

## SELF-AUDIT STATEMENT - KLIPSPRINGER LTD

This document is intended to be utilised by our customers in relation to any supplier approval processes they have and in most cases this document should answer any requirements they may have. If there are specific questions that this document does not answer, then please request this additional information from [compliance@klipspringer.com](mailto:compliance@klipspringer.com).

### Accreditation/Certification:

Standard	Site code	Cert No.	Initial Reg date	RE-issued date	Expiry
ISO 9001/2015	9705	9705-QMS-001*	07-11-2011	10-06-2023	07-11-2026
ISO/IEC 17025	0764	0764	06-10-2003	09-12-2019	<a href="#">Link to UKAS Schedule</a>
Safe Contractor	VU4080	VU4080	Nov 2022	21-12-2023	21-12-2024

### Risk Assessment:

Although we do everything we can to ensure the products and services we offer are fit for purpose, the responsibility for ensuring the product is suitable for a customer's site rests with the customer. We would therefore recommend, wherever practicable, for each user to ensure they risk assess each product prior to use to ensure that any inherent risk is highlighted and reviewed.

### Instrumentation:

All thermometers and loggers are suitable for use within a food or beverage manufacturing facility.

All probes are made from stainless steel, and unless otherwise specified, are suitable for direct contact with food.

Most thermometers and loggers will be supplied with the certificate of conformance, please note however, that this is not a traceable calibration certificate; traceable calibration is available for an additional charge.

Some items, due to their nature, should be used in controlled environments such as a laboratory or test kitchen to ensure both longevity of use but also to reduce any potential foreign body contamination risks from the instrument.

### Calibration:

Calibration of temperature and humidity devices are conducted within our on-site laboratory at Rynor House, Farthing Road, Ipswich, Suffolk, IP1 5AP.

The site is a UKAS calibration laboratory accredited against ISO/IEC 17025/2017, Lab No. 0764 (certificate attached to this document). The current certificate issue date is 9<sup>th</sup> December 2019 (N.B. this type of certificate has no expiry date). Both UKAS and Caltrac traceable calibration are available.

Caltrac calibration is available for temperature device, humidity devices, test weights, scales, and pH meters. Calibration certificates for the equipment used and traceable to UKAS may be requested.

For UKAS calibration the certificate issued is sufficient evidence that the calibration meets the ISO/IEC 17025:2017 requirements through UKAS regular assessment on site, see Appendix A (page 9) point A6 of [LAB5 V4 Jan 2021](#).

## UKAS Certificate of Accreditation:

# Certificate of Accreditation



**Klipspringer Ltd**

Calibration Laboratory No. 0764

**Is accredited in accordance with International Standard ISO/IEC 17025:2017 - General Requirements for the competence of testing and calibration laboratories.**

This accreditation demonstrates technical competence for a defined scope specified in the schedule to this certificate, and the operation of a management system (refer joint ISO-ILAC-IAF Communiqué dated April 2017). The schedule to this certificate is an essential accreditation document and from time to time may be revised and reissued.

The most recent issue of the schedule of accreditation, which bears the same accreditation number as this certificate, is available from [www.ukas.com](http://www.ukas.com).

This accreditation is subject to continuing conformity with United Kingdom Accreditation Service requirements.

  
**Matt Gantley**, Chief Executive Officer  
United Kingdom Accreditation Service

Initial Accreditation: October 6, 2003  
Certificate Issued: December 9, 2019



Scan QR Code to verify

UKAS is appointed as the sole national accreditation body for the UK by The Accreditation Regulations 2009 [SI No 3155/2009] and operates under a Memorandum of Understanding (MoU) with the Department for Business, Energy and Industrial Strategy (BEIS).

## Alcumus ISOQAR Certificate of Registration:



### Certificate of Registration

This is to certify that the Management System of:

**Klipspringer Limited**

Unit 20, Farthing Road, Ipswich, IP1 5AP

has been approved by Alcumus ISOQAR and is compliant with the requirements of:

ISO 9001: 2015



Certificate Number:	9705-QMS-001
Initial Registration Date:	07/11/2011
Previous Expiry Date:	07/11/2023
Recertification Audit Date:	08/06/2023
Re-issue Date:	10/06/2023
Current Expiry Date:	07/11/2026

#### Scope of Registration:

Specialist providers to the food industry of temperature, humidity and quality monitoring devices and colour coded cleaning and production equipment. Klipspringer Ltd is a UKAS accredited laboratory for temperature and humidity calibration.

Signed:  
Alyn Franklin, Chief Executive Officer  
(on behalf of Alcumus ISOQAR)

This certificate will remain current subject to the company maintaining its system to the required standard. This will be monitored regularly by Alcumus ISOQAR. Further clarification regarding the scope of this certificate and the applicability of the relevant standards' requirement may be obtained by consulting Alcumus ISOQAR

Alcumus ISOQAR Limited, Cobra Court, 1 Blackmore Road, Stretford, Manchester M32 0QY.

