



Labour Standards Policy

For

Global Linkx Ltd.

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<b>Approved by:</b>	Tanvir Ahmed	<b>Date:</b>	18/03/2015
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## **1. Policy for Minimum Labour Standards**

Global Linkx Ltd is a company providing a range of services and products to healthcare and wellbeing industry. The core business activities include supplying medical instruments to healthcare sector providing consultancy services in healthcare and providing beauty tools to well-being markets.

Global Linkx Ltd developed a business model that involves subcontractors, suppliers and distributors across the world.

The social, environmental and governance issues are the vital elements for long term sustainability of the businesses in this century. To business needs to recognise their social role to drive lucrative employment markets whilst maintaining the ethics and rights of the workers , adapt to environmental friendly measures to maximise the productivity and efficiency of the business. These elements are vital for the business in this century for a sustainable growth. Many investors now prefer relating to businesses that recognise their responsibilities. (Ref ISA, Performance Standard 2)

Acknowledging the social responsibility Global Linkx Ltd has established a labour standard policy to deliver the business activities appropriate and ethical for employers, customers and for anyone else involved in business delivery process.

### Definition

This policy is developed in order to meet the guidelines and standards established by United Kingdom Labour Law, WTO, ILO, NHS supply chain code of conduct and SA2008. All these strategic frameworks provide a guideline on legal relationship between workers, trade unions and employers. It also describes ethical and social responsibility whilst maintaining the minimum standards.

The enforcement of the law is based on core or minimum standards that provides protection to employer, provides guidelines from employer to implement the standards in all business activities. This policy is relevant to organisation functions, its activities with subcontractors, suppliers, distributors and all others involved in business supply chain. To ensure the minimum business standards while working across boundaries, Global Linkx Ltd will be assessing the business activities with the minimum core standards from country of origin from all the suppliers, contractors and subcontractors involved in Global Linkx Ltd supply chain.

Global Linkx Ltd has developed policies to reflect on the core standards described by the law that are explained below followed by detail policy.

1. Employment policy (Payments, working hours, pension entitlement, grievance and disciplinary procedure, notice of termination, protected pay TUPE redundancy, employment rights absence and sickness, contracts with date of joining , hours , duties and duration of employment)
2. Child labour/forced labour
3. Collective bargain
4. Gifts/ Negotiations/Bribery
5. Health and safety
6. Environment
7. Business continuity actions
8. Business partner relationship policy
9. Equality and diversity
10. Ethical Procurement

#### Compliance of Policy

Global Linkx Ltd is subscribed to Social Accountability International, access Directgov , BMI and have third part reviewers from SGS to audit and certify the activities in line with the labour standards adapted by the organisation. As Global Linkx Ltd sources 100% of its products from United Kingdom, this policy is developed with an intention to reflect compliance with WTO, ILO and EU law for working labours, and ensure these standards are maintained by our supply chain partners. The above core standards reflect the guidance from following acts to ensure GLX commitment and compliance with the legislations below.

National Minimum Wage Act 1998 (revisions incorporated for 2012), Working Time Regulations 1998, Employment Rights Act 1996.

Ref: <http://www.legislation.gov.uk/ukpga/1998/39/contents>

Transfer of Undertakings (Protection of Employment) Regulations 2006, Pension Act 2004

Health and Safety Act 1974, Minimum age ILO convention 1979, Equality Act 2010

UN declaration of Human Rights.

Ethical Trading Initiative Base Code April 2014

Purpose:

The purpose of this policy is to implement and follow the standards set internationally to address issues in relation with legal obligations of employment contracts and is a guidance to establish the payment, working hours, employment rights for the employees/ suppliers working for Global Linkx. This will provide a framework to ensure work standards are maintained; keeping employees at the heart of business, to reflect ethical practices on overall vision, avoid any abuse to the employment contracts, and hence provide a safe environment and lawful practices in all the business delivery activities. The policy will forge the grounds for improvement and development on the basis of periodic reviews.

Scope of the policy

This policy is accessible to wider stakeholders including suppliers, NHS organisations, Labour right organisations, and other parties interested in labour standards. Global Linkx Ltd's Labour standards policy applies to the products that will be supplied to NHS Supply chain via the following Framework Agreement:-

Surgical Instruments (OJEU Reference 2012/S 75-122614)

Reference No: FAG445

Lots allocated: Scissors, Forceps, Biopsy Punch, Suction Tube, Cutters, and Nippers.

