

## ETHICAL TREATMENT OF PERSONNEL

Afan Landscapes is committed to applying the highest standards of treatment with regard to the ethical care of its employees.

The company is aware of the need to provide the employee with a full contract of employment or at least a statement outlining the main provisions of their employment. We have and continue to use the services of an external Employment Law Company called Protocol 4 Business in order to receive regular updates on changes in employment law legislation and their impact on the business.

Within the contract of employment there is provision which makes the employee aware of the Working Time Regulations 1998 and the requirement to work more than 48 hours per week. However, there is also an opt out provision for any employee to limit their working week to 48 hours.

If the company was to employ individuals from countries outside the United Kingdom, it would endeavour to comply and address any ethical issues they may have.

Any discrimination against an employee, for example sexual, bullying or verbal to name but a few, is taken seriously and would be fully investigated and dealt with accordingly.

We are fully aware of legislation regarding the minimum wage and increases proposed on the 1st October annually. These are fully implemented in to comply with minimum wage requirements together with the London Living Wage, which would be implemented if circumstances meant that any employee was required to work in London.

Presently no employees have requested to join a trade union, however it has always been a company policy to recognise and allow trade unions to represent employees if requested.

Regarding holiday entitlement the company has implemented current legislation of 28 days paid leave including statutory requirements, it also pays statutory sick pay and has a bereavement policy with certain benefits. The company has signed up to the Standard Life auto enrolment pension scheme for all employees commencing on the 1st July 2014.

Any other personnel issues are addressed and dealt with in order to minimise the impact they might have on the day to day running of the company.

Signed:   
Andrew Williams  
Managing Director  
Date: January 2026