

Company Policies

Wizbit Internet Services Ltd (trading as Band CDs)

Version: 2026.1

Review Date: 1 April 2026

These policies set out Wizbit Internet Services Ltd's commitments and approach to responsible business practices. They are designed to align with UK legal requirements and recognised best practices, while remaining proportionate to the size and nature of our organisation. They are suitable for review by customers, suppliers, and other stakeholders as part of due diligence and tender processes.

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1. Environmental Management Policy

1.1 Purpose

Wizbit Internet Services Ltd is committed to minimising its environmental impact and operating in a sustainable and responsible manner.

1.2 Scope

This policy applies to all employees, contractors, and business operations within the UK.

1.3 Commitments

We will:

- Comply with all applicable environmental legislation and regulatory requirements.
- Operate efficiently to reduce energy consumption associated with office operations and IT infrastructure.
- Promote paperless working practices wherever practical.
- Recycle and dispose of waste responsibly in accordance with local authority guidance.
- Consider environmental factors in procurement decisions where proportionate.
- Work, where feasible, with suppliers and partners who demonstrate responsible environmental practices.

1.4 Technology and Infrastructure

- We utilise cloud infrastructure providers, including AWS data centres located in the UK and Ireland, which maintain their own environmental and sustainability commitments.
- We seek to make efficient use of hosting and infrastructure resources to minimise unnecessary consumption.

1.5 Implementation

- Encourage remote working and virtual collaboration to reduce travel-related emissions.
- Select energy-efficient equipment and services where reasonably practicable.
- Promote awareness of environmental responsibility among employees.

1.6 Review

This policy is reviewed periodically and updated as appropriate.

2. Labour Standards Policy

2.1 Purpose

Wizbit Internet Services Ltd is committed to fair, lawful, and ethical labour practices in accordance with UK employment law and recognised international standards.

2.2 Commitments

We will:

- Comply with all applicable employment legislation, including the Employment Rights Act 1996, National Minimum Wage legislation, and Working Time Regulations 1998.
- Prohibit all forms of forced labour, modern slavery, and human trafficking.
- Provide all employees with clear, written terms of employment.
- Offer fair remuneration and benefits appropriate to roles and responsibilities.
- Maintain working hours and conditions that comply with legal requirements.
- Provide and maintain a safe and healthy working environment.

2.3 Employee Rights

Employees have the right to:

- A workplace free from discrimination, harassment, and victimisation.
- Raise concerns through appropriate channels without fear of retaliation.
- Access fair grievance and disciplinary procedures.

2.4 Supply Chain Expectations

We expect our suppliers and contractors to uphold comparable standards and to comply with all relevant labour laws. Where appropriate, we may request confirmation of compliance.

2.5 Review

This policy is reviewed periodically.

3. Social Objectives Policy

3.1 Purpose

Wizbit Internet Services Ltd aims to operate responsibly and contribute positively to the communities in which it operates.

3.2 Commitments

We will:

- Conduct our business with honesty, integrity, and transparency.
- Deliver reliable, high-quality products and services that provide value to our customers.
- Build long-term, ethical relationships with customers and suppliers.
- Support the local economy by prioritising local recruitment wherever practicable.

3.3 Ethical Business Conduct

- We comply with all applicable laws, including the Bribery Act 2010.
- We maintain clear standards regarding conflicts of interest and business conduct.

3.4 Data Responsibility

- We protect personal and business data in accordance with UK GDPR and the Data Protection Act 2018.
- We implement appropriate technical and organisational measures to safeguard information.

3.5 Review

This policy is reviewed periodically.

4. Diversity Policy

4.1 Purpose

Wizbit Internet Services Ltd recognises that a diverse workforce strengthens our business and enhances our ability to serve customers effectively.

4.2 Commitments

We will:

- Promote diversity and inclusion in recruitment and employment practices.
- Foster a working environment in which individual differences are respected and valued.
- Ensure all employees are treated with dignity and respect.

4.3 Scope of Diversity

We recognise diversity across all protected characteristics as defined by the Equality Act 2010.

4.4 Implementation

- Apply fair and inclusive practices across recruitment, promotion, and development.
- Encourage inclusive behaviours and awareness across the organisation.

4.5 Review

This policy is reviewed periodically.

5. Equal Opportunities Policy

5.1 Purpose

Wizbit Internet Services Ltd is committed to providing equal opportunities in employment and avoiding unlawful discrimination.

