

## **Group Human Resources**

Date of Approval:	December 2015
Approved by:	Board & Executive Committee
Policy Owner:	Pete Raby
Next review date:	December 2018
Version No.	V2 2017

# Human Rights Policy

Morgan Advanced Materials plc human rights policy is based on our commitment to conduct business legally, ethically and with integrity everywhere we operate. In our daily operations, we follow this policy in dealing with employees, suppliers and others with whom we do business. Our Policy is consistent with the International Labour Organisation's conventions and the United Universal Declaration of Human Rights.

### Purpose

To protect the human rights of everyone who works for the company and all those who have dealings with it.

#### Responsibility

Everyone in our organisation is responsible for having due regard for human rights. In particular:

- The Board has overall responsibility for ensuring that human rights considerations are integral in the way in which existing operations and new opportunities are developed and managed.
- Directors, managers and supervisors must provide visible leadership that promotes human rights.
- All employees, contractors and consultants are responsible for ensuring that their own actions do not impair the human rights of others.

#### **Policy Statements**

The principles of this policy cover:

 Child labour – We will not employ workers under the legal minimum age for admission to work stipulated by the laws of the countries where we work and by the International Labour Organisation.

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- Forced labour We will not make use in any of our businesses of forced labour, including prison, indentured labour or debt-bondage labour Morgan Advanced Materials plc acknowledges the Modern Slavery Act 2015 and the responsibilities under this new Act which came in to effect October 2015. The Group will make statements on this at the beginning of 2017 through our normal annual reporting process.
- Health and safety We will aim to provide a safe and healthy work environment and take all reasonable steps to prevent death or injury to anyone on our sites. Regular training on health and safety issues will be provided.
- Freedom of Association and the right to collective bargaining We are committed to open communication and seek to work in a consultative partnership. We respect the principles of freedom of association and collective bargaining and will ensure compliance with applicable laws.
- Discrimination We will not discriminate against any person based on sex, race, caste, origin, religion, disability, gender, sexual orientation, age or any other status protected by law.
- Discipline We will not use, or condone the use, of corporal punishment, mental or physical coercion or verbal abuse. Any disciplinary matter will be dealt through proper procedures.
- Working hours We will comply with applicable laws as a minimum standard with regard to working hours, holidays and overtime.
- Compensation We will ensure that wages paid for standard working hours at least meet local legally mandated wage levels.

#### Policy Implementation, Applicability & Enforcement

The policy is implemented by the Chief Executive Officer within the Business worldwide through the Global Business Units.

It will be communicated to all employees and other stakeholders through participation on the Morgan Advanced Materials e-learning programme and it will be translated into local languages and published on the Group website and intranet.

#### **External/Internal Monitoring & Compliance**

This policy is aligned to the United Nations Universal Declaration of Human Rights that sets "common standards of achievement for all people and all nations".

The Business will monitor and report compliance against this policy on an annual basis with each business unit confirming compliance in their annual "compliance statement".

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#### **Exception/Non-Compliance Reporting**

Employees and others should report any actual or suspected exceptions or breaches of this policy by using a local channel or by contacting the Ethics Hotline via email, <u>morganplc@expolink.co.uk</u>, via the internet, <u>www.expolink.co.uk/whistleblowing-hotline/for-employees.htm</u> (company code MORGAN C), or by phone on +44 1249 661 808 (alternative local free-phone numbers by country are available on the Group's intranet).

In enforcing this Policy, the Company will take such disciplinary action as it deems appropriate, up to, and including, dismissal of the individual(s) responsible for breaches.

Morgan Advanced Materials plc reserves the right to amend or update this policy as required from time to time.

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