



## Labour Standards Policy

### Labour Standards Assurance Policy

M.I.S.S Ophthalmics Ltd is a distributor of a wide range of ophthalmic surgical instruments and equipment.

As a company, the senior management is fully informed of the need for a Labour Standards Policy and the obligation to its employees, customers, and the communities with in the sector it operates.

This document outlines our policy in relation to labour standards and has been approved by the Commercial Director.

### Scope of the Policy

M.I.S.S Ophthalmics Ltd policy ensures that it meets its obligations and commitments and implements this policy in line with EU law as a small / medium enterprise.

### Policy Review and Improvements

This policy will be reviewed periodically in line with LSAS policy and legislation changes. The policy will routinely be reviewed annually at the company review meeting as part of the annual management review, to enable continual improvement of the system.

### Minimum Labour Standard

M.I.S.S Ophthalmics has identified the following reasons to establish a comprehensive system of Minimum Labour Standards to guide its business operations.

1. **Ethical Responsibilities** – we accept our obligations to our employees, customers and suppliers. Within the sector we conduct business we operate in an ethical manner.
2. **Risk of Supply** – we have identified that labour standards abuse in the supply chain can pose a risk of supply. Any supply chain partners who commit abuses face legal enforcement action which could damage business and prevent them in their ability to supply.
3. **Damage to the company's reputation due to adverse publicity** - discovery of labour standards abuse presents a reputation and structural risk. (1) Turnover- customers choose to purchase supplies and services from other sources. (2) Staff retention and recruitment may be affected as people choose not to work for a company associated with any labour standards abuses. This could also lead to low morale in the work place. (3) Loss of trust with customers and suppliers within the wider society.
4. **Quality of Goods and services** – we recognise that there is typically a link between labour standards and poor quality of goods and services.

To help identify a set of minimum labour standards, M.I.S.S Ophthalmics Ltd have particularly referred to the following resources:

#### ETI Base Code

#### NHS Supplier Code of Conduct

#### Social Accountability International SA8000

#### UN's Universal Declaration of Human Rights

#### Minimum Labour Standards in the UK: -

1. **Child Labour** – M.I.S.S Ophthalmics Ltd does not engage in or support the use of child labour. If we engage any Work Experience students, we will ensure that a suitable risk assessment is carried out, and that any young person is not exposed to any dangerous conditions, and not work more than an 8-hour day.
2. **Forced or Compulsory Labour** - M.I.S.S Ophthalmics Ltd 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 as outlined in their contract of employment.

3. **Health & Safety** – M.I.S.S Ophthalmics Ltd shall provide a safe and healthy workplace environment. We shall take effective steps to prevent potential accidents and injury to employee's health by minimising the risk to its employees. All employees will receive safety and job training during their employment. Employees will have access to clean toilet facilities and drinking water. The health and safety responsibilities of M.I.S.S Ophthalmics Ltd have been assigned to the Commercial Director.
4. **Freedom of Association** – the freedom of association is respected and M.I.S.S Ophthalmics Ltd will comply with UK labour relations legislation.
5. **Discrimination** – M.I.S.S Ophthalmics Ltd will not engage or support any form of discrimination in its employing of staff, salary, training, promotion, termination or retirement based on race or national or social origin, caste, religion, gender, sexual preference, political affiliations, age or other circumstance that could be classed as discrimination. These policies are clearly stated in our equal opportunities policy, which is given to all new employees as part of their induction.
6. **Disciplinary Practices** – M.I.S.S Ophthalmics Ltd will treat all employees with dignity and respect. We shall not use or tolerate the use of corporal punishment, mental or physical bullying or verbal abuse of personnel. No cruel or inhumane treatment is allowed.
7. **Working Hours** – M.I.S.S Ophthalmics Ltd comply with all relevant laws and labour standards on working hours and holiday entitlement. Our normal working hours do not exceed 48 hours per week and overtime hours do not exceed 12 hours per week. Before employment we ensure that all employees have the legal right to be employed in the UK.
8. **Remuneration**- M.I.S.S Ophthalmics Ltd shall comply with national laws and regulations relating to wages and benefits. All work-associated activities are carried out on the basis of a recognised employment relationship established according to national law and practice. Where practical, a living wage is aimed for.

**M.I.S.S Ophthalmics Ltd is also committed to: -**

- Compliance with appropriate legal requirements. We keep abreast of any legal requirements by checking appropriate NGO (NATLEX through ILO) websites and having available a qualified lawyer who specialises in employment law.
- Ensure that key contractors, sub contractors and suppliers are aware of this policy
- Make available time and resource for the implementation of this policy

Iain Short (Commercial Director) is the management representative responsible for establishing, implementing and maintaining an effective labour standards assurance system.

**Whistleblowing**

In this policy 'Whistleblowing' refers to the reporting by employees (including within our supply chain) of suspected misconduct, illegal acts or failure to act. The aim of this commitment is to encourage employees (including within our supply chain) and others who have serious concerns about any aspect of the supply chains process, to come forward and voice those concerns. This can be done by contacting us at [whistleblowing@miss-ophth.com](mailto:whistleblowing@miss-ophth.com).

**Targets**

M.I.S.S Ophthalmics Ltd is committed to the following targets:

Self Assessments to be returned within 15 working days.

“Low” risk ratings achieved, maintained and reviewed for all suppliers / contractors.

Conduct Labour Standards Assurance System (LSAS) management reviews within 365 days (+ 5%) of the previous review.

Conduct Labour Standards Assurance System (LSAS) internal audits within 365 days (+ 5%) of the previous review.

Close out all Labour Standards Assurance Systems (LSAS) complaints / corrective / preventive actions with 60 days of raising.

Iain Short  
Commercial Director  
January 2020