

# Labour, Human rights and Ethics

# About Us

## **Introduction**

The Solo Group is a trading name of AMS (GB) Limited.

The Solo Group was formed with a single purpose to link like-minded production partners who share a common work ethos – the supply of exceptional service, quality products and the delivery of projects on-time and on-budget.

## **Service – Integrity – Value**

Our reputation is paramount. Over 30 years we have gained both knowledge and reputation, working with some of the top UK advertising and marketing agencies, worldwide print companies and with some of the largest International clients. This experience has given us a firm base to continue building our reputation.

## **How we work**

We can manage client projects from an initial brief through to final material delivery, however, we can also input at any stage of the journey – we have a flexible approach, which we can tailor to suit the clients requirements.

# Our Mission

## MISSION

Continue to be part of the evolution of the print & design industry by providing the most **Innovative, creative** and **sustainable** solutions to all projects.

## STRENGTH

Deliver **excellence** by providing the best product and service.

Exemplify '**Solo Group Quality**' in everything we make, 100% of the time.

## COMMITMENT

Recognise the **importance of sustainable development** by ensuring that business activities do not have an adverse impact on people, planet and prosperity.

Promote **success** for the brands we are privileged to partner with.

Nurture the **next generation of talent** using our extensive experience in design and print.

# Labour & Human Rights Policy

## 1.1. Employee Health & Safety:

Solo is committed to maintaining a healthy and safe work environment and minimising any adverse health and safety impacts arising from operations.

## 1.2. Working Conditions:

1.2.1. Working Hours: Solo must uphold the local legal limit on hours worked, and where no limit is imposed, they must not engage employees for more than 60 hours a week at most, outside of extraordinary circumstances. Employees must receive at least 1 day off each week and must not be required to take work home.

1.2.2. Wages and Social Benefits: Solo must pay their employees either the legal minimum wage or the prevailing industry wage, whichever is higher, as well as any legally prescribed benefits. Employees must not be subject to financial penalties for poor performance or face illegal deductions for benefit payments.

## 1.3. Career Management & Training

1.3.1. Training & Development: Solo commits to foster a strong and committed workforce by investing in training and development of our employees.

1.3.2. Further Studies: Solo encourages and supports our employees to pursue further studies in related fields.

## 1.4. Human Rights

Solo respects and supports the internationally recognised human rights, such as the Universal Declaration of Human Rights and the International Labour Organisation Declaration of Fundamental Principles and Rights at Work. Solo seeks to avoid complicity in human rights abuses of any kind.

### 1.4.1. Employment Practices

1.4.1.1. Child labour: Solo must not, for any reasons, employ child labour. All Solo employees must be aged 18 or above.

1.4.1.2. Forced Labour: Solo must not use forced or compulsory labour of any kind, be it prison, bonded, indentured or otherwise. Furthermore, mandatory overtime is not permitted, and workers must be allowed to leave their employment after giving reasonable notice. We must never confiscate passports or work permits from employees.

#### **1.4.2. Diversity & Inclusion:**

Solo provides equal opportunities for all employees and believes that people should be recruited and promoted based on merit. Solo is committed to creating and encouraging an inclusive and supportive working environment for all Solo employees regardless of age, gender, sexual orientation, family status, disability, race including ethnic origin or nationality, religious or political beliefs.

#### **1.4.3. Social Dialogue:**

Solo recognise the right of employees to freely associate and must comply with all local laws governing the right of employees to select or not to select workplace representatives.

#### **1.5. Communication**

Solo is committed to build a supportive and pleasant workplace for everyone where employees can openly express thoughts and emotions. Solo employees should all feel comfortable to voice out their opinion whether it be through individual or casual group meetings with Human Resources Department or senior management. However, if direct communication is not possible, employees can use the suggestion box or the grievance/whistle-blowing system. All submissions will be reviewed, investigated and dealt with as quickly as possible by senior management.

# Ethics Policy

All Solo employees must adhere to the highest standards of business ethical conduct. We act with integrity and honesty. Any misconduct occurring or has occurred must be reported as timely as possible to top management through the grievance/whistle-blowing system.

## 2.1. Anti-Corruption

All Solo employees are required to follow all applicable laws, rules, and regulations related to anti-bribery and corruption.

## 2.2. Improper Payments, Gifts and Entertainment

All Solo employees may not give or receive gifts or entertainment.

## 2.3. Anticompetitive practices

All kind of anticompetitive practices are to be avoided, like for example agreement on prices with competitors.

## 2.4. Responsible Information Management

2.4.1. Confidential Information: All Solo employees must not disclose any confidential information of Solo and our customers directly or indirectly to anyone outside the company and to anyone within the company except to those who need to know or use the information.

2.4.2. Information Protection: Solo shall develop and maintain measures to protect information from access by unauthorised parties.

2.4.3. Password Security: Unique individual login credentials of any system, servers and websites should not be shared with anyone. Records of this information should also be stored securely.

### 2.4.4. Solo's Intellectual Property

2.4.4.1. All Solo employees must take appropriate measures to protect Solo's Intellectual Property. Unless needed to carry out task, employees should not take photo or reproduce information about our machinery and process.

2.4.4.2. Solo shall be entitled to sole ownership of any intellectual property rights including but not limited to software programs, hardware specifications and other property rights created, developed and discovered by Solo employee while in the course of his/her employment with the Company, including all registrations for the same.

### 2.4.5. Employee's Personal Data Privacy

This sets the minimum standard which will guide all Solo employees when dealing with personal data. If local law is more stringent, measures must be taken to comply with the local requirement.

2.4.5.1. Purpose and manner of collection of personal data: personal data must be collected for a lawful purpose and by fair means.

2.4.5.2. Accuracy and duration of retention of personal data: data users must ensure that the data held are accurate and up to date. Personal data should not be kept longer than necessary.

2.4.5.3. Use of personal data: unless personal data are used with the prescribed consent of the employee, the data must not be used for any other purpose not mentioned during data collection.

2.4.5.4. Security of personal data: Solo will take appropriate security measures to protect personal data against unauthorised or accidental access, processing, erasure or use by unauthorised person.

#### 2.4.6. Video Surveillance

2.4.6.1. Closed Circuit Television (CCTV) should only be used where it is necessary for a lawful purpose and that the data collected shall be adequate but not excessive.

2.4.6.2. People should be explicitly informed that they are subject to CCTV surveillance.

2.4.6.3. Positioning of CCTV: should be in a way that will not unnecessarily intrude into the privacy of individuals. No CCTV should be installed in places where people have a reason to expect privacy.

2.4.6.4. Security of collected data: Solo will ensure appropriate security measures to prevent unauthorised access to the CCTV system including proper access control defining who can access the recorded images and under what circumstances.