

Document: Zebra Law – Human Rights & Modern Slavery Policy

Classification Status: Restricted

This document is available to all staff. By 'staff' we mean all our employees (including consultants and contract staff) and directors (or equivalent).

Unless directed otherwise by the Management Team, amendments to any part of this handbook must be agreed by both the owner of that section and at least one other member of the Management Team. If the proposed changes are likely to have a material operational impact upon how our staff do their jobs, then these should generally be agreed by the Management Team.

No part of this document may be reproduced or transmitted in any form or by any means or stored in any retrieval system of any nature without prior written permission.

Zebra Law has a policy of continual improvement of our products and services. Accordingly, we may make changes without notice. We have tried to keep the information in our documentation complete and accurate, but we cannot accept any liability for any errors, inaccuracies or omissions in this document.

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Purpose:

Zebra Law seeks to act in accordance with the internationally recognised human rights and standards, including the international Bill of Human Rights, the International Labour Organisation (ILO) Declaration on Fundamental Principles and Rights at Work and the United Nations Guiding Principles on Business and Human Rights, making them integral to the way we operate.

We are working to guard against being complicit in human rights violations and to uphold the human rights of our people and in any other individuals that we are in contract with, either directly or indirectly.

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Scope

Our Human Rights Policy applies to Zebra Law staff and partners. We also expect our suppliers to respect and adhere to this policy.

Principles

We will:

- 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;
- seek to prevent or mitigate adverse human rights impacts that are directly related to our operations, products and services through our business relationships;
- Provide for, or cooperate in their remediation through legitimate process, if we identify that we have caused or contributed to adverse human rights impacts;
- Continue to look for ways to support the promotion of human rights within our operations and our sphere of influence.

Policy

This sets out our position with respect to human rights and modern slavery and sits alongside our Employee Handbook, Code of Conduct and Safety Policy.

Our statement below draws upon the International Bill of Human Rights, and the ILO Declaration on Fundamental Principles and Rights at Work.

Child Labour:

Zebra Law will not use child labour and will comply with all relevant laws in this regard. We do, however, support legitimate workplace apprenticeships, internships and other similar programmes that comply with the applicable laws and regulations.

Modern Slavery:

Zebra Law 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 and paid. We have a zero tolerance approach towards human trafficking.

Health, Safety & Hygiene:

All Zebra Law employees will work in an environment that is both safe and healthy, in line with our UL Health and Safety Policy.

Discipline:

Zebra Law prohibits the 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 in our Employee Manual. All disciplinary measures of a serious nature are recorded and actioned.

Freedom of Association and Employee Representation:

Zebra Law recognised that all its employees have the right to form and join organisations of their own choosing as long as this does not contravene the firm's External Appointments Guidance and Process Policy, which ensures our independence, in line with the regulatory requirements of our business. 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.

Working Hours:

Zebra Law will ensure that working hours are reasonable and comply with the law and industry standards

Equality of Treatment:

Zebra Law 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 promoting equality of opportunity and treatment as outlined in the Employment Manual.

Employment Terms:

Zebra Law will provide written and clear contracts which details 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 practise.

Remuneration:

Zebra Law will, at minimum, provide wages and benefits that meet national standards. We pay a minimum 'Real Living Wage' to all employees. We will provide employees with clear written information on their pay and conditions. The firm prohibits deductions on employees' wages as a disciplinary measure. Zebra Law is committed to equal pay and benefits for men and women for work of equal value.

Grievance and remediation

Where a human rights violation is identified, we will work with all parties involved to seek access to remedy, compensation and justice for the victim. We will also investigate the root cause so that we can take appropriate steps to prevent such a violation reoccurring. Anyone raising a genuine concern which is in the public interest will be protected from victimisation.

Implementation

Our Human Right Policy and our Modern Slavery Policy Statement re accessible to our staff via Sage HR.