

# Human Rights Policy

## **Purpose:**

The purpose of this policy is to express Katun Corporation's commitment to respecting Human Rights and honoring the values of Ethics as expressed in our Code of Conduct.

In alignment with the UN Guiding Principles on Business and Human Rights, the provisions of this Policy are derived from key international human rights standards including the ILO Declaration on Fundamental Principles and Rights at Work and the UN Declaration of Human Rights, the UN Global Compact and the principles laid down in the OECD Guidelines for Multinational Enterprises.

## **Scope:**

This policy applies to Katun Corporation and its controlled subsidiaries anywhere in the world.

## **Policy Statements & Principles Diversity & Non-Discrimination**

Katun Corporation is committed to diversity in a working environment where mutual respect prevails. No form of discrimination based on race, color, age, gender, sexual orientation, gender identity and expression, ethnicity or national origin, disability, pregnancy, religion, political affiliation, union membership, covered veteran status, protected genetic information or marital status in hiring and employment practices such as wages, promotions, rewards, and access to training is allowed. Employees shall be provided with reasonable accommodation for religious practices.

## **Child Labor:**

Katun Corporation will not use child labor and will always adhere to the legal age requirements in all countries in which we operate. Katun Corporation does not employ children under the age of 15 or under the age of completing compulsory education. Katun Corporation will ensure proper management of student workers through proper maintenance of student records, due diligence of educational partners and protection of students' rights in accordance with applicable law and regulations.

## **Freedom of Association & Collective Bargaining**

Freedom of association and the right to collective bargaining are self-evident, fundamental rights. As such, Katun Corporation is committed, in accordance with local laws, to respect the rights of all employees to form and join trade unions of their own choosing, to bargain collectively and to engage in peaceful assembly as well as respect the rights of workers to refrain from such activities. Employees and/or their representatives shall be able to openly communicate and share ideas and concerns with management regarding working conditions and management practices without fear of discrimination, reprisal, intimidation or harassment.

## **Working Hours & Work-Life Balance**

Workweeks are not to exceed the maximum set by local law. A workweek should not be more than 60 hours per week, including overtime, except in emergency or unusual situations. Employees have the right to have at least one day off per seven-day period. Katun Corporation aims to increase the employability of its employees by amongst others focusing on flexibility: working practices that acknowledge and support employees to achieve a balance between their home and working lives in the different stages of their life.

## **Minimum Wage Standard & Living Wage (Fair Remuneration)**

Katun Corporation wants to build long-term, sustainable relationships with its employees. One way to achieve this is to pay fair and balanced salaries and benefits. Employee wages should comply with all applicable wage laws, including those relating to minimum wages, overtime hours and legally mandated benefits. Katun Corporation does not allow deduction from wages as a disciplinary measure unless serious grounds require otherwise. For each pay period, employees shall be provided with a timely and understandable wage statement that includes sufficient information to verify accurate compensation for work performed.

## **Harassment Prohibition**

Katun Corporation does not tolerate any form of harassment of employees or co-workers, or the threat thereof.

## **Workplace Safety (Health and Safety)**

As stated in our Corporate Responsibility Policy, Katun Corporation feels responsible to provide safe and healthy working conditions for its employees, while minimizing impact on the environment.

# Human Rights Policy

## Freely Chosen Employment

Katun Corporation does not allow for any form of slave, forced, bonded, indentured, or involuntary prison labor, debt bondage or any form of forced child labor. All work must be voluntary and not subject to mental or physical oppression. Katun Corporation does not allow for human trafficking. This includes transporting, harboring, recruiting, transferring or receiving vulnerable persons by means of threat, force, coercion, abduction or fraud for the purpose of exploitation. Employees are free to leave work at any time or terminate their employment

## Human Rights in Our Supply Chain

Katun Corporation actively pursues adherence to the Code of Conduct by its suppliers by including compliance to this in its supplier agreements and including the right to audit on compliance. Should a case of non-compliance to this Code of Conduct be identified, Katun Corporation then expects such supplier to act.

## Grievance Mechanisms & Speak Up

Katun Corporation values and respects honest and open communication, and all employees or any other stakeholder (such as Suppliers or customers) have the opportunity to raise questions and or concerns regarding potential and actual adverse human rights impacts. No reprisal or retaliatory action will be taken against any stakeholder for raising concerns under Katun Corporation Human Rights Policy. We are committed to investigate any concerns, and if we discover any severe adverse human rights impacts, we will act appropriately without delay.

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## Compliance Contacts:

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## Administrative Information:

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