The policy is embedding in all the operations carried out by Global Linkx. This includes the impact of policy in day to day activities carried nationally or internationally, abiding by the local laws of that country on not only the core functions of Global Linkx, but also to ensure the policy standards are reflected in all the business processes including the ensuring that all the stakeholders, supply chain involved in Global Linkx operations are following these standards. This policy will help framing the employment rights and conditions that can be discussed and agreed on recruitment stage.

Nature and Scale

The policy is structured and implemented as appropriate to the nature and scale of Global Linkx Ltd and in line with its status, as defined by EU law, as an SME.

Commitment and Resources Allocation

To implement the policy on minimum standards of working, Global Linkx Ltd has designated Operation Director to develop and implement the policy. Global Linkx has also made arrangements for external auditor to advise on the policy and identify areas of improvements. These elements/resources are translated in the budget stream and allocated £6000.

Global Linkx is financially and morally fully committed to ensure labour standards are met and there is no risk for labour abuse across the supply chain.

## **2. Management of Policy**

Terms of Reference

This policy is approved and reviewed **on yearly** basis by CEO of the organisation, who is overall lead and actively work on improving working standards. In order to embed and implement the policy the management has identified a dedicated team comprising of CEO, director Operations and admin assistant. The policy will be reviewed internally by operations director on monthly basis and CEO receives a monitoring report, identifying issue and actions indicated from performance framework. This review and policy documents will then be presented to board members at Global Linkx every quarter. The policy implementation is also audited by external auditors on annual basis. The report of the audit would be presented to the CEO, this report will then be discussed by operations team to identify gaps and improve on processes.

Admin officer is responsible to maintain all records.

Schedule

<b>Presenting the item on board meetings agenda</b>	<b>yearly</b>
<b>Presenting the auditor's report</b>	<b>Annual basis</b>
<b>Presenting the report to CEO</b>	<b>Yearly</b>

Enforcement of the policy

To reflect and ensure our commitment with labour law this policy will be implemented across all the activities of Global Linkx including supply chain and sourcing bodies, this policy is sent to and agreed with all the contractors working with Global Linkx. The implementation of this policy is further confirmed by personal visit of representative from Global Linkx to the external contractors before signing up contractual agreement.

## **3. Labour standard review.**

To ensure that minimum labour standards are followed Global Linkx has established an action plan to review labour standards and ensure quality implementation of these standards. This will cover minimum wage, eligible age at employment, working hours, payment process and cover for holidays and sickness. This action plan will be reviewed annually.

Objective	Minimum standards	Global Linkx activity	Progress
Employment standards are maintained	<p>Ensure minimum wage is provided to the workers across all business activities. See annex for wage table for UK.(above \$2 US Dollars)</p> <p>Ensure the working hours are restricted to the ILO standards.</p> <p>All staff and the business partners have formal contracts.</p> <p>All staff are protected for sickness, maternity/paternity, holidays and annual leave.</p>	<p>The payslips will reflect the basic pay, allowances and deductions. And suppliers to confirm the payment compliance.</p> <p>The contracted hours will be mutually agreed between Global Linkx and employee from employment contract. The suppliers to ensure best practices as well.</p> <p>The contract will be mutually agreed and signed between GLX and partners.</p> <p>Staff will have the protected time clearly mentioned in the contract. The partners will be informed of public holidays and expected closure of business activities.</p>	Ref relevant policies documents.
Responsibly delivering activities considering ethics for working	<p>Maintaining Equality of opportunity.</p> <p>Global Linkx Ltd is against child or forced labour and avoids business with companies suspected to be</p>	<p>Establish equality and diversity policy.</p> <p>Global Linkx Ltd check documents before signing agreements and will visit</p>	<p>See policies</p> <p>Supply chain management document.</p>

conditions	involved in forced/child labour.  Establishing health and safety of employees.	companies periodically  Have a policy on health and safety and cover employer liability insurance.	
Establish Collective Bargain	Global Linkx Ltd will not discriminate the political affiliation or connection with the trade union of any employee	Establish trade union policy.	Ref Policy
Corporate responsibility	Ensure to maintain trade standards.  Ensure to maintain environmental friendly practices.	Establish customer services policy, payment policy, Ethical procurement and trade policy and strategy, Equality and Discrimination Policy and labour standard policy.  Global Linkx Ltd has environmental policy and practice recycling, minimum paper based communication.	Ref Policy
Working with business partners	To maintain the relationship with other businesses and supply chain.	All business will have formal contracts to sign. For example distributor registration forms, subcontractors/ consortia formation.	Ref forms and framework returns.

