

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. It applies to all branches, employees, directors and board members.

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 labor, forced labor, and human trafficking: 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].

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.

MONITORING, COMPLIANCE & REVIEW

Matelec expects all its employees to be guided by both the letter and the spirit of this policy.

Matelec has committed to providing appropriate and regular training by 2025 to all employees on human rights and discrimination in the workplace.

HUMAN RIGHTS

In addition to the control measures implemented to ensure the proper management of human rights risks within the company, it is the duty of every employee to play a role in the continuous improvement of our risk management system by facilitating the identification and resolution of incidents.

Employees are granted the right to raise human rights-related alerts, enabling them to report to a superior within the company any event that may constitute a serious violation of international conventions on human rights, Lebanese law, or, more broadly, any applicable regulations. Alerts may also be raised through the company's Grievance Policy and Procedure.

Violations of this Human Rights Policy—whether intentional or resulting from negligence—are taken seriously and may result in disciplinary action. Measures may include mandatory retraining, written warnings, suspension, reassignment, or termination of employment, depending on the severity of the misconduct. All disciplinary actions will be administered in accordance with applicable laws and internal procedures to ensure fairness and consistency.

This policy will be formally reviewed annually—or more frequently if required by changes in law, regulation, or the company's risk profile. The review will be conducted by the Corporate Operations Division in coordination with relevant business units and senior management. Updates or enhancements will be communicated promptly to all employees. Each review cycle will also evaluate the effectiveness of existing controls, training programs, and reporting mechanisms to ensure continuous improvement.

Sami Sougheyar

Chief Executive Officer