

Capula Ltd provides intelligent automation solutions and information technology services which include consultancy, design, development, implementation, installation, service and support.

We have in place a number of robust processes which ensure that our staff and supply chain are treated in an ethical and lawful manner. These are delivered through our ISO 9001, ISO 14001 and OHSAS 18001 certifications and go beyond the minimum standard required by legal compliance.

## These processes include:

- Business ethics and whistleblowing policies
- Employment policies including:
  - Recruitment processes for carrying out checks on the right to work in the UK
  - Up-to-date employment contracts which comply with UK labour laws, for example, in respect to the national minimum wage, making deductions from wages, notice periods and working time
  - Anti-harassment and bullying policy
  - Grievance procedures
  - Our Code of Conduct settings out our corporate values
- Corporate Social Responsibilities policies, including Health and Safety and Sustainability policies
- Training and competence programmes for employees and sub-contractors, including ensuring our employees and sub-contractors have the minimum levels of qualifications required to deliver our contracts
- Our Supplier Code of Conduct signed by our Tier 1 Framework Suppliers which, in particular requires:
  - Freely chosen employment and no form of forced labour
  - Child labour avoidance
  - Working hours that do not exceed applicable legal limits
- Governance and compliance processes based on internal and external audits

We have every reason to believe that slavery and human trafficking is not taking place in Capula or our Tier 1 supply chain.



Mark Hardy  
Managing  
Director



Paul Bayliss  
Operations  
Director



Marcus Royle  
Finance  
Director



Steve Tellwright  
HR  
Director