**Business Continuity and Risk Strategy**

To ensure all the core standards defined in the policies are met and implemented without any distraction GLX have carefully assessed the policy against the risks and identified the continuity plan. These risks are identified evaluated and controlled for Global medical and the supply chain in detail in line with the following references:

[www.labourunity.org](http://www.labourunity.org)

EU law of minimum wage

[http://www.ilo.org/ilc/ILCSessions/102/media-centre/news/WCMS\\_216506/lang--en/index.htm](http://www.ilo.org/ilc/ILCSessions/102/media-centre/news/WCMS_216506/lang--en/index.htm)

<http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:1:0::NO::> The Risks are identified in

We have identified the risks in two broad categories:

1. Internal/ Corporate risks (change in policy, inability to review/ implement policy due to resources)
2. External Influences ( Influence of International Law or practice eg EU)

Type of risk	Risk definition	Level of risk	Contingency/ actions
Internal/ corporate risks	Resources insufficiency due to financial or human resource constraints may cause barrier to implement policy.	High	Global Linkx has allocated costs from budget to support labour standards policy implementation.
	Adaptation to changes in labour standards may cause inability to meet updated standards.	High	Global Linkx have Director Operations subscribed to SAI(Social accountability International) , and BMI, have information on training courses, conferences, relevant websites and forums to



	Language barrier with the suppliers can hinder the business communication	Low	keep up to date with labour standards.  Both the suppliers of Global Linkx Ltd in UK can communicate in English
External risks	Labour standards abuses in supply chains can pose a risk to the quality of goods and service delivery.  Any practice in supply chain abusing the labour standards presents risks of losing good will and business due to bad publicity.  Public Holidays in Pakistan may impact on the delivery of the goods	High  High  Medium	The contractual agreement identifies a legal action if any terms and condition is not fulfilled.  All the businesses Global Linkx deals with asked to provide quality certificates and relevant documents, followed by a personal visit.  Global Linkx has a calendar of Pakistan, and Europe public holidays and we process the delivery of the goods by taking these in consideration (See References)

**The detailed risk tool is attached.**

#### **4. Legal and other requirements**

Review and Updating Process:

Global Linkx periodically review this policy in order to continually improve, taking into consideration changes in legislation, and any other requirements to which the Company subscribes, and in order to ensure the adequacy, suitability and continuing effectiveness of the policy.

The Operations director is the champion for the policy and ensures it is up to date. To embed the implementation of the policy and reflect its compliance with relevant business and human rights legislations the process is explained below.

1. All relevant human right and employment legislation are reviewed on a 6 monthly basis.
2. The organisation is subscribed to Business links, SAI.
3. Any updates or new initiatives are added to the policy after formal consultation and review that is approved by board
4. Policy is circulated, read and understood by all policy leads.

Accessibility to Policy:

The policy is introduced at the time of staff induction and acquiring new supplier. This is now made available on Global medical web page as well. The policy and labour terms and conditions will be attached in an information pack provided with the contract to the suppliers; they have to read and sign the documents before signing up for contract.

Stakeholder Engagement:

All suppliers and stakeholders must get the new version of policy and if there are any new laws or legislations, all suppliers must be circulated the information. For implementation of this policy, Global Linkx will proactively devise a stakeholder engagement programme- ref. Business case Engagement Project.

#### **5. Objectives, Targets and Programmes:**

Labour Issues

As a result of initial labour standard status review above the organisation has identified the issues and a plan to address these issues.

