

Matter.

Modern slavery statement and Code of Conduct

Last reviewed: 1 July 2021

Modern slavery statement

Matter (Inheriting Earth Limited, the “Company”) is committed to continuously reviewing and developing our practices to identify and eliminate any slavery and human trafficking in our supply chains. As we grow as a company we will review regularly and investigate our supply chain in order to mitigate risks in relation to suppliers who operate in areas where there may be risks of modern slavery.

Our commitment to the principles of the Modern Slavery Act 2015

Matter is committed to the principles of the Modern Slavery Act 2015 and the abolition of modern slavery and human trafficking. As an equal opportunities employer, we're committed to creating and ensuring a non-discriminatory and respectful working environment for our staff. We want all our staff to feel confident that they can expose wrongdoing without any risk to themselves.

Our recruitment and people management processes are designed to ensure that all prospective employees are legally entitled to work in the UK and to safeguard employees from any abuse or coercion. We do not enter into business with any organisation, in the UK or abroad, which knowingly supports or is found to be involved in slavery, servitude and forced or compulsory labour.

Our supply chain

Due to the nature of our business, we assess ourselves to have a low risk of modern slavery in our business and supply chains. However we are aware that this could change, particularly as we move into production operations. Our supply chains are limited and we procure goods and services from a restricted range of well-known UK and overseas suppliers.

Our policies in relation to the Modern Slavery Act 2015

The following policies are available to all staff through the Matter intranet:

- Staff handbook (incorporating our Code of conduct, Ethics policy and Whistleblowing policy)
- EDI policy (incorporating our Bullying and harassment policy, Diversity and inclusion policy and Recruitment and selection policy)

Embedding the principles

We will continue to embed the principles through:

- Providing awareness training to staff on the Modern Slavery Act 2015 and informing them of the appropriate action to take if they suspect a case of slavery or human trafficking;
- Ensuring staff involved in procurement activity are aware of and follow modern slavery procurement guidance on GOV.UK;
- Ensuring that consideration of the modern slavery risks and prevention are added to Matter's policy review process as an employer and procurer of goods and services;
- Making sure Matter's procurement strategies and contract terms and conditions include references to modern slavery and human trafficking in accordance with our Code of Conduct (see below); and
- Continuing to take action to embed a zero tolerance policy towards modern slavery.

This statement has been approved by Adam Root (CEO), for the financial year ending 31 March 2022.

Code of Conduct

1.) No Child Labour

Matter commits to no recruitment of child labour at any stage in our supply chain.

2.) No forced employment

There shall be no forced, bonded or involuntary prison labour. Workers must not be required to lodge deposits or their identity papers on commencement of employment. Workers must be free to leave their employer after agreed notice.

3) Unions and employee representation

Suppliers should respect the rights of employees to join or form an association of their choosing e.g unions, workers associations. Where law restricts the right to freedom of association and collective bargaining, the employer should facilitate, and not hinder, the development of parallel means for independent and free association and bargaining. Representatives must not be discriminated against and have access to carry out their representative function in the workplace.

4) No Discrimination

There must be no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, nationality, religion, age, disability, gender, marital status, sexual orientation, union or political membership.

5) Wages and benefits of employment

Wages should cover the need to meet both basic needs and some discretionary income. All workers should be provided with written and understandable information about their employment conditions and wages before employment and provided with wage slips for each period they are paid. Deductions from wages as a disciplinary measure is not permitted, except those required by law. Any such deductions must not be taken without the expressed permission of the worker concerned.

6) Hours of work and regular employment

Accurate attendance, payroll and production records shall be maintained. Suppliers should commit to working towards compliance with ILO guidelines and national laws, whichever offers greatest protection. Overtime must be voluntary, and all employees should receive at least one rest day in every seven. Overtime should be paid at a premium rate. To every extent possible work performed should be on the basis of a recognised employment relationship. Obligations to employees under labour or social security laws and regulations should not be avoided through the use of home working schemes, subcontracting or apprenticeships where there is no intent to provide regular employment. The conditions for the termination of a contract should be laid out before employment commences and conform to established and transparent company practices and local law.

7) Discipline

Employee abuse in physical, sexual or verbal form of intimidation is not acceptable and prohibited.

8) Health and safety

A safe, clean and hygienic environment should be provided, taking into account the specific hazards of the industry. Adequate steps should be taken to prevent accidents and injury to health at work. Workers should receive regular and recorded health and safety training. All workers should have access to clean toilet facilities and drinking water. Where provided accommodation should be clean, safe, and meet the basic needs of workers. A senior manager should be appointed as the Health and Safety representative for the company.

9) Whistleblowing

We require our suppliers to provide an internal mechanism for reporting, investigating and remedying any wrongdoing in the workplace, and to ensure that whistle blowers do not suffer any

detrimental treatment as a result of raising a genuine concern. If you would like support in setting up a whistleblowing policy and system, please get in touch to see how we can help.

10) Environment

We take the environmental impact of our operations very seriously, and work hard to minimise our impacts as far as possible. We want to work with suppliers to comply with local and national environmental legislation. We also set targets and commitments on our key environmental impacts. We aim to support our suppliers to achieve those targets by tracking their energy consumption. Using the cradle to cradle framework as our foundation we ask that all hazardous and non-hazardous chemical emissions are . How chemicals are disposed of must be documented and reports must be available for inspection.

11) Anti-Slavery and Trafficking

We are committed to implementing and enforcing effective systems and controls to ensure modern slavery is not taking place anywhere in our own business or in any of our supply chains.