

# Group Fair Labour Practices Policy

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## 1. Overview

Vitasoy International Holdings Limited (“the Group”) is committed to the highest standards of business and ethical behaviour and recognises our corporate responsibility to uphold and protect fair labour practices at the workplace and in the value chain. We obey the laws, rules and regulations of the markets in which we operate.

This Policy is focused on fair labour practices. It consists of a set of general principles of fair labour practices to provide an overview of expectations and requirements for all employees to ensure that fair labour practices are upheld across our operations. These are established in accordance with the United Nations Guiding Principles on Business and Human Rights. This Policy is guided by the principles contained in the International Bill of Human Rights and the International Labour Organization Declaration on Fundamental Principles and Rights at Work.

## 2. Scope

This Group Fair Labour Practices Policy applies to all employees of the Group including subsidiaries and joint ventures over which the Group has management control.

Fair Labour Practices concerning the supply chain are addressed by the Group’s Supplier Responsibility Principles and Responsible Procurement Policy.

## 3. Principles and Requirements

Fair labour practices are inherent to the employment, regardless of nationality, race, religion, gender, age, disability, political beliefs and sexual orientation. This Policy shows our commitment to the protection of fair labour practices. The Group promotes diversity and equal opportunity and prohibits discrimination, child and

forced labour. We strive to maintain a safe and healthy workplace and respect the dignity of the individual.

### **3.1 Diversity and Equal Opportunity**

The Group values diversity and differences in people. We are dedicated to providing equal opportunities for all employees in relation to all personnel matters, including recruitment, development, advancement and compensation. Employees' performance shall be assessed based on their job competence, effectiveness and efficiency, irrespective of personal attributes.

### **3.2 Harassment and Discrimination**

The Group is committed to fostering a fair and inclusive work environment for employees to focus and excel on the job. The Group prohibits any type of discrimination or harassment in the workplace and in any work-related circumstance outside the workplace based on nationality, race, religion, gender, age, disability, political beliefs, sexual orientation, or any other status protected by applicable law. We do not tolerate disrespectful behaviour, intimidation or reprisal of any kind.

### **3.3 Open Communications with Employees**

The Group recognises the importance of having dialogues with our employees. We promote open and direct communications with employees on a regular and timely basis through various channels to foster mutual trust and respect and to provide information related to employment matters and the Group's business. We encourage our employees to express their needs and concerns directly to the Group.

### **3.4 Occupational Safety and Health**

The Group pledges compliance in all occupational safety and health legislations. The Occupational Safety and Health Committee formulates the safety and health policies of the Group and issues relevant guidelines for its employees and contractors at work. All employees shall comply with such policies and guidelines.

### **3.5 Workplace Security**

The Group is committed to maintaining a fair and inclusive workplace that is free from violence, harassment, intimidation and other unsafe or disruptive conditions due to internal and external threats. Security safeguards for employees are provided and are maintained with respect for employee privacy and dignity.

### **3.6 Prohibition of Child/Underaged Labour**

The Group prohibits the hiring of individuals under the local legal minimum working age. Some exceptions are accepted for individuals between the age of 15 and 18 only when workplace learning or profession with on-the-job training is part of their education path (e.g. internship, apprenticeship).

### **3.7 Prohibition of Forced Labour and Human Trafficking**

The Group prohibits the use of all forms of forced labour, including prison labour, indentured labour, bonded labour, military labour, slave labour and any form of human trafficking. We do not tolerate the use of physical punishment or threats of violence or other forms of physical, sexual, psychological or verbal abuse as method of discipline or control in the workplace.

### **3.8 Pay and Benefits**

The Group strives to compensate employees competitively relative to the industry and the local labour market. We abide by local laws and regulations regarding pay practices.

## **4. Due Diligence**

The Group recognises that fair labour practices due diligence is an ongoing management process that we need to undertake to identify, prevent, mitigate, remedy and monitor impacts on fair labour practices across our operations. We understand the importance of paying particular attention to vulnerable groups who may at greater risk of being negatively impacted.

## **5. Grievance and Reporting**

The Group encourages employees to bring forward, without retribution and in strict confidence, their concerns or problems through our grievance channels that are set out in the employee handbook and the Group's Whistleblowing Policy. Employees are expected to be alert to any evidence of fair labour practices infringements and report any situation in which infringement is suspected. The Group will consider and handle any reports in a prompt, confidential, fair and just manner. However, there may be circumstances where full confidentiality cannot be maintained if the complaint is to be fully investigated in a procedurally fair manner, or if disciplinary or corrective action is required.

## **6. Further Information**

The Market Human Resources Department can be contacted should there be any enquiries concerning the contents of this Policy.

## **7. Implementation**

Responsibility for implementing this Policy lies with the Market Heads, Market Leadership teams, and Group and Market Human Resources.

## **8. Review of the Policy**

The ESG Committee will conduct a periodic review on this Policy every three years and whenever deemed necessary.

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