



## Human Rights Policy

Controlled Document	
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Issued to: (Person/Site)	Ted Soulsby / CID Group

## Review and Amendments

Below is information relating to the periodic review and amendments made to this document following its original issue.

ACTIONS UNDERTAKEN	DATE	INITIAL
CID Products LLP replaced with CID Trading Ltd	14.03.2023	SE
Reviewed	14.03.2024	SE

## Overview

The CID Trading Ltd is committed to respecting everyone's human rights in all aspects of our operations. Whilst we primarily work in the UK, we believe that we have a responsibility to ensure that human rights are understood and observed in the areas that we work, including those of local suppliers, and suppliers who are based outside of the UK.

We support the principles set out in the following international standards:

- UN Declaration of Human Rights
- UN Guiding Principles on Business and Human Rights
- The International Labour Organization's Fundamental Conventions

## Scope

This policy applies to all personnel of CID Trading Ltd group, including all directors, officers, employees (whether employed on a temporary, fixed term, permanent or part-time basis), workers and contractors. It is expected that suppliers, including self-employed agents, comply with the law as a minimum and should do their utmost to comply with the principles of this policy.

## Enforcement

This policy is intended to protect the CID Trading Ltd, our members, personnel and business partners. Given its importance, any breach of this policy may result in an investigation under the CID Trading Ltd's Discipline and Grievance policy (if applicable) and may result in disciplinary or (if you are not an employee) other enforcement action being taken against you. Employees should consult the Disciplinary policy (available in the company handbook) for more information.

## Policy

We strive to respect and promote human rights in accordance with the UN Guiding Principles on Business and Human Rights. Our aim is to help increase the enjoyment of human rights within the communities in which we operate.

At CID Trading Ltd, it is every employee's responsibility to maintain a work environment that reflects respect for human rights and is free from all discrimination and harassment.

If any employee believes that someone, either in the CID Trading Ltd or one of our suppliers or a contractor is violating this Human Rights Policy and/or the law, they are asked to report it immediately to their manager, Procurement, HR, H & S or through the Whistle-blower process. We expect our suppliers and contractors to also have in place processes to enable their own staff to report any concerns.

It is the responsibility of the CID Trading Ltd Relationship Manager for the supplier or contractor to ensure that they have been provided with a copy of this policy and that they have confirmation from the supplier that they will meet the requirements and expected behaviours laid out in this policy. Where a dedicated CID Trading Ltd Relationship Manager is not allocated to the supplier or contractor this responsibility falls to the CID Trading Ltd manager who has employed their services.

As a business, we have identified the following main areas of responsibility:

**Equality and Diversity:** Our commitment is to provide a safe and inclusive working environment where all people are treated fairly and with respect. We require our suppliers and contractors to comply with any local legislation which applies to equality and diversity as well as adhering to our behaviours and values, supporting us in the delivery of our commitment.

**Freedom of Association and Collective Bargaining:** We respect the right under the law for our employees in connection with freedom of association and collective bargaining.

We require our suppliers and contractors to respect their employees' right to freedom of association. If operating in the UK or anywhere else where local rights to collective bargaining exist we require suppliers and contractors to allow this.

**Labour rights:** We provide fair working conditions for our employees including terms and conditions of employment, remuneration, working hours, resting time, holiday entitlements, maternity/paternity leave and benefits; we comply with all applicable legislation. We have specific policies which set out our commitment and the responsibilities of management and staff. We require our suppliers and contractors to comply with all applicable local legislation as well as adhering to our behaviours and values, supporting us in the delivery of our commitment.

**Wages:** The CID Trading Ltd is committed to ensuring that their direct employees are not paid lower than that required by law. We require our suppliers to comply with all applicable legislation or, if there is no applicable local law in the country in which they operate, ensure that their pay will not be less than the level paid generally within that industry.

**Forced Labour (Slavery):** The CID Trading Ltd has a policy of zero-tolerance towards acts of modern slavery which are unlawful and are a violation of fundamental human rights. We have a specific policy which sets out our commitment and the responsibilities of management and staff. We require our suppliers and contractors to comply with all applicable local legislation as well as adhering to our behaviours and values, supporting us in the delivery of our commitment.

**Safe and Healthy Workplace:** We are committed to delivering high standards of health and safety management and aim to continually improve our performance, always seeking to reduce risk. We believe in always doing the right thing and in doing it safely, without unnecessary risk to people's health and will comply with all relevant legislation. We have a specific policy which sets out our commitment and the responsibilities of management and staff. We require our suppliers and contractors to comply with all applicable legislation as well as adhering to our behaviours and values, supporting us in the delivery of our commitment.

**Child Labour:** CID Trading Ltd operates in the UK and complies with all relevant legislation regarding child labour. We do not employ young persons under the age of 18 in a hazardous role or at night. We do not tolerate the use of child labour and require that our suppliers do not to use children in their operations (including in their value chain).

## Training and awareness

All staff receive regular mandatory training in Equality and Diversity, Anti-Bribery and Treating Customers Fairly as well as any job-specific training for safety risks.

## Control

This policy will be monitored through regular auditing and/or workplace inspections as appropriate.

Supplier on-boarding assessments will ensure human rights are adequately respected and their ongoing audit and/or review (as appropriate) will ensure continued compliance with this policy.

The effectiveness of this policy will be measured through supplier data as well as any relevant reports made to CID PRODUCTS LLP via the whistle-blower process..

## Review

This policy does not form part of any employee's contract of employment and may be amended at any time.

The CID Trading Ltd will review this policy on a scheduled basis and may, at any time, withdraw this policy or publish replacement or revised versions of this policy to reflect developments in the business, or changes to legislation or procedures.

The Health, Safety and Environmental Team is responsible for reviewing and maintaining this policy, and ensuring it remains current. All operations and departments within the Company are responsible for implementing the policy.

## Definitions

**Supplier** – This term refers to any business or company employed by CID Trading Ltd to deliver a service, carry out work within the CID Trading Ltd's undertaking, provide products / goods / materials to the CID Trading Ltd.

**Legislation** – Acts, Regulations and Orders for the jurisdiction/country in which the CID Trading Ltd or supplier is operating from.

**Customer** – This term refers to anyone who has a transactional relationship with the CID Trading Ltd for a service provision.

THE SIGNATURE BELOW DEMONSTRATES THAT THIS DOCUMENT HAS BEEN AUTHORISED:

<b>Company Name</b>	CID Trading Ltd
<b>Document Name</b>	Human Rights Policy
<b>Signed</b>	
<b>Print:</b>	Ted Soulsby
<b>Position</b>	Managing Director
<b>Date:</b>	14/03/2024
<b>Review Date:</b>	14/03/2025