T: 0161 865 3699 E: [isoqarenquiries@alcumus.com](mailto:isoqarenquiries@alcumus.com) W: [alcumus.com/isoqar](http://alcumus.com/isoqar)

This certificate is the property of Alcumus ISOQAR and must be returned on request.

## Alcumus Safe Contractor Certificate of Accreditation:



### Certificate of Accreditation

This is to certify that  
Klipspringer Limited

has achieved SafeContractor accreditation

Date: 21st December 2023

This certificate is valid until: 21st December 2024

Certificate number: VU4080

Signed:

Alyn Franklin  
Alcumus CEO



Alcumus SafeContractor Ltd is a UKAS accredited Type C Inspection body under ISO17020:2012 covering the SSIP Core Criteria element of the SafeContractor Assessment Standard.

Full Validation of this certification should be made via the SSIP Portal <https://www.ssiportal.org.uk/>

## Company Liability Insurance:



To Whom It May Concern,

13<sup>th</sup> February 2024

**RE: Klipspringer Holdings Ltd & Klipspringer Ltd**  
Our Reference: G406105

**Business Description:** Importers, assemblers & distributors of electronic measuring equipment and associated equipment including calibration, servicing, maintenance and occasional hire. The manufacture, sale and distribution of colour coded and detectable hygiene/production utensils, tools, shadow boards, screens, curtains, pens and associated consumables mainly for the food production industry. Including the supply of ESD safe products such as brushes and dustpans. The manufacture (from components) of thermometer calibration units, detectable writing utensils, segregation screens and curtains, machine covers and shadow boards. The sale of disposable PPE such as gloves, aprons and wipes etc (not hand sanitiser).

We can confirm that we act as insurance brokers on behalf of the above insured, and that the following covers are in place:

### Employers Liability

<b>Insurer:</b>	CNA Insurance Company Limited
<b>Policy number:</b>	10534564
<b>Cover period:</b>	16 <sup>th</sup> February 2024 to 15 <sup>th</sup> February 2025
<b>Indemnity limit:</b>	£10,000,000 any one occurrence
<b>Cover Basis:</b>	Insurers will indemnify the above client in respect of their legal liability to pay compensation and claimants costs and expenses in respect of death, bodily injury, illness or disease sustained by employees during their course of employment

### Public Liability

<b>Insurer:</b>	CNA Insurance Company Limited
<b>Policy number:</b>	10534564
<b>Cover period:</b>	16 <sup>th</sup> February 2024 to 15 <sup>th</sup> February 2025
<b>Indemnity limit:</b>	£5,000,000 any one occurrence
<b>Excess:</b>	£1,000
<b>Cover Basis:</b>	Insurers will indemnify the above client in respect of their legal liability to pay compensation payments and legal costs if a member of the public sues your business because they've been injured or their property has been damaged

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**Products Liability**

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<b>Insurer:</b>	CNA Insurance Company Limited
<b>Policy number:</b>	10534564
<b>Cover period:</b>	16 <sup>th</sup> February 2024 to 15 <sup>th</sup> February 2025
<b>Indemnity limit:</b>	£5,000,000 in the aggregate
<b>Excess:</b>	£1,000
<b>Cover Basis:</b>	Insurers will indemnify the above client in respect of their legal liability to pay compensation claims if someone is injured or their property is damaged by a product that you've sold. In certain situations you may be liable even if you haven't actually manufactured the product

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**Public and Products Liability (Excess Layer)**

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<b>Insurer:</b>	Zurich Insurance Company Ltd
<b>Policy number:</b>	PC356059
<b>Cover period:</b>	16 <sup>th</sup> February 2024 to 15 <sup>th</sup> February 2025
<b>Excess layer:</b>	£5,000,000
<b>Layer limit of indemnity:</b>	£5,000,000

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**Professional Indemnity**

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<b>Insurer:</b>	Angel Risk Management Limited underwritten by AXA XL Insurance Company UK Limited
<b>Policy number:</b>	PQ0599853
<b>Cover period:</b>	16 <sup>th</sup> February 2024 to 15 <sup>th</sup> February 2025
<b>Indemnity limit:</b>	£1,000,000 in the aggregate
<b>Excess:</b>	£2,500

**Please Note:**

The information provided in this document provides a brief overview of covers in place at the time this was sent. The full details of the above policies, including terms and conditions, are provided in their respective policy documentation. The expiry date given represents the normal expiry date of the policy. This document does not change cover provided. The cover stated above may change or be cancelled, and we are under no obligation to advise you as such.

Please contact us if you require any further information.

