

---

## Human Rights and Fair Labour Policy

Design and Analysis Ltd is committed to a policy of supporting human rights and fair labour in all aspects of our business practice, not only because we recognise our legal obligations but because as an organisation we believe it is our moral duty.

We believe everyone should have the **opportunity to work**.

Our business was founded, and continues to be based on, the respect for meaningful work as a fundamental human right. We believe we should go beyond mere compliance with applicable employment laws worldwide, especially those that address **working hours, conditions, and child labour**.

We believe that everyone has the right to a **safe** and respectful **work environment**, free of bullying/abusive or **unprofessional conduct** or **harassment** of any type.

We are committed to respecting our employees' **freedom of association**, freedom of speech and the right to **collective bargaining** within the bounds of UK law.

We have a **zero tolerance policy regarding human trafficking or forced labour** of any kind and adhere to all international labour and immigration laws and regulations wherever we operate.

We believe that **everyone should be treated fairly and without discrimination** in regards to hiring and advancement opportunities.

We believe that **diversity** contributes to business success, by bringing a broader range of perspectives and capabilities to our organization.

We will treat breaches of this policy seriously and corrective action, including disciplinary action which could result in dismissal, will be taken in accordance with the UK Disciplinary Rules and Procedures. We will make those who participate in unlawful discrimination aware that they may find themselves personally liable to legal action by victim.

All employees and contractors under direct control are required to adhere to the terms of this policy. Design and Analysis will not tolerate working with any suppliers who don't advocate and follow a similar policy themselves.

Any queries on the application or interpretation of this policy should be raised directly with the Managing Director.

Carl Woolley  
Managing Director