Human and Labour Rights Policy

Fresh Connection Ltd (company no. 05805560), trading as The Vaults & Garden, No. 2 King Edward Street, Oxford OX1 4HS

Approved by: William Pouget, Managing Director

Last reviewed: June 2026. Next review: June 2027.

1. Purpose

Everyone who works with us, or for our suppliers, has the right to be treated fairly, safely and with respect.

This policy sets out the human and labour rights we protect, how we protect them and what we expect of our suppliers. It supports our other policies, including the Prevention of Harassment (including Sexual Harassment) Policy and the Health and Safety Policy.

This policy is not part of any contract of employment. It never reduces anyone's legal rights.

2. Who this policy covers

This policy applies to:

- all employees, including full-time, part-time, temporary and casual staff;
- agency workers, volunteers and contractors working for us;
- our suppliers, and the businesses they use to supply us.

It covers all our work: Vaults & Garden Café, MRB/Glasshouse (Manor Road Building), Salsas del Sol, Alpha Bar, our Stanley Road production kitchen, deliveries, and event catering at client venues, including the Oxford University Museum of Natural History and University of Oxford departments.

3. Following the law

We follow UK employment and human rights law, including:

- the Modern Slavery Act 2015;
- the Equality Act 2010;
- the National Minimum Wage Act 1998 (the National Minimum Wage and the National Living Wage);
- the Working Time Regulations 1998;
- the Employment Rights Act 1996 and the Employment Rights Act 2025;
- the Immigration, Asylum and Nationality Act 2006 (right-to-work checks);
- the Trade Union and Labour Relations (Consolidation) Act 1992;
- the Employment (Allocation of Tips) Act 2023.

4. No forced, bonded or child labour

- We do not use forced, bonded, trafficked or prison labour, or any other form of modern slavery.
- Everyone works for us by choice and is free to leave after giving the notice in their contract.
- We do not hold anyone's passport, ID or other personal documents. We only keep the copies the law requires for right-to-work checks.
- We do not charge anyone a fee to get a job with us.
- We do not employ anyone below the minimum school leaving age.

5. Right to work

Before anyone starts work with us, we check that they have the right to work in the UK, following Home Office guidance. We carry out the same checks for everyone, so that no one is treated unfairly because of their nationality, race or background.

6. Fair pay and working hours

- We pay at least the National Minimum Wage or National Living Wage for each worker's age. These rates usually change every April.
- Everyone receives a written statement of their main terms of employment, and a payslip showing their pay and any deductions.
- We only make deductions from pay that the law allows or that the worker has agreed to in writing.
- Working hours, breaks, rest and paid holiday follow the Working Time Regulations 1998. No one has to work more than an average of 48 hours a week unless they choose to opt out in writing, and they can change their mind.
- Tips are shared fairly and in line with the Employment (Allocation of Tips) Act 2023.

7. Freedom of association

Staff are free to join, or not to join, a trade union. No one will be treated less favourably for being a member of a trade union or for taking part in lawful trade union activities.

Staff can bring a colleague or trade union representative to formal grievance and disciplinary meetings.

8. Non-discrimination and dignity at work

We treat everyone fairly in recruitment, pay, training, promotion and dismissal, whatever their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

We do not accept harassment, bullying or victimisation of anyone, for any reason. Our Prevention of Harassment (including Sexual Harassment) Policy explains how we prevent it and how to raise a concern.

9. Safe and healthy working conditions

We provide a safe and healthy place to work, at our own sites and at client venues. Our Health and Safety Policy sets out how we do this, including risk assessments, training, first aid and recording accidents through our JOLT app.

Staff receive the training they need to work safely, and personal protective equipment free of charge.

10. Young workers

- Workers under 18 get the extra breaks, rest and limits on working hours that the law requires.
- We assess the risks before a young person starts work with us.
- Young workers do not clean or use dangerous machines, such as slicers, unless they are trained and supervised.

11. Suppliers and responsible sourcing

We expect our suppliers, including food and drink suppliers, agencies and contractors, to:

- follow UK law and the standards in this policy;
- never use forced, bonded or child labour;
- pay their workers fairly and treat them with respect;
- provide safe working conditions;
- tell us if they find a problem in their own business or supply chain.

When we choose suppliers, we consider how they treat their workers, as well as quality and price. If a supplier does not meet these standards, we will raise it with them. If they do not put it right, we may stop using them.

12. Raising concerns and whistleblowing

If you are worried that someone's rights are not being respected, at work or in our supply chain, please tell William Pouget, Managing Director, or Natacha Cirou, Operations Manager. If one of them is involved, go to the other one.

We will take every concern seriously, keep it as confidential as we can and look into it fairly. No one will be treated badly for raising a genuine concern. Some concerns can also count as "whistleblowing", which gives extra legal protection under the Employment Rights Act 1996.

You can also get free, confidential help from outside the company:

- Acas (free advice on work problems): helpline 0300 123 1100, www.acas.org.uk
- Modern Slavery & Exploitation Helpline: 08000 121 700, www.modernslaveryhelpline.org
- Police: call 999 in an emergency, or 101 if it is not an emergency.

13. Who is responsible for what

- William Pouget, Managing Director, has overall responsibility for this policy.
- Natacha Cirou, Operations Manager, runs the policy day to day and makes sure staff are told about it at induction.
- Managers and supervisors make sure this policy is followed on every shift and pass on any concern straight away.
- All staff must follow this policy and report anything that worries them.

14. Monitoring and review

We review this policy every year, or sooner if the law changes or a concern shows that we need to.

This policy was last reviewed in June 2026. The next review is due in June 2027.

Version control and approval

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Company	Fresh Connection Ltd (company no. 05805560), trading as The Vaults & Garden
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Next review	June 2027 (or sooner if the law changes)
Day-to-day policy owner	Natacha Cirou, Operations Manager