Yours faithfully,

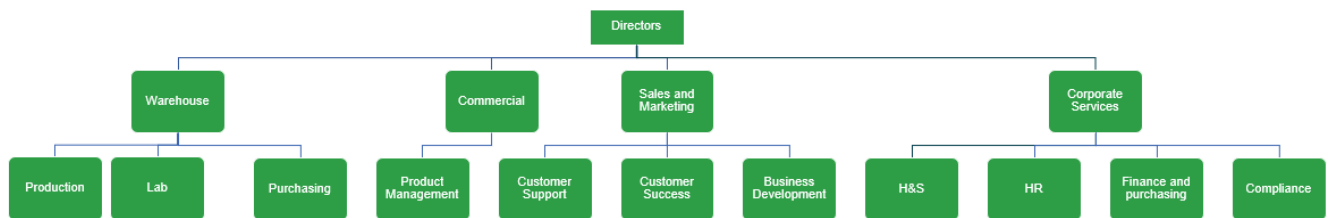


Richard Ashworth  
Account Handler  
U B T (Eu) Ltd  
Tel: 0203 3017 948  
Email: Richard.ashworth@ubteam.com

## Klipspringer Contacts:

Department	Contact Names	Email	Telephone
Sales / Customer Support	Sales / Customer Support	sales@klipspringer.com	01473 461800
Technical Compliance	Sheena Britton	compliance@klipspringer.com	01473 461800
Service & Calibration	Service Department	service@klipspringer.com	01473 461800
Health & Safety	Sheena Britton	compliance@klipspringer.com	01473 461800
Accounts	Stephanie Dijon / Nikki Bird	accounts@klipspringer.com	01473 461800
Out of Hours	Guy Bush	guy.bush@klipspringer.com	07780 493433

## Organisation Structure:



## General Queries

**HACCP:** As a non-food site, HACCP is not applicable.

**Ethical Trading:** Sedex Membership number ZC202532931

**Quality Management System (QMS):** The site operates with a QMS, which is in line with ISO 9001:2015, ISO/IEC 17025:2017.

Klipspringer has a documented quality manual, which outlines the company's policies, procedures and working practices.

The QMS is communicated to all staff and formally trained to those where applicable.

All documents are authorised and carry full version control and are controlled on site, with a register of amendments held.

All documents are accessible to all staff on site via the internal server and can also be accessed off site via the company's intranet 'Pulse', which is fully password protected.



**Internal Audits:** These are completed against all the requirements of the standards listed above. The frequency of each audit is based on risk assessment. Audits are completed by trained auditors.

All audit findings, both compliant and non-compliant, are recorded and any action required is logged onto the Continuous Improvement database, with root cause and corrective action taken recorded and the issue formally reviewed and closed off.

All complaints and customer returns are logged on the Continuous Improvement database, with root cause and corrective action taken recorded and the issue formally reviewed and closed off.

Where the issue is down to an error by Klipspringer, we will ensure the error is corrected swiftly with minimal disruption to our customer.

Where an order or items are to be returned by the customer against a confirmed order, then returns will only be accepted with prior agreement. The customer will be responsible for the cost of returning the item, although collection can be arranged for an additional charge. Only items which are fit for resale can be returned and will be inspected on receipt before any credit is issued. A handling charge may be applicable, see our [terms and conditions](#).

There is an organisational structure on site, which details job function, reporting lines and nominated deputies for all key roles.

All physical records are legible and genuine and are retained for a minimum of 3 years. Electronic records are kept indefinitely.

Specifications, Declarations of Compliance (food contact products) and Materials Safety Data Sheets are held for the products supplied.

Where customers have requested a log in to <https://portal.klipspringer.com/>, they can access all specifications, declarations of compliance and materials data sheets for all products the site has purchased. In addition, customer can also locate a full list of all devices which have been calibrated and their calibration certificates.

Confectionary may be included with orders for delivery. If a site does not wish to receive these, please formally request this via [customerservice@klipspringer.com](mailto:customerservice@klipspringer.com).

**Allergens:** Allergens are not processed or handled within storage or production areas on site. Allergens, however, may be present within the canteen and office area of the site. There are no restrictions to what allergens may be brought on site for use in the canteen or offices. This site is **NOT** a nut or peanut free site.

Customer are recommended to clean all items post-delivery and prior to use within food manufacturing or storage areas in line with their site's hygiene procedures.

**Halal:** To the best of our knowledge the items intended for direct contact with food are suitable for Halal production.

**Kosher:** To the best of our knowledge the items intended for direct contact with food are suitable for Kosher production.

**Vegan:** To the best of our knowledge the items intended for direct contact with food are suitable for vegan production.

**Traceability:** Klipspringer operates a first in first out (FIFO) system of stock control and on that basis can trace orders back to purchase order.



The site conducts a recall test at regular intervals and requires that customers keep their contact details up to date to ensure we can contact all or any applicable customers in the event of a recall taking place. There have been no recalls from a customer food safety perspective to date.

**Approved Suppliers:** Klipspringer operates an approved supplier system, where suppliers complete a self-audit questionnaire (SAQ). The frequency of these for each supplier is based on risk from the answers given and the type of product or service supplied.

**Premises:** The company works from a purpose-built unit at our address in Ipswich. The operations on site are regarded as low risk. These processes include sales, accounts, storage, picking, packing, manufacture, assembly, service, and calibration.

We operate a clean and you go hygiene process. We do not have cleaning instruction and cleaning is not recorded or audited. Managers are responsible for the cleanliness of their areas.

