



Fair Labour and Ethical Behaviour standards

April 2020

Corporate HR



Fair labour and ethical behaviour

Kiwa Code of Conduct and Compliance

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1 Introduction

Kiwa is aware of its social responsibilities for its employees and the people, communities and environments in which it works. Kiwa acts with honesty and fairness while respecting human rights, equality, dignity and diversity for its employees.

2 Employment standards

2.1 Employment relationship

Kiwa has set employment rules and conditions that respect and safeguard employees' rights under national and international labour and social security laws and regulations.

2.2 Non-discrimination

Kiwa is modern inclusive employer. No Kiwa employee shall be subject to any discrimination in employment when it comes to hiring, compensation, advancement, discipline, termination or retirement, on the basis of gender, race, religion, age, (dis)ability, sexual orientation, nationality, political opinion, social group or ethnic origin.

2.3 Harassment or abuse

Kiwa treats its employees with respect and dignity. No employee shall be subject to any physical, sexual, psychological or verbal harassment or abuse.

2.4 Forced labour

There shall be no use of forced labour, including prison labour, indentured labour, bonded labour or other forms of forced labour.

2.5 Child labour

No person shall be employed under the age of 16 or under the age for completion of compulsory education or based on national laws, whichever is higher.

2.6 Freedom of association and collective bargaining

Kiwa recognizes and respects the right of employees to freedom of association and collective bargaining.

2.7 Health, safety, and environment

Kiwa provides a safe and healthy workplace setting to prevent accidents and injury to health arising out of, linked with, or occurring in the course of work or as a result of the operation of employers' facilities. As employers, Kiwa and any of its subsidiaries shall adopt responsible measures to mitigate negative impacts that the workplace has on the environment.

2.8 Hours of work

Kiwa shall not require employees to work more than the regular and overtime hours allowed by the law of the country where the employees are employed. All overtime work shall be consensual. Overtime cannot be on regular basis.

2.9 Compensation

Kiwa's remuneration policy aims to attract, motivate, compensate and retain employees for a regular working week. In every country in which it is active, Kiwa pays at least the minimum wage or the appropriate prevailing wage, whichever is higher. Furthermore, Kiwa complies with all legal requirements on wages, and provides any fringe benefits required by law and contract.

3 Reference documents

- Kiwa Code of Conduct and Compliance
- Kiwa Corporate Recruitment & Selection policy
- Kiwa Corporate Health & Safety statement and policy