

**KENDRION N.V.**

**FAIR LABOUR AND HUMAN RIGHTS POLICY**  
Global standards and principles  
endorsing fair labour practices and respect for human rights

## **Global standards and principles endorsing fair labour practices and respect for human rights**

### **1. Introduction**

Kendrion believes it is important that all activities are conducted with integrity and in a transparent manner. To this end, Kendrion fosters a culture in which shared norms, universal ethical values and behaviours are the standard. Shared norms, ethical values and expected behaviours are laid down in a set of globally applicable internal policies and procedures. This Fair Labour and Human Rights Policy records Kendrion's commitment to endorse fair labour practices and to respect human rights and is applicable across all of Kendrion's business operations. Compliance with the standards and principles of this Fair Labour and Human Rights Policy is reviewed at regular intervals as part of Kendrion's corporate internal audit program.

### **2. Recognition of human rights**

Kendrion recognizes human rights and ensures that none of its business operations is involved in human rights violation or abuses. Kendrion does not tolerate or by any means profit from, contribute to, assist with, or facilitate the commission by any party of:

- (i) any forms of torture, cruel, inhuman, and degrading treatment; and
- (ii) any forms of forced or compulsory labour, which means work or service which is extracted from any person under the menace of penalty, and for which said person has not offered him/herself voluntarily.

#### **2.1 Prohibition of child labour**

Kendrion respects children's rights to education and development. The minimum employment age may not be below the completing age of compulsory school in the country in question and under no circumstances under the age of 15.

Juveniles (children aged between 15 and 18) are only allowed to be employed, provided such employment and the work conducted complies with applicable laws and regulations. No child under the age of 18 shall be employed under circumstances that are likely to harm their health, safety, or morals or impede their right to education and development.

#### **2.2 Prohibition of forced labour**

Kendrion does not accept any form of forced or involuntary labour, which includes slavery, human trafficking, or any other form of involuntary work. This includes forced prison work, work on forced employment schemes, slavery, or any other form of work which is done against one's will or choice with any form of intimidation or punishment threatened because of not engaging in such work. Kendrion does not engage in any form of forced labour and shall not directly or indirectly benefit from or sustain or support any form of forced labour.

Kendrion and each agency supplying labour to Kendrion shall not charge recruitment fees to its employee(s) or withhold any part of any personnel's salary, benefits, property, or documents or to create debt bondage to force employees to continue working in the company. All employees shall have the right to leave the workplace premises after completing the workday and shall be free to terminate their employment within reasonable notice.

#### **2.3 Forced eviction and deprivation from land, forest, and waters**

Kendrion recognizes the necessity to preserve the natural livelihood of people. Kendrion shall not engage in the unlawful eviction of and deprivation from land, forest and waters.

#### 2.4 No abusive use of security forces in pursuit of business activities and projects

Kendrion values a healthy and constructive interaction between corporate activities and the communities in which it is active. Kendrion shall not – in a health or life threatening or otherwise abusive manner – use any private or public security forces to pursue its business activities and projects.

### **3. Commitment to a safe and fair working environment**

#### 3.1 Commitment to safe and healthy workplaces

Kendrion is committed to maintain a healthy, hygienic, and safe working environment which complies with all applicable laws, regulations and industry standards and does its utmost to prevent any health hazards whatsoever. As a minimum standard:

- Employees must not be exposed to a dangerous working environment without being properly trained and protected against any chemical, physical, or biological substance potentially harmful to the employees' health and safety. If working under dangerous working conditions, employees must be provided with adequate personal protection equipment and be instructed and trained in its proper use.
- Facilities' safety standards must comply with applicable laws and regulations and industry standards about construction safety and fire protection.
- Facilities must provide appropriate light and ventilation.
- Dangerous materials must be stored in safe and secure places and used according to safety instructions.
- Machinery must be properly maintained and shielded to ensure employees' health and safety.
- During working hours employees must be given sufficient time to rest and recreate to prevent overfatigue in line with applicable laws and regulations and industry standards.
- Employees must always be adequately qualified and sufficiently instructed and trained to conduct their work responsibly and safely.
- Such other measures as may be necessary or appropriate to secure the safe and responsible continuation of the operations.

#### 3.2 Fair remuneration

Kendrion recognize the need for a fair remuneration and a sound balance between working and leisure time for all employees. Salaries and working hours shall meet the applicable (local) wage level and comply with the minimum wage provided for under applicable (local) laws and regulations.

#### 3.3 Freedom to organize and collective bargaining

Kendrion shall not unduly interfere with the right of employees to form and join unions or to bargain collectively. Kendrion recognizes the employees' right to form or join trade unions and shall not discriminate against or penalize any employee because he/she pursues to form or join a trade union. Kendrion shall not unduly interfere with any operations of the trade union or other form of organized labour association, to the extent such trade union or other form of organized labour association is permitted by local law.

#### 3.4 No discrimination, prevention harassment

Kendrion treats its employees with dignity and respect. Kendrion does not accept any practices or any action, conduct or behaviour which is disrespectful, humiliating, intimidating or in any other way hostile or inappropriate. Actions, words, jokes, or comments based on a person's ethnicity, (social) background, health condition, handicap, sexual orientation, age, gender, political opinion, religion, ideology or any other (protected) characteristic are not tolerated. No employee shall be subject either to physical punishment, threat of violence or other forms of physical, sexual, psychological, or verbal violence. Kendrion does not pay unequal remuneration for work of equal value.

### 3.5 Right to privacy

Kendrion respects the right to privacy. Kendrion shall only process personal data of its employees, suppliers, customers, and other business relations in compliance with the applicable laws. Kendrion shall observe the basic personal data processing principles, including: processed information must be correct and up to date and the processing must be reasonable, proportional, time-limited, and relevant to the business purpose.

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