Glass is present on the site and is deemed a low contamination risk, as generally high-level lighting only. Therefore, no special requirements are made, glass is not logged on a register and is not routinely inspected.

Wood is used on site, in the form of pallets and palletainers, and is deemed low risk and therefore there are no special requirements or controls of wood on site.

Metal detection or other foreign body devices are not operated on site.

There are no other operations near the site which would be detrimental to the Klipspringer operations.

The premises are completely fenced, and security is covered by CCTV.

Recycling is operated on site for all waste. Waste is removed by licensed contractors and the waste is generally general waste, recycling, and waste cooking oil only.

The laboratory is air conditioned to ensure the area runs at a constant temperature and humidity to meet the labs uncertainty budgets for the calibrations performed.

**Pest control:** This is conducted by a 3rd party, Millennium, and is a monthly contract for rodent control only. We do not have biologist visits. There is no formal screening to doors and windows.

**Distribution:** 3rd party couriers are used to deliver all orders to customers. Only commercial agreements are in place.

A very small minority of packaging may contain staples, we are working with these suppliers to reduce or eliminate these. In the meantime, customers are requested to ensure their intake areas are aware of this possibility. Sites may however request that no packaging containing staples are supplied, this should be formally requested to [customerservice@klipspringer.com](mailto:customerservice@klipspringer.com).

**Equipment:** The equipment used on site is maintained as and when required and there is no formal maintenance schedule in place.

All calibration equipment is calibrated at a set frequency, either internally or externally for master devices.

**Personal hygiene:** Staff are not required to wear special clothing for their roles. Jewellery including watches are worn within the warehouse and manufacturing areas as contamination risk is deemed low.

**Training:** All new staff have induction training completed on their first day.

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Relevant role training is conducted on site. Training records are held for all staff.

Competency statements are held for all laboratory staff conducting UKAS calibrations in-line with the requirements with ISO/IEC 17025:2017.

**Health and Safety:** All staff are made aware of the H&S requirements of the company via their initial induction training and our Health and Safety platform Atlas.

Sheena Britton, the Technical Compliance Manager, also oversees all H&S requirements and is I.O.S.H trained. She can be contacted via [compliance@klipspringer.com](mailto:compliance@klipspringer.com)

There have been no RIDDORs in the past 3 years. All accidents are recorded, and root causes identified, with corrective action taken, where possible, to reduce the likelihood of a reoccurrence.

The only sub-contracted work completed at a customer's site is the installation and UKAS calibration of environmental temperature and humidity devices. This company can complete any health and safety requirements in advance of the visit and also supply copies of their insurance. These should be requested via [service@klipspringer.com](mailto:service@klipspringer.com).

## Quality Policy Statement, PR001 V3

Klipspringer Ltd recognise that the disciplines of Food safety, quality, legality, health & safety, ethical trading, and environmental management are an integral part of its management function and is committed to supplying products and services into the Manufacturing industry that meet or exceed these requirements. The Organisation also recognises these as a primary responsibility and as the keys to good business in adopting appropriate quality standards.

We will:

- Comply with all applicable laws and regulations.
- Follow a concept of continuous improvement and make best use of our management resources in all quality matters.
- Communicate our quality objectives and our performance against these objectives throughout the organisation and to interested parties.
- Be committed to ensuring operations, storing and distribution of all our products will not pose a food safety or legality risk to the customer.
- Take due care to ensure that activities are safe for employees, customers, suppliers, and any others who come into contact with our work.
- Work closely with our customers and suppliers to establish the highest quality standards.
- Adopt a forward-looking view on future business decisions which may have quality impacts.
- Train our staff in the needs and responsibilities of quality management.
- Ensure as a company that we adhere to ethical and environmental requirements.

To assist the company in achieving its quality requirements we are committed to operating in a manner that sustains registration to the International Quality Standard ISO 9001:2015 and ISO/IEC 17025:2017.

It is the Company's belief that, in operating to these standards, it will meet the requirements of its customers and the wider Industry, as it is committed to ensuring we serve our customers to the best of our ability and offer them the best solution to meet their requirements.

Signed:



Name: Murray Carlyon

Date: 06-01-2022

Version: 003

## Health and Safety Policy, QPO004 V8

The following is a statement of the Company's health and safety policy in accordance with Section 2 of the Health and Safety at Work etc. Act 1974.

It is the policy of Klipspringer to ensure so far as is reasonably practicable, the health, safety and welfare of all employees working for the Company and other persons who may be affected by our undertakings.

As a business we acknowledge that the key to successful health and safety management requires an effective policy, organisation, and arrangements, which reflect the commitment of senior management. To maintain that commitment, we will continually measure, monitor, improve and revise where necessary, our Occupational Health and Safety (OHS) management system to ensure that health and safety standards are adequately maintained.

The Director, Health and Safety will implement the Company's health and safety policy and recommend any changes to meet new circumstances. The Company recognises that successful health and safety management contributes to successful business performance and will allocate adequate finances and resources to meet these needs.

