

Ethical Policy

1. Introduction

The Production Hub Limited ("the Company") is committed to operating ethically, respecting human rights, and maintaining integrity in all aspects of its business. This policy provides a framework for our ethical commitments and guides our conduct.

2. Human Rights

2.1 The Company opposes all forms of slavery, inhumane treatment, and restrictions on freedom of thought, conscience, or religion.

2.2 The Company ensures all employees, agents, and contractors are entitled to the rights outlined in the **Universal Declaration of Human Rights** and the **Human Rights Act 1998**.

2.3 The Company will not engage with any organisation or individual that fails to uphold human rights or breaches the rights of those impacted by their activities.

3. Workers Rights

3.1 The Company complies with all relevant employment laws and treats these as minimum standards, striving to exceed them where possible.

3.2 Discrimination based on age, gender, race, sexual orientation, religion, beliefs, marital status, pregnancy, or gender reassignment is prohibited. All workers are treated equally and fairly, with equal pay for equal work.

3.3 Workers are free to join or form trade unions or staff associations without fear of detriment.

3.4 Workers will receive clear information about their terms of employment, including wages, working hours, overtime, and leave entitlements (e.g., annual, sick, maternity, or paternity leave). Detailed leave policies are available from the Compliance Officer, Lorna Hames (Director) or in The Office Manual.

3.5 The Company prohibits any form of bullying, harassment, or corporal punishment. Please see the **Harassment & Bullying Policy** for definitions, reporting procedures, and support resources, available from the Compliance Officer or in the Office Manual.

4. Environmental Responsibility

4.1 The Company is committed to minimizing its environmental impact and adhering to all applicable laws. For more details, refer to the **Environmental & Sustainability Policy** available from the Compliance Officer or in the Office Manual.

5. Conflicts of Interest

5.1 The Company values trust and transparency in its relationships with clients, suppliers, and employees. Avoiding conflicts of interest is essential to maintaining these relationships.

5.2 An **Anti-Bribery Policy** provides clear guidelines to minimise conflicts of interest and address risks related to bribery and corruption. Copies of this policy are available from the Compliance Officer or in the Office Manual.

5.3 All employees, officers, and representatives must act honestly and comply with the law.

6. Information & Confidentiality

- 6.1 Information provided to employees, contractors, or agents must only be used for its intended purpose and not for personal gain.
- 6.2 The Company complies with all applicable data protection laws, including the **UK GDPR**, the **Data Protection Act 2018**, and the **Privacy and Electronic Communications Regulations 2003**. Refer to the **Data Protection Policy** for more details, available from the Compliance Officer or in the Office Manual.

7. Shareholders & Investors

- 7.1 The Company ensures that no actions or omissions by its employees or representatives deliberately, negligently, or recklessly mislead shareholders, creditors, or other investors.

8. Suppliers & Partners

- 8.1 The Company expects all suppliers and partners to uphold similar ethical and moral standards.
- 8.2 The Company reviews the ethical record of potential suppliers and reserves the right to request information about the production and sourcing of goods.
- 8.3 Agreements with suppliers or partners who act against this policy may be terminated.

9. Bribery & Corruption

- 9.1 The Company has a zero-tolerance approach to bribery and corruption. For detailed guidance, refer to the **Anti-Bribery Policy**.
- 9.2 Employees, agents, and business partners must not offer or accept any form of bribe or facilitation payment.
- 9.3 Employees are encouraged to report suspected bribery or corruption under the **Whistleblowing Policy**, available from the Compliance Officer or in the Office Manual.

This policy / policy review has been approved & authorised by:

Name and Position Lorna Hames, Director

Date:

09-01-2026

Signature:



Policy Review Record

Effective Date:	16 March 2012
Last Review:	January 2026
Next Review:	January 2027