

About Labtech

Founded in 1993, Labtech International Ltd (Labtech) is a boutique distributor and service provider for instrumentation, reagents and consumables. Our aim is to form long-term, mutually beneficial relationships with our suppliers and customers.

We are focussed on bringing innovative scientific technologies to market and adding value with ongoing high level applications, service and technical support.

We attach great value to acting in a professional, honest and ethical manner in all our interactions. Our Code of Conduct reflects our desire to provide a high level of service to our suppliers and customers, taking on board their feedback to continually improve. As a minimum we expect our suppliers to observe all regulatory requirements and commit to ethical business practices. As an ISO 9001:2015 certified business we operate with clear quality management structures to the benefit of Labtech and all stakeholders.

Code of Conduct

Working Conditions

Since our foundation in 1993, Labtech has sought to be a respected employer. Our aim is to provide a positive and healthy working environment, where employees can develop both personally and professionally. Relationships between employees should be based on mutual respect and dignity. Wherever possible we work with employees to allow flexibility in working hours to fit in with home and family commitments. We actively listen to employee feedback and are able to respond quickly to their suggestions for improvement.

Working Environment

We seek a constant improvement in health and safety in the workplace to ensure that all employees have a safe working environment, strictly observing national laws as a minimum. We are keen to promote employee wellbeing taking into account both physical and mental health.

We expect our suppliers to as a minimum observe all local regulations for health and safety as well as working conditions. We expect that suitable provisions are put in place for safety equipment as well as the disposal of hazardous waste. These provisions are subject to regular audit, review and improvement.

Pay and Work

Labtech's terms and conditions of employment, including remuneration and working hours must meet national regulations as an absolute minimum. We do not utilise zero hours contracts and ensure that all employees are paid at least the UK Real Living Wage. This is monitored on an annual basis and applied regardless of role or responsibilities. We expect all suppliers to adhere to local regulations regarding pay and conditions.

Equal Opportunity

Labtech International is committed to achieving a working environment which provides equality of opportunity and freedom from unlawful discrimination on the grounds of race, colour, nationality, ethnic origin, gender, marital status, disability, religious beliefs, age or sexual orientation. We aim to remove unfair and discriminatory practices within the Company and to encourage full contribution from its diverse community, actively opposing discrimination. We ensure that recruitment and remuneration are based solely on role and experience.

Discrimination

We aim for a non-discriminatory corporate culture based on responsibility and respect. We offer equal opportunities for employment and personal

development irrespective of age, gender, ethnic or national background, religion, sexual orientation, disability or any other distinguishing characteristic. We do not permit discrimination on these grounds in any form and take all measures we can to protect our employees from such discrimination. Any reports of such discrimination are escalated to the Labtech Board with the utmost speed and seriousness.

Labtech aims to provide a service that does not discriminate against its clients and customers in the means by which they can access the services and goods supplied. We believe that all employees and customers are entitled to be treated with respect and dignity.

Forced Labour / Anti-Slavery

Labtech has a zero tolerance approach to slavery and human trafficking both within our business and supply chain. We do not accept forced labour, work unwillingly performed or unpaid work in any form. We carry out due diligence in our supply chain in pursuance of the Modern Slavery Act 2015. We have made staff aware of the Modern Slavery Act and what to do if they suspect human trafficking or slavery. We seek assurance from suppliers that they adhere to these standards.

Child Labour

Labtech refers to the UN's Convention on the Rights of the Child and the ILO's Convention on the Minimum age for admission to employment. No person under the age of 15 or below the age for having completed compulsory schooling shall be employed by Labtech or any of our suppliers. It is an essential requirement for our suppliers to give assurance that they adhere to these regulations.

Disciplinary Measures

Employees and customers shall be treated with respect and dignity. The Labtech Employee Handbook clearly details disciplinary measures for employees who breach our conditions and our expected standards of behaviour. We take any accusation of harassment or discrimination with the utmost seriousness and they are resolved by the Labtech Board as a matter of urgency, involving external legal support where appropriate or necessary.

Political Involvement

Labtech maintains neutrality towards political parties and candidates. The name of Labtech, associated companies or other resources shall not be used to promote the interests of political parties or candidates.