## 1. Employment Contract:

- Issue of working hours: Staff working hours should not be more than minimum working hours identified in the labour policy. A copy of this policy will be provided to all workers when they start working for the organisation. There should be appropriate breaks for all workers, and it should be written in their time sheets.
- Issue of minimum wage: The wage of staff will reflect the minimum wage set by the law. Global Linkx will formalise per hour rate/ annual salary in their contract and all workers are required to read and sign this contract. (latest rates are reflected in annex 1)

*TARGET: Each year the legislation will be reviewed for minimum wage and working hours for whole supply chain*

*LEAD: H Jamshed*

Plan of Action: All the employment contracts should have clearly stated wage and working hours from 2012 onwards

## 2. Equality and Diversity

- Issue of equality and diversity: Global Linkx is committed to provide equal opportunities to all regardless of sex, gender, age or disability. To meet the requirements of disability we have identified that we need to acquire equipment to support this.

*TARGET: Yearly review of equality and diversity legislation. This will be communicated to all the stakeholders.*

*LEAD: H Jamshed*

Plan of Action: Global Linkx will identify action plan to address the requirements for age and disability by 2015.

## 3. Health and Safety:

- Issue with health and safety: At Global Linkx we ensure that all members of would be given full training if they are required to perform any activities

such as manual handling. Our Health and safety policy addresses this and other related issues in health and safety in detail. This policy is available to all members of staff

**TARGET:** The resources will be allocated for professional development of staff

**LEAD:** T Ahmed

**Plan of Action:** A training course will be identified by Global Linkx and will be made mandatory for all the staff

### Programmes

To implement the policy there is a training programme identified, the policy lead will attend the courses offered from SAI, and other TQM forums to improve the systems and structures as arising from policy.

The Suppliers will be proactively approached to participate in Engagement programme for compliance to labour standards.

**Targets:** To integrate Labour standard programme across the supply chain by 2017.

To see the Performance against the targets please see annex 2

### **6. Roles and Responsibility**



The definition of the roles is below:

The CEO of Global Linkx Ltd is accountable on policies by board of directors in board meetings.

Policy Lead:

Operations Director for Global Linkx Ltd is responsible on establishing, reviewing, implementing and disseminating the labour policy to all the employees and stakeholders.

The Operation director is supported by Admin Assistant, who is responsible for creating reports for CEO.

External Assessors:

External assessors' expertise will be hired to identify any areas of improvement on annual basis.

Third Party Auditors:

SGS is a third party auditor to review, evaluate and monitor the policies from Global Linkx Ltd.

## **7. Competence, Training and Awareness**

To implement the policy Global Linkx has identified the criteria for lead to be aware of Total Quality Management, Labour Laws in UK and Europe and have management qualification and experience of dealing with operational management. The Global Linkx Ltd has identified the Director Operations to lead the development and implementation of labour standards policy. As a representative from the company this person has received the communication and initial awareness training delivered by NHS supply chain, BMA and read through all the relevant guidance and legislations. The director Operations holds qualification in business management and has experience of dealing with technical affairs.

For continuous improvement the people involved in the process for implementing the policy shall attend the formal training, attend seminars and conferences to maintain the knowledge on the matter. [Please see H Jamshed training certificates for year 2015.](#)

[Please check business case engagement programme \( Training portal\)](#)

The audit will be done by a certified and approved auditor for policy compliance (SGS).

## **8. Communications**

There is a formal procedure for communication for LSAS in Global Linkx. There is a defined pathway of reporting that is initiated from Operational Director to CEO. Any issues identified will then be presented in board meeting. Any issues related to labour standards will be documented for review and records. Any changes on policy will be shared with the suppliers. To see the details please refer to our Terms of Reference.

[Please see our CSR report aligned with GRI principles, Whistleblowing procedure, and web access to the documents for stakeholders](#)

## **9- Documentation and Records**

Global Linkx follows ISO principles for documentation control. (Please check Form A-4-01) . All the policies must follow proper coding for retrieval and identification of the documents. All the Global Linkx documents are categorised as Corporate ( Code CO), and Human resource ( Code HR). There is also revision number and complete name of document and a control version for its tracking.