The management of Klipspringer looks upon the promotion of health and safety measures as a mutual objective for themselves and employees. It is therefore, the policy of management to do all that is reasonably practicable to prevent personal injury and damage to property. Also, the Company aims to protect everyone, including visitors and members of the public, in so far as they come into contact with our activities, from any foreseeable hazard or danger.

All employees have duties under the Health and Safety at Work etc. Act 1974 and are informed of their personal responsibilities to take due care of the health and safety of themselves and to ensure that they do not endanger other persons by their acts or omissions. Employees are also informed that they must co-operate with the Company in order that it can comply with the legal requirements placed upon it and in the implementation of this policy. We are committed to continued consultation with the workforce to enable all viewpoints and recommendations to be discussed at regular intervals.

The Company will ensure a systematic approach to identifying hazards, assessing the risks, determining suitable and sufficient control measures, and informing employees of the correct procedures needed to maintain a safe working environment. We will provide, so far as is reasonably practicable, safe places and systems of work, safe plant and machinery, safe handling of materials and substances, the provision of adequate safety equipment and ensure that appropriate information, instruction, training, and supervision is given.

We regard all health and safety legislation as the minimum standard and expect management to achieve their targets without compromising health and safety.

Signed:



Name: Murray Carlyon

Date: 13-02-2024

Version: 008

## Environmental Statement, QPO003 V5

Klipspringer is committed to preventing pollution and to complying with all relevant environmental legislation, regulations, and other environmental requirements.

We will regularly evaluate the environmental impact of our activities, products and services and we will take action to continually improve our environmental performance.

It is our policy to:

- Minimise the use of energy, water, and natural resources.
- Minimise waste through prevention, re-use, and recycling where possible.
- Dispose of waste safely and legally.
- Avoid the use of hazardous materials, including single use plastics, where practical.
- Work with and encourage our suppliers to be more environmentally aware and responsible.
- Prevent environmental damage and minimise nuisance factors such as noise and air pollution.

Where relevant, we will include environmental objectives, targets and improvement actions that relate to this policy, and we will evaluate progress.

We will implement processes to prevent environmental non-conformities and to ensure that we are prepared to deal with potential environmental emergencies.

This policy will be regularly reviewed and updated to take account of organisational priorities and changes, environmental legislation, and best practice.

Signed:



Name: Murray Carlyon

Date: 06-01-2022

Version: 005

## Ethical Trading Policy, QPO006 V3

### Introduction

Klipspringer Ltd. are committed to Ethical trading with both its Suppliers and Customers. Therefore, we choose to only develop relationships with Suppliers who are aligned with our expectations of ethical trading and operate in line with the ETI baseline core principles as outlined below.

The company expects all of its Directors and Employees to carry out their duties for the business to the highest ethical and socially responsible standards and in line with all relevant legal requirements.

The standards of behaviour and performance is maintained in the company's dealings with employees, customers, suppliers, and all other stakeholders.

As part of this commitment, Klipspringer is a member of Sedex.

Sedex is an online platform that allows companies to share and manage supply chain information regarding labour standards, health and safety, the environment and business ethics. Klipspringer is registered as a B member on Sedex.

Sedex membership No. ZC202532931.

Klipspringer supports the core principles put together by the U.K. Ethical Trading Initiative (ETI) that brings together companies, NGOs, and trade unions, to ensure good working conditions wherever people are engaged in the supply of goods or services. The ETI is supported and part-funded by the U.K. government.

### The main principles of the ETI baseline are:

#### 1. Employment is freely chosen

There is no forced, bonded, or involuntary prison labour.

Workers are not required to lodge "deposits" or their identity papers with their employer and are free to leave their employer after reasonable notice.

#### 2. Freedom of association and the right to collective bargaining

Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively. The employer adopts an open attitude towards the activities of trade unions and their organisational activities.

Workers' representatives are not discriminated against and have access to conduct their representative functions in the workplace.

Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.

#### 3. Working conditions are safe and hygienic

A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of the work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.

Workers shall receive regular and recorded health and safety training, and such training shall be prepared for new or reassigned workers.

Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.

Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers.

The company observing the code shall assign responsibility for health and safety to a senior management representative.

#### 4. Child labour

There shall be no recruitment of child labour.

Companies shall develop or participate in and contribute to policies and programmes which provide for the transition of any child found to be performing child labour to enable him or her to attend and remain in quality education until no longer a child; “child” and “child labour” being defined below.

Children and young people under 18 shall not be employed at night or in hazardous conditions.

Definitions:

Child: A child is any person less than 15 years of age unless local minimum age law stipulates a higher age for work or mandatory schooling, in which case the higher age shall apply. If, however, the local minimum age law is set at 14 years of age in accordance with developing country exceptions under ILO Convention No 138, the lower will apply.

Young person: Any worker over the age of a child as defined above or under the age of 18.

Child labour: any work by a child or young person younger than the age(s) specified in the above definitions, which does not comply with the provisions of the relevant ILO standards, and any work that is likely to be hazardous or to interfere with the child’s or young person’s health or physical, mental, spiritual, moral or social development.

