

Social Accountability is a measure of an organisation's awareness of current and emerging social concerns, and priorities expressed by stakeholders (i.e. shareholders, employees, partners, government, NGOs, charities, communities etc.) Our responsibility to social engagement is reflected in our commitment to addressing stakeholder concerns, including:

1. Willing legal and moral compliance with local and international employment, health and hygiene, safety, and environment laws;

2. Respect for basic civil and human rights;

and,

3. Building better futures for local communities.

In order to achieve these objectives, International Associates shall respect the United Nations Declaration of Human Rights and by adopting the International Labour Organisation (ILO) guidance, by implementing the following principals.

### **EMPLOYMENT IS FREELY CHOSEN.**

International Associates shall ensure that there is no forced, bonded or involuntary prison labour within its direct operations, partners and its direct tier supply chain suppliers.

Workers shall not be required to lodge any deposit, financial or otherwise, and shall not be required to deposit their identity papers allowing them to leave the contracted employment after a reasonable notice period.

### **FREEDOM OF ASSOCIATION (FOA)**

Workers, employees, and direct contractors, without distinction, have the right of Freedom of Association and to join or form trade unions of their own choosing, which includes bargaining collectively.

IA shall maintain an open attitude towards the activities of trade unions, including ensuring no discrimination against worker representatives.

### **ACCEPTABLE WAGES**

International Associates Limited is committed to ensuring all persons are paid a fair wage that is compliant with local minimum wage legislation, providing levels that allow for housing and sustenance.

The deliberate withholding of agreed salaries for work undertaken is not permitted within the organisation.

In line with the company's policies, there shall be no discrepancy in wages for job roles on account of gender or any other non-competence/non-geographic based factors.

## **WORKING HOURS / REGULAR EMPLOYMENT**

All offices within International Associates Limited shall ensure that the hours worked by personnel is compliant to contractual requirements, local legislative requirements and importantly is safe.

Due care must be taken by management and personnel alike to ensure that hours meet such compliance obligations and take levels of fatigue do not threaten the safety of the individual and those around them.

Where possible work performed shall be on the basis of recognised employment relationship established through national law and practice, or agreed contract basis.

## **NON-DISCRIMINATION**

International Associates shall practice no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

## **PROVISION OF WELFARE EQUIPMENT & FACILITIES**

In line with the company's Health, Safety & Welfare Policy (IA-POL-05), the company are dedicated to protecting its personnel when performing their activities, keeping them safe and maintaining the health.

All staff shall have access to suitable welfare facilities when working within International Associates Limited facilities such as offices and workshops. These include access to adequate like clean water, sanitary resources (toilets, sinks etc.) and health and safety equipment (first aid kits, fire extinguishers, PPE etc.)

## **CHILD LABOUR**

International Associates Limited believes that the exploitation of children is abhorrent and counterintuitive to our beliefs as a company that all peoples deserve basic human rights, such as access to education. As such, all offices are required to abide by local legislation relating to minimum working/school leaving age, with any noted non-compliance to this being dealt with swiftly by the management at all levels.

This is not to be confused with Work Experience, Internship or Apprenticeship programmes designed to provide young person valuable experience. Such programmes shall be undertaken in a formalised manner that ensures the welfare of the individuals concerned.

## **HARSH OR INHUMANE TREATMENT**

Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited within IA and its partners.

### **MODERN SLAVERY & HUMAN TRAFFICKING**

International Associates Limited and all its offices are committed to supporting the elimination of Modern Slavery and fully meet its obligations under all relevant legislative requirements (e.g. Modern Slavery Act 2015 in the UK).

International Associates Limited deplores the act of enslaving and trafficking people and any perceived notion of such activities taking place. Forced or compulsory labour is prohibited. Employees should not be forced into involuntary labour, and coercion at work is not acceptable.

Practices designed at restricting personal freedom such as the withholding of passports, visas or work permits are not permitted amongst any of the offices of International Associates Limited.

Any perceived notion of such activities taking place, either during operations or by International Associates Limited personnel shall be tackled in a swift and comprehensive manner.

**All personnel should take it as part of the moral duty to report any such activities to the Whistleblowing channel ([www.ia-uk.com/whistleblowing](http://www.ia-uk.com/whistleblowing)) immediately.**

**With relation to the topics covered within this policy, International Associates Limited shall cooperate fully with law enforcement agencies in any investigation into any events of malpractice or criminal behaviour.**



**Martin Coles**

Operations Director of International Associates Limited

Date: 06 Aug 2020