The Cinema Studio
Palace Building
Main Street
Grange-over-Sands
Cumbria LA11 6AB
United Kingdom

Tel: +44 (0)1229 824034
Web site: www.wilcock.co.uk

Services to the Onshore Natural Gas Industry

Labour Standards Policy

It is the company's policy to ensure that the selection, recruitment and employment of all staff employed by the company and all consultants placed by the company with clients is fully in accordance with all international labour standards and is in full compliance with all applicable UK legislation. In addition, it is the company's policy to assess it's own limited number of suppliers and sub-contractors to ensure that, as far as is applicable, similar standards are achieved by them.

Procedures and responsibilities to ensure compliance with the policy are incorporated into the company's accredited quality management system and are subject to internal and external audit in accordance with that system.

The company's policy is built around the following principles:

1 All employment contracts and contracts for services are entered into on a voluntary basis. The placement of these contracts is controlled by the company quality management system and The company's legal advisors regularly review contract terms to ensure that they remain in full compliance with UK employment legislation.

2 All employees and placed consultants are assured of the company's acknowledgement of their rights to freedom of association and collective bargaining.

3 The Company's Equality, Diversity and Inclusion Policy, signed by the Managing Director, and issued to all employees and placed consultants confirms the company's policies and procedures to ensure equality, diversity and inclusion for all and prohibition of abuse, harassment and bullying.

4 The company's disciplinary procedures are defined in full in the contracts of employment and contracts for services issued to employees/placed consultants and are fully in accordance with UK employment legislation.

5 The company has procedures in place to ensure compliance with the Working Time Regulations and has procedures to monitor hours worked and to respond to any potentially excessive working.

6 Wages/salary levels are discussed and agreed in advance with all employees/placed consultants and documented in offer letters prior to any appointment. These wage levels always exceed the UK minimum wage.

7 The company does not utilise zero hour contracts in it's own right or on behalf of clients.

8 Children (defined as those under the age of 16) are not employed by the company unless this is part of a temporary work experience type activities which have been agreed with the parents/carers of the child and the education provider. Under these circumstances the health, safety and moral well being of the child is assured in accordance with the company's health and safety policy. Recruitment procedures for consultants to be placed with clients ensure that it is not possible for placements to be given to anyone of school age.

This policy, and compliance with this policy, will be reviewed every twelve months as part of the annual management review in accordance with the quality management system, or more frequently on an ad hoc basis, where required by the Managing Director. Current copies of the policy are displayed on the company website and are issued to all employees and to consultants on commencement of a placement.



Graham Wilcock, Managing Director
21st May 2026

Rev. 12 Reviewed following Management Review Meeting 14/05/2026