#### 5. Living wages are paid

Wages and benefits paid for a standard working week meet, at a minimum, national legal standards, or industry benchmark standards, whichever is higher. In any event wages should always be enough to meet the basic needs and to provide some discretionary income.

All workers shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid.

Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the expressed permission of the worker concerned. All disciplinary measures should be recorded.

#### 6. Working hours are not excessive

Working hours comply with national laws and benchmark industry standards, whichever affords greater protection. In any event, workers shall not on a regular basis be required to work in excess of 48 hours per week and shall be provided with at least one day off for every 7-day period on average. Overtime shall be voluntary, shall not exceed 12 hours per week, shall not be demanded on a regular basis and shall always be compensated at a premium rate.

#### 7. No discrimination is practised

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

#### 8. Regular employment is provided

To every extent possible, work performed must be on the basis of a recognised employment relationship established through national law and practice.

Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub-contracting, or home working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.



### 9. No harsh or inhumane treatment

Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

Klipspringer is kept up to date with current legislation with regards to Ethical matters via Government agencies. The minimum and national living wage is reviewed annually. An insurance broker acts on behalf of the company with regards to insurance, all of which are renewed annually. This is the responsibility of the Board of Directors.

Health & Safety and Environmental updates are communicated via the HSE, Health & Safety publications and general online guidance. It is the responsibility of the Health & Safety Manager to keep relevant personnel up to date with any changes.

We will review our employees and practices on a regular basis to ensure the principles as outlined above are being maintained.

Signed:



Name: Murray Carlyon

Date: 06-01-2022

Version: 003

## Modern Slavery Act Company Policy Statement, QPO001 V4

Klipspringer Ltd recognises the Modern Slavery Act 2015.

As a company we do not exceed the £36,000,000 threshold but confirm we will ensure that our company and its staff are aware of the requirements of the act, which are:

- It is illegal for anyone to hold another person as a slave or in servitude,
- It is illegal for anyone to be held as a slave or in servitude by another individual.
- It is illegal for anyone to require someone to perform forced or compulsory tasks or labour.
- It is illegal for someone else to force anyone to perform compulsory or forced tasks or labour.
- It is illegal to arrange or facilitate the travel of another person with the view that they will be exploited.

This policy forms part of the new staff induction programme and is accessible to all staff via our company intranet site.

Signed:



Name: Murray Carlyon

Date: 06-01-2022

Version: 004

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## Corporate Social Responsibility Policy, QPO007 V3

### Scope

This CSR policy applies to Klipspringer Ltd. We also encourage our suppliers and partners to review their policies in this area.

### Policy elements

We want to be a responsible business that meets the highest standards of ethics and professionalism. Our company's social responsibility falls under two categories: compliance and pro-activeness:

- Compliance refers to our company's commitment to legality and willingness to observe community values.
- Pro-activeness is to initiate the protection of human rights, our natural environment and help communities.

### Compliance

#### Legality

Our company will:

- Respect the law
- Understand and consider the requirements of our customers.
- Honour our internal policies
- Ensure that all its business operations are legitimate.
- Keep every partnership and collaboration open and transparent.

#### Business ethics

We'll always conduct business with integrity and respect for human rights. We will promote:

- Safety and fair dealing
- Respect towards customers and suppliers
- Anti-bribery and anti-corruption practices

#### Examples of Corporate Social Responsibility

- Reducing our carbon footprint
- Engaging in charity work and donating to local charities
- Reducing paper use and driving paperless processes, both internally and for our customers.

### Pro-activeness

#### Preserving the environment

Apart from legal obligations, our company will proactively protect the environment.

Examples of relevant activities include:

- Recycling
- Conserving energy

### Learning

We actively invest in R&D. We are open to suggestions and listen carefully to ideas. Our company will try to continuously improve the way it operates.

Signed:



Name: Murray Carlyon

Date: 24-01-2022

Version: 003

## Sustainability Policy, QPO010 V1

### Scope

This policy aims to outline Klipspringer's commitment to working in a sustainable manner to help conserve the natural resources of our planet.

### Company Aims

We, as a company will aim to review strategies for sustainability on a regular basis, to identify tangible changes we can make to reduce the company's impact and carbon footprint on the environment.

### As a business we are committed to: -

#### Waste:

- Reducing the overall waste generated.
- Move processes to paperless options.
- Minimising waste sent to landfill.
- Look at more recycling waste routes options.
- Reduce the company's overall vehicle emissions through car sharing and bike to work initiatives.
- Recycled and recyclable packaging used where possible.

#### Energy:

- Investigating electric vehicle charging points.
- Installing energy efficient lighting.
- Review energy providers for greener options.
- Investigate renewable energy options on site.
- Purchasing energy efficient replacement equipment.
- Monitoring of energy usage.
- Staff awareness to conserve energy usage.

#### Aiding customers sustainability:

- Offering reusable boxes for returning lab instrumentation for service and calibration.
- Offering more virtual 121 meetings to customers.
- Encouraging electronic payments rather than cheques.
- Offering solutions to reduce food waste generated by our customers processes.

