

Ethics Policy

There is hardly an agency around that will not boast of how well it treats its temporary staff. They are, after all, the lifeline of every agency. Behind the boasts, however, lies the undeniable fact that a substantial majority of agencies shamelessly exploit their workers to maximise profits and reduce prices.

Behind the extravagant claims of the benefits that accrue to temps when they work for an agency there is, almost without exception, a commercial imperative at work which denies temps their basic rights and squeezes every penny from their wage packet.

At Extraman, we do not follow such practices. Our success derives from scrupulous observance of all entitlements, partly because it is the only way we wish to run our company, and because we believe that the benefits that derive from a well-treated and contented workforce far outweigh the price advantages that can be gained by those that operate on the margins of compliance.

Purpose

This policy has been created to provide a framework and guidance on the company's approach to achieving and maintaining good business behaviour using sound ethical conduct. It serves to ensure that all employees are aware of their individual and collective responsibilities with regards to the company's ethics, and to emphasise our employees, suppliers, and customers' expectations to being treated fairly and by good business practices.

All employees are responsible for reading this document in its entirety and for ensuring that they comply with all the policy requirements as stated within this document. The purpose of this ethics policy is to maintain a culture of openness, trust and integrity in the company's business practices. Effective ethics is a 'team effort' involving the participation and support of every Extraman Ltd employee or Agency Worker.

Extraman Ltd is committed to protecting employees, business partners and suppliers from illegal or damaging actions by individuals, either knowingly, or unknowingly.

Equality, Diversity and Inclusion

Extraman Ltd understands that everyone is different and have unique qualities to offer. We seek to respect and understand these differences, so we can make the most of everyone's talents, to the benefit of individuals and the business as a whole. To this end, Extraman Ltd is committed to the promotion of equal opportunities throughout its business.

Defining Equality, Diversity and Inclusion

Extraman Ltd believes that Equality is about creating fairness, where everyone can participate and has the same opportunity to fulfil their potential. We are committed to fully complying with our obligations under the Equality Act (2010) by preventing unfair discrimination, harassment and victimisation; advancing

equality of opportunity and fostering good relations between people with a protected characteristic and those with none.

Extraman Ltd recognises that Diversity acknowledges and values the full range of differences between people both in the workplace and in wider society.

Diversity acknowledges that entry into the workplace and an individual realising their potential once there, can be influenced by a range of factors beyond the characteristics included within equality legislation. These include social, economic, and educational background, professional background, hierarchical level, working style, nationality etc.

Extraman Ltd understands that Inclusion relates to an individual's experience within both the workplace and in wider society, and the extent to which they feel valued and included.

Social and Economic Benefits

Extraman Ltd believes that fully valuing Equality, Diversity and Inclusion benefits our business in the following ways:

- 1) We can engage with and better understand the diversity of our stakeholders and customers, and can build on the experiences and insight of our diverse staff to create and maintain opportunities for both individuals and the company;
- 2) We value everyone's contributions, including people from across society, to make a positive difference to innovation, efficiency, and performance
- 3) We believe that creating the right culture, will develop a strong reputation, which will improve our ability to attract and retain the best talent and maintain positive relationships with all stakeholders
- 4) Extraman Ltd is committed to a zero-tolerance policy concerning discrimination based on any protected characteristic both internally as an organisation or with any organisation it works with externally.

Anti-Slavery and Human Trafficking

The Modern Slavery Act of 2015 requires certain businesses to provide disclosure concerning their efforts, if any, to address the issues of slavery and human trafficking in their supply chains. The disclosures are intended to provide clients with the ability to make better, more informed choices about the company which they support.

Extraman Ltd is committed to maintaining and improving systems and processes to avoid complicity in human rights violations related to our operations and that of our supply chain.

Extraman Ltd recognises that slavery and human trafficking can occur in many forms. Therefore, throughout this disclosure we use the terms "slavery and human trafficking" to encompass various forms of coerced labour.

Our commitment to human rights is outlined in our Code of Conduct. We commit to improve and implement the Code of Conduct across our supply chain.

EXTRAMAN POLICY – Ethics Policy

Extraman Ltd takes steps to verify, evaluate and address risks of slavery and human trafficking in our supply chain. The first step in this process is to set clear expectations for our suppliers. Our Code of Conduct states “We do not tolerate forced, debt bonded, indentured labour practices or human trafficking.

Extraman Ltd does not allow harsh or inhumane treatment, including corporal punishment or the threat of corporal punishment. We expect our suppliers and others to meet these expectations”. Our Code on Conduct also, in turn, provides that “forced, bonded (including debt bondage) or indentured labour, involuntary prison labour, slavery or trafficking of persons shall not be used”.

Extraman Ltd’s owner, Adrian Gregory, sets the tone of our ethical culture and holds management accountable for communicating ethics and compliance expectations.

Through our Code of Conduct we seek to promote honest and ethical conduct, deter wrongdoing and support compliance with applicable laws and regulations. The principles embodied in our Code of Conduct reflect our policies related to but not limited to slavery, human trafficking, conflicts of interest, non-discrimination, antitrust, anti-bribery, and anti-corruption and protecting our company’s reputation.

Employees should be free to choose to work for their employer and to leave the company upon reasonable notice.

ACCOUNTABILITY, DOCUMENT AND VERSION CONTROL

This document is effective from:	9/9/2021
This document is approved by:	Kim Trees – Operations Director
For questions or queries about this document, contact:	Kim Trees – Operations Director / Gary Waller – Operations Director

The following table details any updates, changes or developments made to this document:

Version	Details	Date	Approved by
1.	Version 1 – Original policy	9/9/2021	Kim Trees
2.	Version 2 – Policy update	11/11/2022	Kim Trees
3.	Version 3 – policy review	7/12/2023	Kim Trees