

HUMAN RIGHTS POLICY

Policy Statement:

Respect for human rights is a fundamental value of McSence. For more than 30 years, the McSence Group has built a reputation on trust and respect and we are committed to earning that trust with a set of values that represent the highest standards of integrity and excellence. We strive to respect and promote human rights in accordance with the Guiding Principles on Business and Human Rights which are 1) Protect, 2) Respect & 3) Remedy. Our aim is to help increase the enjoyment of human rights within the communities in which we operate and support.

All Employees: This policy applies to all persons working for or on our behalf of the McSence Group of Companies which includes the subsidiary companies - *McSence Communication Ltd, McSence Ltd, McSence Services Ltd & McSence Workspace Ltd* in any capacity including but not limited to:

- ✦ All employees at all levels, prospective employees, agency workers, seconded workers, temporary workers, contractors/sub-contractors, clients, agents, external consultants, volunteers, members of the public, group's supply chain, third-party representatives and/or business partners who will be referred to in our Group policies as "all employees".

The Workplace: This policy applies to all persons working for or on our behalf of the McSence Group of Companies in any capacity at the workplace(s) as defined below which includes but not limited to:

- ✦ McSence Premises, Offices, Units, Business Park, Client's Premises, External Meeting Places, Customers' Homes, Gardens, Sheltered Housing, Whilst On-Call, On-Duty, Emergency Cover, Working from Home including On-Line Meetings, Whilst Driving in Company Time, Working Public Areas (café's, trains, coffee shops, buses etc) and will be referred to throughout this policy as "the workplace".

Our Human Rights Policy reflects the salient human rights risks of the Company, the potential impacts and includes the following components:

- ✦ Respect for Human Rights
- ✦ Community and Stakeholder Engagement
- ✦ Diversity and Inclusion
- ✦ Healthy and Safety in the Workplace
- ✦ Workplace Security
- ✦ Forced Labour and Human Trafficking
- ✦ Child Labour
- ✦ Work Hours, Wages and Benefits
- ✦ Land Rights and Water Resources
- ✦ Healthy Lifestyles
- ✦ Guidance and Reporting for Employees

Responsibilities: 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, aligned with our Human Rights Policy. If any employee believes that someone is violating the Human Rights Policy and/or the law, they are asked to report it immediately to their line manager or if the line manager is the reason for the alleged violation, the Senior Management Team (SMT) and can be escalated to the board of directors.

Raising a Concern: If you have a concern or a suspicion about the conduct of any company or individual, whether a customer, competitor, or member of the Group, you should speak up immediately. Please do not ignore it. Identifying an issue before it becomes a breach of law or before it is discovered by others could help save the Group from severe penalties, further financial loss or reputational damage. There are options available for reporting concerns, as follows:

- ✦ Raising the issue directly with line management they are then required to report the matter to senior management team immediately
- ✦ If you wish to report it anonymously, you can use the Whistleblowing Policy on, but you should be aware that remaining anonymous may make it more difficult to fully investigate matters without the ability to clarify details

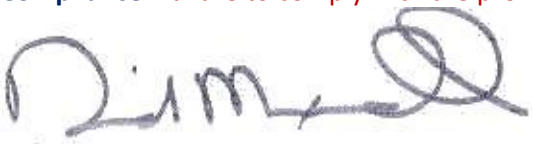
with you. Thus, we would recommend that, wherever possible, concerns are raised directly with your immediate line Manager or if they are the subject of your concerns, then the senior management team

Investigating Reported Concerns: Once concerns of this nature have been reported, they are considered, escalated, and fully investigated. Once concerns of this nature have been reported, the person who initially receives the information is also responsible for immediately informing the Senior Management Team.

Consequences: The McSence Group takes human rights very seriously. If an investigation identifies sufficient evidence indicating wrongdoing by anyone working for McSence, a supplier or subcontractor, the matter will be escalated for further appropriate action to be taken and where criminal activity is involved, the matter will be reported to the police.

Company Intranet – Staff Zone: All the McSence Groups policies, procedures, handbooks are available on-line to all employees on the McSence Group’s Staff Zone Intranet via our website [Login | McSence](#)

Compliance: Failure to comply with the provisions of this Policy may result in Disciplinary proceedings.



McSence Group Signatory:

David Maxwell | Chief Executive

McSence Group - McSence Communication Ltd, McSence Ltd, McSence Services Ltd & McSence Workspace Ltd

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Policy Amendments & Revisions: This policy will be reviewed annually and, if necessary, revised in the light of legislative or organisational changes. Improvements will be made by learning from experience and the use of an established annual review. Should any amendments, revisions, or updates be made to this policy it is the responsibility of the Company Senior Management Team (SMT) to see that all relevant employees receive notice and training if necessary.