Signed



Date: 01-09-2021

Director – Murray Carlyon

## Anti-Bribery Policy, QPO013 V2

### Scope

The Company values its reputation for ethical behaviour and for financial probity and reliability. It recognises that over and above the commission of any crime, any involvement in bribery will also reflect adversely on its image and reputation. Its aim therefore is to limit its exposure to bribery by:

- setting out a clear anti-bribery policy,
- establishing and implementing anti-bribery procedures as appropriate,
- communicating this policy and any relevant procedures to employees and to others who will perform services for the Company,
- undertaking appropriate due diligence measures before engaging others to represent the Company in its business dealings,
- monitoring and reviewing the risks and the effectiveness of any anti-bribery procedures that are in place.

### Policy

The Company prohibits the offering, giving, solicitation or acceptance of any bribe (whether cash or other inducement).

- to or from any person or company (wherever they are situated and whether they are a public official or body or private person or company),
- by any individual employee, agent or other person or body acting on behalf of the Company,
- in order to gain any commercial, contractual or regulatory advantage for the Company in a way that is unethical,
- or in order to gain any personal advantage (pecuniary or otherwise) for the individual or anyone connected with the individual.

This policy prohibits any inducement that results in a personal gain or advantage to the recipient, or any person or body associated with them, and which is intended to influence them to take action that may not be solely in the interests of the Company or of the person or body employing them or whom they represent. This policy is not meant to prohibit normal and appropriate hospitality or the giving of a gift on a festival or at another special time, providing they are customary in a particular market, are proportionate and are properly recorded. Inevitably, decisions as to what is acceptable may not always be easy. If you are in any doubt as to whether a potential act constitutes bribery, the matter should be referred to a member of Management before proceeding.

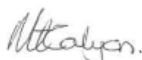
### Employees' responsibility

The prevention, detection and reporting of bribery is the responsibility of all employees, and the Company is committed to:

- encouraging employees to be vigilant and to report any suspicion of bribery,
- providing employees with suitable channels of communication and ensuring that sensitive information is treated appropriately,
- investigating instances of alleged bribery and assisting the police and other appropriate authorities in any resultant prosecution,
- taking disciplinary action against any individual(s) involved in bribery.

Any suspicion of bribery should be reported in confidence to the Directors who have overall responsibility for bribery prevention.

Signed



Date: 01/09/2021

Director – Murray Carlyon

## Brushware

Most of the Klipspringer brushware, hygiene and production plastics, where highlighted within the Klipspringer product guide or website with the glass and fork symbol, are suitable for direct food contact.



European Brushware Federation

# CERTIFICATE

Registration No. # DK-401



**FBK**  
Teknikvej 53  
DK-5260 ODENSE S  
Denmark

The company FBK has applied and passed all examinations necessary and is entitled to use the PHB logo with

**Registration No. # DK-401**

for all brushware by the company meeting the requirements of the Professional Hygiene Brushware Charter

This certificate is valid until the end of year 2024  
Certificate approved by F.E.I.B.P.  
December 2021



Andrew McIlroy  
President

Separate Declarations of Compliance to 1935/2004/EC and 10/2011/EC are available via our website.

## Detectable Products

The Klipspringer Detectable products: where highlighted within the Klipspringer product guide or website with the glass and fork symbol, are suitable for direct food contact.

Each item is made from detectable materials (*all will be metal detectable, and some will also be X-ray detectable*). Detectability of the items or parts of the item will be subject to the type of equipment and the sensitivity of the equipment used for detection. End users are recommended to evaluate the detectability of the item to ensure the smallest detectable piece size meets the site's needs to demonstrate the adequate due diligence required. It is the responsibility of the end user to review these certificates to ensure the products are suitable for the application required.

## ESD Brushware and Tools

These Electrostatic discharge products are designed to be used in all types of hazardous environments where static charge is a concern.

All conductive products have been tested and proven to meet the following standard:

ESD TR53-01-06 Compliance verification of ESD protective equipment and materials ESD associated USA  
ASTMD-257-78 Electrical resistance measurement methods of insulating materials CENELEC/TR 50404-2003  
Electrostatics – Code of practice for the avoidance of hazards due to static electricity.

These products are not certified as suitable for contact with food. Specifications are available on request.

## Retreeva Global Detectable Pens and Marker Pens

Retreeva Global detectable pens are suitable to be used in a food environment. The pens are designed to offer both added prevention from damage and breakage as well detectability if damage is sustained. Pens are manufactured in a robust material which will bend rather than break and they offer superior performance, with over 10 Km of writing. The plastic is metal impregnated to give a good detection though both x-ray and metal detector of the whole or part of the pen. Specifications are available on request. Retreeva Global Pens are compliant with the BRC Global Food safety standard V9 in regard to clause 4.9.6.2 '*portable hand-held equipment, e.g., stationary items (pens, pencils etc.), mobile phones, tablets and similar portable items used to open product areas, shall be controlled by the site to minimise the risk of physical contamination. The site may consider, for example ensuring stationary items such as pens are designed without small external parts and are detectable by foreign body detection equipment or are used in designated areas where contamination is prevented*'. As they are designed to prevent breakage, are detectable and contain no small parts such as springs. They can also be IndeliMarked™ with unique numbering to make control much easier for sites.

