



## Human Rights and Modern Slavery Policy

1.0 **Introduction:** CTS serves clients and communities working to achieve our purpose to connect transform and sustain. That's why we seek to act in accordance with internationally-recognised human rights and standards, including the International Bill of Human Rights. We're working to guard against being complicit in human rights violations and to uphold the human rights of our people and any other individuals that we're in contact with, either directly or indirectly.

2.0 **Responsibilities:** Our Human Rights Policy applies to all staff and Partners. We also expect our suppliers to respect and adhere to this policy.

3.0 **Principles-** CTS will:

3.1 seek to avoid causing or contributing to adverse human rights impacts through our own activities and address such impacts, if they do occur, in a timely and appropriate manner;

3.2 seek to prevent or mitigate adverse human rights impacts that are directly related to our operations, products and services through our business relationships;

3.3 provide for, or cooperate in their remediation through legitimate processes, if we identify that we have caused or contributed to adverse human rights impacts;

3.4 continue to look for ways to support the promotion of human rights within our operations and our sphere of influence.

4.0 **Policy:** Our statements below draw upon the International Bill of Human Rights:

4.1 **Child Labour:** CTS will not use child labour and will comply with all relevant laws in this regard. We do, however, support legitimate

Issue 1 22 <sup>nd</sup> September 2020	Human Rights and Modern Slavery Policy	CTS 10209 Page 1 of 3
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workplace apprenticeships, internships and other similar programmes that comply with the applicable laws and regulations.

4.2 Modern slavery: CTS will not use forced, bonded or involuntary labour, and workers are not required to lodge deposits' or identity papers with the firm and can leave after giving reasonable notice, with all wages owed to be paid. We have a zero-tolerance approach towards human trafficking.

4.3 Health, Safety and Hygiene: All CTS employees will work in an environment that is both safe and healthy, in line with our Health and Safety Policy.

4.4 Discipline: CTS prohibits physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation. Disciplinary and grievance procedures are clearly documented and communicated to all employees. All disciplinary measures of a serious nature are recorded and actioned.

4.5 Freedom of Association and Employee Representation: CTS recognises that all its employees have the right to form and join organisations of their own choosing. The firm takes active measures to seek employees' views about the firm, respects employees' rights to belong to trade unions and fully complies with our legal obligations to inform and consult employees.

4.6 Working Hours: CTS will ensure that working hours are reasonable and comply with the law.

4.7 Equality of Treatment: CTS is fully committed to eliminating discrimination in recruitment, training and working conditions, on grounds of race, colour, sex, age, religion, political opinion, national extraction, sexual orientation, disability or social origin and to

Issue 1 22 <sup>nd</sup> September 2020	<b>Human Rights and Modern Slavery Policy</b>	CTS 10209 Page 2 of 3
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promoting equality of opportunity and treatment as outlined in the Employment Manual.

4.8 Employment terms: CTS will provide written and clear contracts which detail the terms and conditions of its staff employment. We will ensure that work performed by employees is on the basis of recognised employment law and practice.

4.8 Remuneration: CTS will, at a minimum, provide wages and benefits that meet national standards. We will provide employees with clear written information on their pay and conditions. CTS is committed to equal pay and benefits for men and women for work of equal value.

5.0 Grievance and remediation: Where a human rights violation is identified, we'll work with all parties involved to seek access to remedy, compensation and justice for the victim. We'll also investigate the root cause so that we can take appropriate steps to prevent such a violation reoccurring.

Issue 1 22 <sup>nd</sup> September 2020	<b>Human Rights and Modern Slavery Policy</b>	CTS 10209 Page 3 of 3
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