



MODERN SLAVERY POLICY

Of

Reflex Studio Ltd t/a Reflex Printed Plastics

2nd January 2020

Reflex Studio Ltd t/a Reflex Printed Plastics is a small company employing 20 permanent members of staff and with an annual turnover of £3,500,000.

We are very close to all our employees and most individuals have been with Reflex for many years. As such, we feel confident that we have no issues concerning our permanent members of staff that may involve slavery, intimidation or abuse.

We do, however, use a number of agency staff throughout the year during busy periods, as and when required. While we only use a few reputable employment agencies, we are always on the alert for any signs that may indicate a breach of our modern slavery policy. All members of staff are aware that any concerns in this regard must be raised immediately with management so the relevant employment agency can be contacted.

We actively encourage our suppliers to share our values.

Forced or involuntary labour

Workers shall not be subject to any form of forced, compulsory, bonded, indentured or prison labour. All work must be voluntary and workers shall have the freedom to terminate their employment at any time without penalty, given notice of reasonable length.

Recruitment fees

Workers shall not be charged any fees or costs for recruitment, directly or indirectly, in whole or in part, including costs associated with travel, processing official documents and work visas in both home and host countries.

Document retention

Confiscating or withholding worker identity documents or other valuable items, including work permits and travel documentation (e.g. passports) is strictly prohibited. The retention of personal documents shall not be used as a means to bind workers to employment or to restrict their freedom of movement.

Contracts of employment

Written contracts of employment shall be provided to all members of staff, clearly indicating their rights and responsibilities with regard to working and employment conditions.

Humane Treatment

The workplace shall be free of any form of harsh or inhumane treatment. Disciplinary policies and procedures shall be clearly defined and communicated to all workers, and shall not include any inhumane disciplinary measure, including any corporal punishment, mental or Physical coercion, or verbal abuse of workers; nor shall they include sanctions that result in wage deductions, reductions in benefits, or compulsory labour. The use or threat of physical or sexual violence, harassment and intimidation against a worker, his or her family, or close associates, is strictly prohibited

Workplace Equality

All workers, irrespective of their nationality or legal status, shall be treated fairly and equally.

Working hours

Workers shall not be forced to work in excess of the number of hours permitted in national law. All overtime shall be purely voluntary, unless part of a legally recognized collective bargaining agreement. No worker shall be made to work overtime under the threat of penalty, dismissal, or denunciation to authorities. No worker shall be made to work overtime as a disciplinary measure, or for failure to meet production quotas.

Freedom of movement and personal freedom

Workers' freedom of movement shall not be unreasonably restricted. Workers shall not be physically confined to the workplace or related premises, such as employer- or recruiter operated residences; nor shall any other coercive means be used to restrict workers' freedom of movement or personal freedom. Mandatory residence in employer-operated facilities shall not be made a condition of employment.

Whistleblowing procedure

An effective and confidential whistleblowing procedure shall be in place so that employees can raise concerns openly without fear of victimisation or sanction.

Antony Jones
Managing Director