Detectability of the items or parts of the item will be subject to the type of equipment and the sensitivity of the equipment used for detection. End users are recommended to evaluate the detectability of the item to ensure the smallest detectable piece size meets the site's needs to demonstrate the adequate due diligence required. It is the responsibility of the end user to review these certificates to ensure the pens are suitable for the application required.

## IndeliMark™

This is a process that uses light frequencies via laser to change the molecular structure of the materials to produce an indelible permanent mark. Generally, marks can be made safely on metals and plastic items. To the best of our knowledge the process does not alter the food contact status of the material being marked. Marks where possible are smooth with minimal harbourage points and unless stated by the customer the marking is made on an area which will not be subjected to frequent food contact. IndeliMark™ can produce wording, numbers, sequential

numbers, and logos in a contrasting colour to the item. It is the responsibility of the end user to review whether this process is suitable for their site and processes before implementing. Items IndeliMarked™ are not able to be returned for credit or replacement unless they are faulty.

## Janitorial Equipment

Unless otherwise specified with the glass and fork symbol within the Klipspringer catalogue or website, most of these items are not suitable for contact with food. Where the glass and fork symbol are shown, declarations of compliance are available on request.

## Wet Wipes

Unless otherwise stated within the Klipspringer catalogue or website, the majority of these products are suitable for indirect contact with food only, e.g., the active agent should be allowed to evaporate from the surface or be rinsed off with clean water before use.

Safety data sheets are available for each of these products on request.

It is the responsibility of the end user to review these data sheets to ensure the wipes are suitable for the application required.

## Hygiene Clothing

All the hygiene clothing is suitable to be used in a food environment within a hygiene application.

Clothing has different ratings regarding chemical protection, specifications are available on request.

Items unless otherwise specified within the Klipspringer catalogue or website are not suitable for direct contact with food.

It is the responsibility of the end user to review these specifications to ensure the clothing is suitable for the intended application, especially regarding health and safety and chemical resistance.

## Shadow Boards

The boards are designed and manufactured on Klipspringer's site to customer's bespoke requirements and are therefore not eligible to return or credit unless due to damage or faults. Klipspringer does not print any design until the artwork has been formally approved by the customer. Where an issue is found with the design after approval, this is the responsibility of the customer although Klipspringer will offer all the assistance it can to try and rectify the situation.

The boards are suitable for food environments and occasional contact with diluted cleaning chemicals (at dilution rates specified by the chemical manufacturer).

**Cleaning:** Wipe over the surface of the board with a mild detergent and allow to dry. Non-abrasive cleaners or pads/scourers should be used. Damage to the boards laminate should be avoided.

Where through-board hooks are used, these can be removed for cleaning with a mild detergent.

Where boards are magnetic, these should be removed from the wall so the reverse of the board and the wall can also be cleaned.

Stainless steel frames can be cleaned with a mild detergent and a non-abrasive pad or scourer.



## SegriScreens™, SegriCovers and SegriCurtains

The screens can be supplied plain or can be printed with a customer's bespoke design or message. Klipspringer does not print any design until the artwork has been formally approved by the customer.

Bespoke-produced SegriScreens, SegriCovers and SegriCurtains cannot be returned for credit unless due to damage in transit or faults. Where an issue is found with the bespoke design after approval, this is the responsibility of the customer although Klipspringer will offer all the assistance it can to try to rectify the situation.

The SegriScreens™, SegriCovers and SegriCurtains are suitable for use in most manufacturing environments, including food manufacturing. Environments which include fire or sparks which may damage the fabric, are to be avoided.


**Cleaning:** Wipe over the surface of the screen with a mild detergent and if being removed from the frame for storage, allow time to fully dry first. Non-abrasive cleaners or pads/scourers should be used for stubborn marks.

Damage to the surface of the screen, should be avoided. Replacement screens can be purchased. Stainless steel frames can be cleaned with a mild detergent and a non-abrasive pad or scourer.

***This certificate was prepared on behalf of Klipspringer Ltd and the information included is to the best of our knowledge correct at the time of writing. Klipspringer offers the information within this document as a guide only, they do not represent any guarantee of the prescribed product or service in the sense of the legal guaranteed regulations. It is the responsibility of the end user to ensure the items purchased are suitable for the intended application.***

Supplier	Klipspringer Ltd
Address	Rynor House, Farthing Road, Ipswich, Suffolk, UK. IP1 5AP
Telephone	+44 (0) 1473 461 800
Email	sales@klipspringer.com
Website	www.klipspringer.com

### Declaration of compliance in line with Annex 4 10/2011/EC

Sheena Britton Technical Compliance Manager Klipspringer		Date of Issue	13-02-2024
		Authorised by	Sam Smith
		Revision No.	034
		Revised by	S. Britton