## **10. Operational Control**

From the detailed risk assessment and labour standard review Global Linkx has identified the following critical control points

- 1- All the employees will have formal contracts
- 2- All the suppliers will provide complete documentation on their operations related to labour issues
- 3- All the employees joining Global Linkx would have to complete all mandatory trainings and read through all relevant policies
- 4- Any issues related to labour standard can also be posted directly to CEO by email
- 5- The policy lead should have formal training to implement LSAS.
- 6- Quality report , CSR and LSAS policy will be made accessible to all stakeholders

## **11. Supply chain management**

The supply chain for sourcing surgical instrument is explained in the supply chain map attached. The two main suppliers for Global Linkx manufacturing all the surgical goods are Disposable Medical Instruments and Lyall Willis and Co Ltd, both based in UK. Both the suppliers are formally contracted by Global Linkx to manufacture our brand, and all of our goods are sourced from them. Once Global Linkx placed an order, to either of the suppliers, they will confirm the stock and process the order. Once order is completed and fully packed, the courier service contracted by Global Linkx pick the order from supplier and brings it to Global Linkx offices. This order is further checked and then sent to final healthcare provider.

***Please check the appendix for detailed information about our supply chain management including supply chain analysis***

### Strength of Supply chain:

Both the suppliers are performing the functions in Europe and comply by EU law for labour standards.

Both suppliers are LSAS compliant.

Both suppliers have consolidated grounds and are doing this business from many years.

Both the suppliers are experts in their field.

Both the suppliers provide us the goods in time.

Both suppliers can communicate in English.

## **12. Emergency response**

Planned mitigation actions and review of these actions is formalised through risk review process defined above. Also In case of emergency Global Linkx Ltd has established a business continuity plan. This plan identifies the procedure to deal with such circumstances. The point of contact in case of emergency will be:

[info@globalinkx.eu](mailto:info@globalinkx.eu)

Tanvir Ahmed: 0044 845 257 9660

*For details please see our business continuity plan, Reporting and Investigation procedure and Root Cause Analysis*

### **13. Performance Monitoring**

An internal audit and external review was conducted in line with the recommendations from SGS last report. This included reviewing and updating all the policies, auditing suppliers and their supply chains, gathering evidence, suggestions for implementations, and choosing leads for various tasks.

This review was conducted by external consultant and Global Linkx provided the evidence.

*Please see performance review document*

### **14. Corrective Action**

Globalinkx has developed periodic review for policies, procedures, identify any complaint or incident risking non-conformance. Risk register and protocol is developed to identify, log and investigate any risks or issues and have corrective actions in place. These corrective actions will develop the business continuity plan as on-going.

*Ref. to Reporting and Investigation procedure*

### **15. Management review**

The Organisation has identified a formal system to involve the top management in review and approval of the policy as explained in terms of reference.

The recent review of this policy has identified the following strengths:

1. The policies are developed in relevance to minimum labour standards and reflect the outline of standards described in national and international laws.
2. The policies will help defining the formalisations of business activities when working with partners or suppliers across geographic boundaries, or establishing future business units in various parts of the world.
3. The policy has identified that Global Linkx recognise the ethical responsibility towards community, environment and working conditions and is prepared to follow best practices on enterprises.

This policy has identified following areas of development:

1. Identify list of countries that conflict or does not abide by minimum labour standards defined in the policy. This will help developing the contractual agreement with the businesses based in such countries. (Actioned)



2. Identify minimum standards of labour standards in the countries Global Linkx Ltd is dealing with.(Actioned)
3. Conform to the equality impact assessment standards for this policy.
4. Proactive engagement programme with the suppliers to ensure best practices are followed.
5. Achieve LSAS level 4 as required by NHS Supply Chain.
6. Ongoing development programme engaging with suppliers and work together across the improvement of supply chain.
7. Introducing and integrating new ETI standards, introduce new systems to continuously upgrade and appraise the LSAS policy.

## Annexure 1

Measuring performance and maintaining minimum labour standards for Global Linkx Ltd.

The performance is measured by attaining minimum labour standards, these standards will be reviewed on six monthly basis from ILO updated guidance. Please see below the brief description of these standards, to ensure the implementation of policy. The performance framework is attached in annex 1, this is discussed in review meetings and the reports are shared with CEO on quarterly basis.

