



Human Rights Policy

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Commercial in confidence

HUMAN RIGHTS POLICY

Introduction

We believe that every individual should have the freedom to lead a dignified life, free from fear or want, and free to express independent beliefs.

We are committed to

- Running our business in line with the principles of human rights set out in the UN Guiding Principles on Business and Human Rights and the International Labour Organisation (ILO) fundamental conventions on labour rights. Our commitment to these principles is outlined in this policy.
- Respecting these principles in all aspects of our operations globally and with our interactions with each other, and, our clients, our suppliers and customers.

What you should expect from us

- Every Director/Member of the SMT within COLLABORAITE takes responsibility for ensuring our business is conducted in a way that is consistent with this policy.
- We consider risks to our people as risks to our business and we will manage these in line with the commitments of this policy and our company risk management approach.
- When you work with us, we will make you aware of and provide guidance in relation to the policies, standards and procedures relevant to your role.

Protecting the rights of children

- We will not use child labour and will comply with all relevant laws in this regard. We do, however, support legitimate workplace apprenticeships, internships and other similar programmes that comply with the applicable laws and regulations.

Preventing modern slavery

- We will not use forced, bonded or compulsory labour (including slavery and servitude). Workers are not required to lodge 'deposits' or identity papers with us and can leave after giving reasonable notice, with all wages owed to be paid. This includes our zero-tolerance approach to human trafficking.

Preventing bribery and corruption

- In line with our Anti-Bribery policy COLLABORAITE-POL_2019, we will not pay bribes and will ensure that the company's services are not used to abuse human rights.

A safe and healthy workplace

- We promote and foster a safe and healthy workplace environment, in line with the requirements in our Health & Safety Policy COLLABORAITE_POL_005.

Freedom of association and employee representation

- We consult with and seek our workers views and respect their right to join or not to join a trade union. As such they are free to join an organisation of their choice to represent them in line with local legislation. Where local rights to Collective Bargaining exist, it will be allowed.

Reasonable working hours

- We will ensure that working hours are reasonable and comply with the local legislation and industry standards in the jurisdictions we operate.

Equal opportunity and non-discriminatory treatment

- We respect all workers right to equal opportunity and non-discriminatory treatment in line with our Bullying and Harassment Policy COLLABORAITE_POL_023.
- We will provide written and clear contracts of employment which detail pay and the terms and conditions of employment

Remuneration

- We will remunerate our workers with wages and benefits that meet the jurisdictional standards that apply.
- We are committed to equal pay and benefits for women and men for work.

Working with suppliers

- We expect and work with our suppliers to ensure they operate in accordance with this policy upholding the principles of human rights in their operations and supply chains.

What we expect from you

- To treat everyone you deal with fairly, respecting their right to work in an environment free from fear or want, and where there is freedom to express their independent beliefs.
- To speak up, if you face a situation, or circumstances where you are uncertain or not sure what to do with by letting your manager know in the first instance.
- If you have a concern human rights are not being respected, for example, you believe someone has been unfairly discriminated against, bullied, harassed or treated unfairly, or that something is illegal or unethical then speak up.

How we will achieve this

- We regularly review and update our employment approach and practices to maintain our focus on human rights.
- We ensure the principles of this policy are reflected in our employment practices and standard terms and conditions of employment.

Review

This policy will be subject to a planned review every year as part of the policy review process. It is recognised that there may be updates in the interim arising from amendments. These updates will be made as soon as practicable and all staff will be informed.