Relationship with the Community

Labtech aims to play a positive social influence in the local, national and international communities. Labtech is a proud member of our local chamber of commerce and appropriate trade organisations.

Environmental Policy

Labtech works proactively to minimise both our direct and indirect negative impact on the environment, being conscious of our carbon footprint. It is our policy to restrict our use of energy, water and natural resources. Labtech minimises landfill waste through prevention, re-use and recycling where possible. We have put in place robust processes for the safe and legal disposal of waste, working exclusively with licensed waste carriers who are fully certified. We aim to prevent environmental damage and minimise noise and air pollution, reducing our travel where practicable.

Labtech works closely with suppliers and logistics partners to minimise our negative impact on the environment, seeking continuous improvement. We select couriers and logistics partners who have positive carbon neutral strategies. We are committed to providing environmental training and promoting environmental awareness to our employees and partners. We will implement robust processes to prevent environmental non-conformities and ensure that we are prepared to deal with potential

environmental emergencies. We will regularly review and update our environmental policies based on environmental legislation, technological advances and best practices.

Labtech actively complies with the Waste Equipment and Electronic Regulations 2013 (WEEE).

Anti-Corruption

Labtech does not accept corruption, bribery or unfair/anti-competitive business practices. All sales and marketing of products must be conducted in accordance with local laws and regulations. We shall not act in breach of applicable laws on competition or participate in non-permissible cooperation with customers, competitors or suppliers. If any employee of Labtech is contacted with any suggestion of non-permissible cooperation then this must be reported to the Labtech Board immediately.

We shall not offer or make inappropriate payment or other form of remuneration to induce a person or organisation to establish or maintain a business relationship with Labtech. We shall not directly or indirectly, request or accept any payment or other form of remuneration to establish or maintain a business relationship with Labtech. In order to prevent any conflict of interest, Labtech employees shall only give or receive gifts or services that do not

conflict with relevant laws, that are in line with general business practice and that cannot be reasonably regarded as constituting bribes.

Labtech will not do business with customers or suppliers that we suspect of violating our anti-corruption policies. Employees are encouraged to inform their line managers of approaches they have received as a matter of priority.

Communication

We maintain an open and honest dialogue with suppliers, customers and partners. We reply to questions from the parties concerned in a timely and appropriate manner. All external enquiries should be sent to sales@labtech.com.

GDPR

Labtech strictly adheres to the General Data Protection Regulation (EU) 2016/679 (GDPR). All employees are trained on GDPR and suppliers are made aware of these regulations and our policies relating to them.

Application

Managers and the Labtech Board shall be familiar with this Code of Conduct as well as applicable national legislation and regulations. They are also responsible for ensuring that suppliers they work with are familiar with and work in accordance to this

Code of Conduct. All employees of Labtech are responsible for ensuring that they act in accordance with our principles and values described within the Code.

Follow-Up

All employees of Labtech are responsible for reporting to their line managers or the Managing Director any cases of fraud or criminal behaviour. Any confirmed infringements of this Code of Conduct will lead to disciplinary actions, including the possibility of dismissal for Gross Misconduct. Employees who are uncertain as to whether their behaviour may conflict with the Code of Conduct should immediately discuss it with their line managers in the first instance.

We reserve the right to conduct unannounced inspection or follow-up with our suppliers to satisfy us that our Code of Conduct is being observed. We reserve the right to request supporting evidence to confirm that our suppliers and their supply chains adhere to national regulations regarding employment conditions, health and safety, as well as environmental responsibilities. We reserve the right to terminate our working relationship with a supplier who does not when requested, carry out any agreed improvements to their working practices within an agreed timeframe.

Responsibility for Employees

The Managing Director of Labtech is responsible for communicating the content and purpose of this Code of Conduct to all Labtech employees and any sub-contractor performing work on our behalf. All employees are actively encouraged to inform their line managers or the Labtech MD if they encounter circumstances that may conflict with this Code of Conduct. Reports of infringements of the Code may be made anonymously and in confidence to md@labtech.com or by post to Labtech addressed FAO the Managing Director. Individuals who in good faith submit a report will not be subject to any punishment or adverse consequences. Failure to observe this Code of Conduct may result in disciplinary action.

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