1. Employment standards (Payments, pensions, termination/probation notice, work location, working hours, protected pay TUPE redundancy, employment rights absence and sickness)

Working Hours – the Company shall comply with applicable laws and industry standards on working hours and holiday entitlements. The Company’s normal working hours do not exceed 48 hours per week, and overtime hours do not exceed 12 hours per week. The Company ensures all employees have the legal right to be employed in the UK.

Remuneration - the Company shall comply with national laws and regulations with regard to wages and benefits. All work related activities are carried out on the basis of a recognised employment relationship established according to national law and practice.

Please see policy attached.

2. Child labour/forced labour

Global Linkx have a policy to guide and ensure that no one from the organisation engage in or support the use of child labour. If the company engages any young workers (e.g. on work experience), it will ensure that a suitable risk assessment is carried out and that young persons are not exposed to any hazardous conditions, or in any case work more than 8 hours per day.

Forced & Compulsory Labour – the Company shall not engage in or support the use of forced or compulsory labour, or bonded or involuntary prison labour. Employees are free to leave upon reasonable notice. There are obvious economic and social reasons for banning slavery and all forms of forced labour.” – World Bank, 2004

This policy is applicable to all the suppliers as well and maintained by obtaining the relevant documents from suppliers on their processes and they are requested to read and sign the agreement that clearly reflect Global Linkx reservations on Child/Forced labours.

3. Collective bargain

The freedom of association is respected and the Global Linkx will comply with UK labour relations legislation in this regard and acknowledges that the trade unions are the driving force to keep

sustainable relationship between employee and employer. The trade unions are key when it comes to a particular action in relation to change, conflict or maintaining sustainable relationship between employer and employee, Ensuring the freedom of association and collective bargaining can go long way toward promoting labour market efficiency and better economic performance.(for details policy is attached)– World Bank, 2004

#### **4. Gifts/ Negotiations/Bribery**

**Global Linkx has established a policy to abide by the requirements and practices defined in The Bribery Act 2010. Please see policy attached. In particular, the supplier may not offer services, gifts or benefits of NHS Supply Chain employees in order to influence the employee's conduct in representing NHS Supply Chain.**

#### 5. Health and safety

Global Linkx recognise that treating workers fairly and providing them with safe and healthy working conditions; will provide sustainable efficiency and productivity. Please see the policy attached.

The Company shall provide a safe and healthy workplace environment and shall take effective steps to prevent potential accidents and injury to employees' health by minimizing, so far as is reasonably practicable, and in co-operation with its employees, the causes of hazards inherent in the workplace. All employees will receive safety and job specific instructions during the course of their employment with the company. Employees shall have access to clean sanitary facilities and drinking water. Responsibility for implementing the Health & Safety element of this policy is assigned to the Director Operations.

#### 6. Environment

Recognising the responsibility towards community and consumers we have adapted to environmental policy. Please see the policy attached.

#### 7. Business continuity

To ensure the continuity in the business activities and ensure smooth running of the business in defined lead time, Global Linkx has identified the adverse conditions and risks associated with such conditions, followed by action plan to overcome such situations. Please see the action plan attached.

#### 8. Business partner relationship

All employment contracts and contracts for services are entered into on a voluntary basis. The placement of these contracts is controlled by the company quality management system and is in full compliance with REC guidelines. The company's legal advisors regularly review contract terms to ensure that they remain in full compliance with UK employment legislation.

The company's disciplinary procedures are defined in full in the contracts of employment and contracts for services issued to employees/placed consultants and are fully in accordance with UK employment legislation.

*See Policy attached*

#### 9. **Equality and diversity**

The Company shall not engage in or support any discriminatory practices in hiring, remuneration, access to training, promotion, termination or retirement based on race, national or social origin, caste, religion, gender, sexual orientation, political affiliations, age or other conditions that could give rise to discrimination. The Company has an Equal Opportunities and Diversity Policy which is shown to all new employees at induction. See attached policy.

Annexure 2

Performance Measurement Framework for maintaining minimum labour standards.

