

POLICIES AND PRINCIPLES

RoMark Labels Limited [*RoMark Labels, RoMark, RML*] is a private limited company, governed by its directors, registered in England and Wales (*company registration number: 08678012*) with the head office located at North Farm House, Wiston Estate, Washington, Pulborough, RH20 4BB. RoMark holds no offices overseas but does supply worldwide.

RoMark Labels is an OEM and supplier of high-performance, durable labels, and a supplier of labelling equipment and software for the laboratory and industrial sectors. (*SIC: 18121–Manufacture of printed labels*).

Classified as an SME business; RoMark is not part of a group structure/consortium but does use material suppliers.

RoMark Labels Limited is committed to operating as a responsible, ethical, and socially conscious business. As a supplier to UK organisations, including the NHS, we recognise the importance of maintaining high standards across our workforce, our supply chain, and the products we provide. To support this commitment, RoMark has established a suite of policies that promote ethical conduct, protect human rights, safeguard workers, and ensure fair treatment throughout our operations and supplier relationships. These policies set out our expectations for employees and suppliers alike, helping us uphold integrity, transparency, and respect in every aspect of our business.

Supplier Code of Conduct

RoMark expects all suppliers and subcontractors to operate ethically, responsibly, and in compliance with all applicable laws. This Code outlines the minimum standards required for all organisations within our supply chain.

Standards of Conduct:

- Suppliers must comply with all national laws relating to labour, health and safety, environment, data protection, and business integrity.
- All work must be voluntary; forced, bonded, or trafficked labour is strictly prohibited.
- Suppliers must not engage in discrimination or harassment and must uphold dignity and respect in the workplace.

- Workers must be paid fair wages, including legal minimum wage requirements, and receive all statutory benefits.
- Working hours must comply with legal limits, including rest breaks and paid leave.
- Suppliers must manage their environmental impacts by minimising waste, reducing emissions, and promoting responsible resource use.
- Subcontracting must not occur without RoMark's prior approval.
- Suppliers must report any breaches of this Code to RoMark and commit to corrective action.

Child Labour Policy

RoMark maintains a zero-tolerance position on child labour. This policy ensures all work associated with our business is carried out by individuals legally entitled to work according to local and international labour standards.

Policy Requirements:

- No individual under the age of 15, or under the legal working age in the relevant country (whichever is higher), may be employed in any capacity.
- Hazardous work must not be performed by anyone under the age of 18.
- Suppliers must maintain age-verification procedures for all workers.
- If a case of child labour is identified, suppliers must implement an immediate remediation plan, prioritising the safety, welfare, and education of the child.
- RoMark reserves the right to terminate relationships where child labour is found, and corrective action is not implemented.

Human Rights Policy

RoMark is committed to respecting the human rights of all employees, workers within our supply chain, customers, and stakeholders, in line with internationally recognised standards.

Policy Commitments:

- We support the principles of the Universal Declaration of Human Rights and the ILO Core Conventions.
- We prohibit all forms of forced, bonded, or trafficked labour.
- Workers have the right to freedom of association, collective bargaining, and safe, healthy working conditions.
- Workers have the right to freedom of movement in every capacity.
- We commit to fair treatment, equal opportunities, and non-discrimination in all employment practices.

- We will not tolerate harassment, intimidation, or abuse.
- Our suppliers must uphold these same principles and demonstrate compliance through transparent, ethical practices.
- Any human-rights concerns may be reported confidentially, without fear of retaliation.

Procurement Policy

RoMark 's procurement decisions will prioritise ethical, sustainable, and responsible sourcing, ensuring value for money while upholding high social and environmental standards.

Policy Principles:

- We prioritise suppliers who demonstrate responsible environmental practices, including waste reduction and material circularity.
- We aim to work with suppliers who can demonstrate ethical labour standards, including compliance with modern slavery and child labour requirements.
- Procurement decisions will consider whole-life impact, including durability, recyclability, and carbon footprint of goods.
- We favour suppliers who can offer transparency on materials, emissions, and workforce practices.
- We encourage local sourcing where feasible to reduce transport emissions and strengthen supply resilience.
- All suppliers must comply with RoMark 's Supplier Code of Conduct.

Employee Code of Conduct

This Code outlines the standards of behaviour expected from all RoMark employees to ensure a safe, respectful, and ethical workplace.

Standards:

- Employees must comply with all company policies, including health and safety, data protection, confidentiality, and ethical conduct.
- All workers must treat colleagues, customers, and suppliers with respect, professionalism, and fairness.
- Bullying, harassment, discrimination, or abusive behaviour is strictly prohibited.
- Employees must avoid conflicts of interest and declare any potential risks to management.
- Company resources must be used responsibly and securely.
- Workers must follow environmental best practices, including waste reduction and responsible energy use.

- Any suspected misconduct, unethical behaviour, or policy violation must be reported promptly.

Policy on Worker Wages, Welfare and Living Standards

RoMark is committed to ensuring that all workers within our business and supply chain are treated fairly, paid appropriately, and provided with safe working conditions that support dignity and wellbeing.

Policy Commitments:

- All employees and supplier workers must receive at least the legal minimum wage or industry standard, whichever is higher.
- RoMark strictly prohibits the confiscation, retention, or withholding of workers' identity documents, passports, visas, or any personal records by employers, recruiters, or suppliers.
- RoMark prohibits the use of worker-paid recruitment fees in any part of our operations or supply chain; no worker should ever be charged for access to employment.
- Overtime must be voluntary, compensated fairly, and not excessive.
- Workers must receive all statutory benefits, including paid leave, rest breaks, and sick pay (where applicable).
- Working environments must be safe, hygienic, and supportive of physical and mental wellbeing.
- Accommodation (if provided) must meet basic health and safety requirements and must not be used to control or restrict workers.
- Suppliers must not use deductions, deposits, or withholding of documents as a condition of employment.
- RoMark encourages suppliers to work toward wages that support a decent standard of living, not just basic legal compliance.

Whistleblowing

RoMark provides secure, confidential, and where requested anonymous whistleblowing arrangements, enabling individuals to raise concerns relating to modern slavery, human rights, or unethical behaviour without fear of retaliation. All reports, whether named or anonymous, will be taken seriously, investigated appropriately, and handled in a manner that protects the dignity, rights, and wellbeing of the individual raising the concern.

Remediation

RoMark is committed to ensuring that any individual affected by modern slavery can access appropriate remedy, compensation, and justice without barrier or delay. We recognise that supporting victims requires a safe, confidential and survivor-centred approach, and we will take all necessary steps to ensure concerns are investigated fairly, that individuals are protected from retaliation, and that meaningful restitution is provided where harm has occurred. RoMark will cooperate fully with relevant authorities and support affected individuals throughout the remediation process to help restore safety, dignity and long-term wellbeing.

Approval

These policies and principles have been approved by RoMark 's directors.

The directors take ultimate responsibility for ensuring the statement is accurate and that RoMark continues to act ethically and responsibly.

Name: MARK BOWDEN

Signature:



Position: MANAGING DIRECTOR

Date: 20/01/2026