open and honest communications among all employees are valued and respected.

We are committed to following all applicable labour and employment laws.

Our commitment to human rights means that each of us has a responsibility to speak up about any potential or actual breach of the policy. If you have questions about this policy or if you would like to report a potential violation of this policy you can always talk to your manager. If you feel more comfortable talking to someone else you can also get help and guidance from HR.

We are committed to investigating, addressing and responding to the concerns of employees and to taking appropriate corrective action in response to any violation.

If you believe that someone, either internally or one of our suppliers or contractors is violating this Human Rights Policy and/or the law, you should report it immediately to your manager or HR.

Any breach of this policy may result in an investigation under the company's Disciplinary and Grievance policy, which may result in a disciplinary, or if you are not an employee other enforcement action being taken against you.

REVIEW

This policy will be reviewed on a regular basis and when required to reflect changes in legislation.

OWNERSHIP

The Senior Leadership Team of Capital & Regional Property Management Ltd are responsible for the operation of this policy. All employees within the company are responsible for implementing this policy.

FURTHER INFORMATION

If you would like any further information on any aspect of this policy, please contact carterhr@capreg.com