Minimum labour standard	Key success criteria	Actions/Comments	Lead time	Status
Maintain Employment standards.	All employee contract should indicate the salary comply with minimum wage defined by law, Maximum working hours and leave/ absence protection.	Global Linkx will ensure that all contracts will reflect the stated measures and read, agreed and signed before employment starts.	From end of 2012	Completed-
Measures to ensure the organisation or its supply chain is not involved in Child labour/forced labour	Global Linkx ensure to maintain child/ forced labour standards and have clearly defined age for working eligibility.  All suppliers working with Global Linkx will read and sign Labour policy from Global Linkx and provide the assurance on their practices against child/ forced labour.	Global Linkx have clearly defined and reflected that child / forced labour is discouraged by organisation in its functions and also does not work with anyone in supply chain. To control the practices in supply chain Global Linkx have secured suppliers assurance documents and also their agreement on Global Linkx labour standards policy.	From 2012 onwards	Completed- Verification checklist collated from all suppliers
Acknowledging and	Recognise the trade unions role in the	Global Linkx will identify the key	By mid of	Completed- Registration applied for TUC

including the role of bodies involved in Collective bargain	policy and enrol one of the organisations a trade union for Global Linkx.	trade unions and will be subscribed to at least one body.	2013	
Measures to facilitate ethical business and discourage Gifts, negotiations, bribery	Ethical business practices should be clearly reflected in labour standards policy followed by a dedicated policy on ethical business conduct.	Global Linkx have Gift/ Bribery policy	on-going	Completed- incorporated bribery act 2010
Ensure Health and safety of employees within organisation and supply chain partners.	Health and safety should be a stated policy to provide guidelines for staff and Global Linkx to ensure employees safety.	Global Linkx have dedicated health and safety policy.	on-going	Completed-
Contribute towards providing safe and healthy environment	Global Linkx should clearly state their role towards environment sustainable actions.	Global Linkx have dedicated Environment policy.	on-going	Completed-

nt for community				
Ensure measures for Business continuity	Global Linkx should identify the risks and issues and have a planned action to address these issues.	Global Linkx have conducted the risk review of its functions and processes including the supply chain and developed a business continuity plan.	on- going	Completed- Risk processes are documented.
Forge Business partner relationships	Establish formal business contracts with all sources/ suppliers and other business partners.	Global Linkx have distributor's forms and also have a process in place to sign agreement with suppliers.	on- going	Completed-
Ensure Equality and Diversity	Global Linkx should provide equality of opportunity to recruit its employees and the suppliers.	Global Linkx is running its business internationally and have equality and diversity policy in place.	on- going	Completed-

## References

1. <http://www.ilo.org/global/publications/lang--en/index.htm>
2. <http://www.ilo.org/global/standards/applying-and-promoting-international-labour-standards/lang--en/index.htm>
3. <http://www.ilo.org/safework/>
4. Rules of the game. [http://www.ilo.org/global/publications/WCMS\\_108393/lang--zh/index.htm](http://www.ilo.org/global/publications/WCMS_108393/lang--zh/index.htm)
5. TRADE AND LABOUR STANDARDS.  
[http://www.wto.org/english/thewto\\_e/minist\\_e/min99\\_e/english/about\\_e/18lab\\_e.htm](http://www.wto.org/english/thewto_e/minist_e/min99_e/english/about_e/18lab_e.htm)
6. Employment terms and conditions.  
<http://www.direct.gov.uk/en/Employment/Employees/index.htm>
7. [http://www.britishlaw.org.uk/cit\\_emp.html](http://www.britishlaw.org.uk/cit_emp.html)
8. NHS supply chain code of conduct.  
[http://www.supplychain.nhs.uk/~/\\_media/Files/Misc/NHS%20Supply%20Chain%20Supplier%20Code%20of%20Conduct.ashx](http://www.supplychain.nhs.uk/~/_media/Files/Misc/NHS%20Supply%20Chain%20Supplier%20Code%20of%20Conduct.ashx)
9. Social Accountability Standard (SAS) 2008. <http://www.sai-intl.org/index.cfm?fuseaction=Page.ViewPage&PageID=937>
10. EuEmployment law. <http://www.londonchamber.co.uk/DocImages/1154.pdf>
11. Public holidays in Germany. <http://www.dipinfo.ru/eng/gk/germany/germanyholidays>
12. Public Holidays in France. [http://www.french-property.com/reference/french\\_public\\_holidays.htm](http://www.french-property.com/reference/french_public_holidays.htm)
13. Equality Act 2010. [www.direct.gov.uk/en](http://www.direct.gov.uk/en)