5.2 Legal Framework

This policy is aligned with the Equality Act 2010.

5.3 Commitments

We will:

- Ensure recruitment, selection, and promotion decisions are based on merit and objective criteria.
- Provide equal access to training, development, and progression opportunities.
- Prevent discrimination, harassment, and victimisation in all aspects of employment.

5.4 Recruitment and Employment Practices

- Apply fair, transparent, and consistent recruitment processes.
- Make reasonable adjustments for candidates and employees with disabilities where required.

5.5 Responsibilities

- Management is responsible for implementing and upholding this policy.
- All employees are expected to contribute to a respectful and inclusive workplace.

5.6 Complaints

Any concerns or breaches should be raised through internal procedures and will be handled appropriately and confidentially.

5.7 Review

This policy is reviewed periodically.

6. Modern Slavery Statement

6.1 Introduction

Wizbit Internet Services Ltd is committed to preventing modern slavery and human trafficking in its business operations and supply chain.

6.2 Our Business

We are a UK-based provider of internet services, physical music media and packaging, operating with a workforce of 22 employees.

6.3 Our Commitment

Although we are not legally required to publish a statement under section 54 of the Modern Slavery Act 2015, we voluntarily adopt the following principles:

- Zero tolerance for modern slavery and human trafficking.
- Commitment to acting ethically and with integrity in all business dealings.

6.4 Supply Chain

We assess risk in our supply chain on a proportionate basis and expect suppliers to comply with applicable labour laws and standards.

6.5 Policies and Controls

This statement is supported by our Labour Standards Policy and internal employment practices.

6.6 Review

This statement is reviewed periodically.

7. Quality Policy

7.1 Purpose

Wizbit Internet Services Ltd is committed to delivering reliable, high-quality products and services that meet customer requirements and support continuous improvement.

7.2 Commitments

We will:

- Understand and meet agreed customer requirements and service levels.
- Maintain clear processes for service delivery, support, and issue resolution.
- Monitor performance and customer feedback to identify improvements.
- Take corrective action where services do not meet expected standards.

7.3 Continuous Improvement

- Encourage a culture of accountability and improvement.
- Review processes periodically to improve efficiency and quality.

7.4 Review

This policy is reviewed periodically.

8. Health & Safety Policy

8.1 Purpose

Wizbit Internet Services Ltd is committed to providing a safe and healthy working environment in accordance with the Health and Safety at Work etc. Act 1974.

8.2 Scope

Applies to all employees, contractors, and visitors.

8.3 Commitments

We will:

- Comply with all applicable health and safety legislation.
- Identify and manage workplace risks on a proportionate basis.
- Provide appropriate equipment and safe systems of work.
- Support safe remote working practices.

8.4 Responsibilities

- Management is responsible for implementing this policy.
- Employees must take reasonable care for their own health and safety and that of others.

8.5 Incident Reporting

All incidents and hazards should be reported promptly and investigated where appropriate.

8.6 Review

This policy is reviewed periodically.

9. Data Protection Policy

9.1 Purpose

Wizbit Internet Services Ltd is committed to protecting personal data and complying with UK GDPR and the Data Protection Act 2018.

9.2 Principles

We will process personal data in accordance with the following principles:

- Lawfulness, fairness, and transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Integrity and confidentiality

9.3 Commitments

We will:

- Process personal data only where there is a lawful basis.
- Implement appropriate technical and organisational measures to protect data.
- Ensure staff understand their responsibilities regarding data protection.
- Respond appropriately to data subject rights requests.
- Report data breaches in line with legal requirements.

9.4 Third Parties

We will ensure that third-party processors provide appropriate safeguards and contractual assurances.

9.5 Review

This policy is reviewed periodically.

10. Training & Development Policy

10.1 Purpose

Wizbit Internet Services Ltd is committed to supporting employee development to maintain service quality and business effectiveness.

10.2 Commitments

We will:

- Provide role-appropriate training and onboarding for all employees.
- Support ongoing development relevant to business needs and individual roles.
- Encourage knowledge sharing across the organisation.

10.3 Approach

- Training may include on-the-job learning, mentoring, and external resources where appropriate.
- Development opportunities are considered in line with business priorities and resources.

10.4 Review

This policy is reviewed periodically.

Approval

Approved by:

Richard Martin

Technical Director

Wizbit Internet Services Ltd

Further internal procedures and supporting documentation are maintained where appropriate.

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