

**Link Orthopaedics UK Ltd**

**Labour Standards Policy**

**Purpose**

The purpose of this policy is to highlight our commitment to protecting the human rights of all employees, those of our suppliers and those others who have dealings with the organisation.

Link Orthopaedics UK Ltd, has strict procedures in place when selecting potential suppliers. This is in line with our ISO 9001 and 13485 certifications and all suppliers are evaluated accordingly.

**Scope**

This policy will cover the sale and distribution of Orthopaedic Implants, surgical instruments and surgical power tool consumables (Drills Bits, Saw Blades, Burrs and Kwires), ensuring the organisation and its suppliers follow strict guidelines on Labour Standards as outlined in this document.

This policy has been developed with reference to the below sources:

- The International Labour Organisation 8 fundamental labour standards.
- The United Nations Universal Declaration of Human Rights.

**Responsibility**

The responsibility for ensuring this policy is complied with lies with the Managing Director and Operations Manager. Suppliers will also have a dedicated Quality Manager ensuring compliance with their own Labour Standards and that of the company. All employees of Link have access to this policy.

**Procedure**

The company and its suppliers will comply with the Minimum Labour Standards and the Modern Slavery Act 2015 in the UK and countries where suppliers operate as detailed below:

- **Child Labour** – Link UK will not employ workers under the legal working age stipulated by the law of the countries in which we operate. Link UK will comply with

ILO convention number 182 on banning the worst forms of exploitation of child labour.

- **Forced Labour** – Link UK shall not engage in or support the use of forced or compulsory labour, or bonded or involuntary prison labour. As detailed in employee contracts, all are free to leave the company upon given notice period.
- **Health and Safety** – Link UK have existing health and safety policies in accordance with ISO standards. We will ensure we provide a safe and healthy environment for staff and take all reasonable steps to prevent injury or death to any person on our site. Employees shall receive regular health and safety training updates on any changes to standards or policies. Clean toilets and drinking water are provided for all employees and visitors. The Managing Director has overall responsibility for ensuring the Health & Safety policy is implemented. A copy of the policy is readily available for all employees and visitors.
- **Freedom of Association** – The Company will respect and comply with UK labour legislation on the freedom of association.
- **Discrimination** – In accordance with the company Equal Opportunity policy the company will not discriminate or support discrimination against any person on the basis of race, origin, caste, religion, gender, sexual orientation, disability, political affiliations or age.
- **Disciplinary Practices** – The Company will not engage in or allow any form of corporal punishment, physical coercion or verbal abuse of personnel. Any disciplinary matter will be managed in accordance with the correct procedures.
- **Working hours** – The company shall comply with the law and standards on working hours and holiday entitlement. Normal working hours are not in excess of 48 hours per week. Prior to employment the company ensures all staff have the required legal rights to work within the UK.
- **Compensation** – The Company will comply with national laws and regulations in regards to employee wages and benefits. These must meet the basic living needs of employees and their families. Link UK will only work with suppliers who adhere with this.

### **Compliance and continuous improvement**

Senior management have responsibility for ensuring this policy is complied with. The policy will be reviewed regularly and any changes in legislation or laws (in the UK and supplier countries) which affect the policy will be taken into consideration to ensure the continuing effectiveness of the policy. The organisation will hold Management Review Meetings in accordance with ISO requirements where compliance with this policy and anything relating will be discussed in line with the Quality Management System.

The Company will ensure the sufficient resources are made available for the implementation of this policy.

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A copy of this policy is available to all employees, suppliers and customers.



Jim Malcolm  
Managing Director  
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