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 focused 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.

Our Code of Conduct is founded on the following principles:

**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 diverse community, actively opposing discrimination based solely on role and experience.

Discrimination on the grounds of race, colour, nationality, ethnic origin, gender, marital status, disability, religious beliefs, age or sexual orientation. We aim to remove 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.

**Disciplinary Measures**

Employees who breaches 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 the utmost speed and seriousness.

**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.

**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.

**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.

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. Whatever 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.

**Equal Opportunity**

Labtech International is committed to achieving a working environment which allows employees the 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.

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Environmental Policy
Labtech works proactively to minimize both our direct and indirect negative impact on the environment, being conscious of our carbon footprint. It is our policy to respect our use of energy, water, and natural resources. Labtech minimizes landfill waste through prevention, re-use and recycling wherever possible. We have put in place processes to ensure the safe and legal disposal of waste, working exclusively with licensed waste carriers who are fully certified. 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 minimize noise and air pollution, reducing our travel where possible.

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

Labtech expects our business partners to minimize our negative impact on the environment, seeking continuous improvement. We aim to prevent environmental damage and minimize noise and air pollution, reducing our travel where possible.

Anti-Corruption
Labtech does not accept corruption, bribery or unfair or 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 organization to establish or maintain a business relationship with Labtech. In order to avoid any suggestion of non-permissible cooperation we shall not directly or indirectly, request or accept any payment or other form of remuneration to induce a person or organization to establish or maintain a business relationship with Labtech. We shall not offer or make inappropriate payment or other form of remuneration to induce a person or organization to establish or maintain a business relationship with Labtech. In order to avoid any suggestion of non-permissible cooperation 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 avoid any suggestion of non-permissible cooperation then this must be reported to the Labtech Board immediately.

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 in 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.