

Training

LSAS Altomed Training has been completed by the relevant departments. Staff were fully trained by an external source in July 2021. Altomed are fully committed to engage with key external stakeholders including suppliers and parties within the supply chains to enhance understanding. We are happy to share all experience and learnings in order to support development and competence to deliver compliance with LSAS.



Altomed are fully aware of the responsibility we bear towards our customers, employees, and the communities in which we work. Thus, we have given ourselves a strict set of ethical values to guide us in our business dealings.

Altomed has adopted our policy and we expect all our suppliers, to adhere to the same ethical principles.

Altomed will continue to review and improve our policy, taking into consideration changes in legislation, and we expect our suppliers to continually improve their respective policies and provide sufficient resources to meet these policies. We welcome any policy improvements from interested parties (employees, customers, suppliers, stakeholders etc.). Altomed also appreciate any interested parties to be involved in the review of our critical control points to support improvement of our operational control procedures. We seek input from interested parties as part of our management review process.

At present, Altomed have achieved a Level 2 LSAS system and are hoping to reach level 3 this year. Our targets for this year are shown below.

Altomed are audited on LSAS every year via a certifying body, though last year we have taken it on ourselves to perform internal audits to better improve and further our LSAS system. We completed a general audit on all areas covered by LSAS, as well as performing an audit on emergency response. The overall findings showed we had quite a robust system and employees had good knowledge of LSAS. There are always things to improve on, Altomed hopes to tackle the observations and corrections found in audit over the coming year.

Altomed continually perform supplier assessments. We have recently distributed an updated LSAS questionnaire to all suppliers to assess their current status. Altomed is dedicated to work on areas of concern with our suppliers.

Critical points in the organisation that directly impact on the labour standards and ethics policy are:

- Sourcing new suppliers and ensuring they meet policy requirements
- Maintaining existing suppliers and ensuring they meet policy requirements Communicating the labour standards policy with all suppliers and interested parties
- Employing staff ensuring there are no equality or discrimination issues
- Maintaining appropriate health and safety provision
- Maintaining adequate salary levels and working conditions
- Maintaining an adequate environmental and health and safety policy
- Maintaining adequate disaster recovery procedures
- Ensuring staff are aware of improper bribery and payments policies
- Comply with customer policy requirements

Target	Target Date
To review Altomed LSAS Policy, objectives, targets, and performance annually or when required.	September 2022
Maintain Level 2 LSAS System or higher	September 2022
Review LSAS System annually at management review with senior staff members	January 2022
Review updates to the necessary international legislation regarding labour and ethics standards (FL Memo Subscription and periodic NATLEX checks).	6 monthly
Contact suppliers of concern and resolve any discrepancies from high-risk countries to ensure legal requirements are being met.	September 2022
Try and gather more information from the suppliers from high-risk countries to ensure legal requirements are being met.	September 2022
Receive updated labour ethics questionnaires from all Tier 1 suppliers.	September 2022
Maintain and update training for all relevant staff members	July 2022
Monitor Sedex memberships, review whether it is commercially viable next year.	September 2022