

PURPOSE & SCOPE

Human capital is our most valuable asset. We recognize the importance of embracing and respecting human rights throughout our operations and business partners. By doing so, we cultivate a vibrant, inclusive, and fair organization that reflects the diversity of the communities we serve and protects every individual's fundamental right for respect and dignity.

This policy is an integral part of Matelec's commitment to human rights and is embedded in all strategies, processes, and projects.

PRINCIPLES

Matelec's human rights policy is based on the following principles:

- 1. Compliance with applicable laws, international standards and treaties:** We will comply with all applicable human rights laws, regulations and international standards.
- 2. Respect and dignity:** We are dedicated to treating all individuals with respect and dignity as defined by the UN Guiding Principles on Business and Human Rights. We support the principles contained within the Universal Declaration of Human Rights, the OECD Guidelines for Multinational Enterprises and the ILO Core Conventions on Labour Standards. We prohibit any form of discrimination, harassment, bullying, forced and child labor or any other form of mistreatment.
- 3. Continual Improvement:** We are committed to continually reviewing and improving our policies and practices on human rights. We will set measurable objectives and targets, monitor our progress, and hold ourselves accountable for ensuring inclusive workplaces, equal opportunity, and respect for human rights.
- 4. Partnership and Stakeholder Engagement:** We will engage with external stakeholders, including customers, suppliers, and the community, to foster collaboration and promote sound diversity, equity, inclusion and human rights policies, practices and initiatives across our value chain.

OBJECTIVES

These principles are operationalized through the following objectives:

1. Compliance with national law and international standards:

Matelec adheres to national law and regulation on human rights in each market in which it operates and international human rights standards and treaties.

Where Matelec faces conflicts between internationally recognised human rights and national laws, the company will follow processes that seek ways to honour the principles of international human rights standards.

2. Inclusive workplace culture: Matelec does not tolerate any forms of discrimination and will be resolute in upholding human rights in our business. We foster a workplace culture that embraces and encourages diversity.

We ensure that all individuals regardless of age, gender identity, ethnicity, color, race, religion, socio-economic status, or disability, have equal job and professional development opportunities based on individual qualifications and merit.

Employment decisions, such as hiring, promotion and termination will be fair and transparent, and made irrespective of personal individual characteristics.

We implement programs to encourage individuals from under-represented groups to apply and advance professionally within the company.

3. Fair working relationships: Matelec treats all employees fairly.

We ensure all workers, including migrant workers, are provided wages, benefits and working conditions that are fair and in accordance with local law. We recognize the importance of secure employment and encourage permanent, open ended and direct employment where possible.

All employees are entitled to fair living wage which satisfies their basic needs and those of family members that are directly dependent on them.

All staff have a written contract of employment, with agreed terms and conditions, and are entitled to basic needs, such as reasonable rest breaks, holiday leave, water, sanitation, and hygiene.

We condemn child and forced labor: No employee may be compelled to work through force or intimidation of any form.

4. Health and safety: We believe that most injuries and occupational illnesses, as well as safety and environmental incidents are preventable, and our goal is to reduce them to an absolute minimum.

We promote on-the-job health and safety guidelines, training, and regular maintenance procedures to ensure our people remain healthy [see Matelec's Quality, Health and Safety Policy].

HUMAN RIGHTS

5. Preventing harassment: Matelec is committed to maintaining a work environment free of all forms of harassment, whether physical, verbal, sexual or psychological. The company treats all incidents seriously and promptly investigates all allegations [see Matelec's sexual harassment policy].

6. Due diligence along our value chain: We prioritize appropriate actions to identify, prevent or mitigate human rights violations in our value chains.

We will assess our major partners, suppliers and third-party contractors based on their social performance and include specific social criteria relating to human rights in their selection processes [see Matelec's Sustainable Procurement Policy].

7. Employee training: We will provide ongoing training and education programs to promote awareness, understanding, and appreciation of human rights. These programs will be designed to enhance cultural competence, mitigate unconscious bias, and create a more inclusive and just work environment.

8. Reporting and accountability: We encourage employees and business partners to report any concerns, incidents, or violations related to human rights and commit to maintaining employees' confidentiality to the extent possible.

Matelec has established a grievance policy which provides the procedure by which employees may report incidents.

We will investigate all reports promptly and impartially, taking appropriate action to address any issues.