



**ASBISc Enterprises PLC**

**Human Rights & Labor Policy**

**Version 2019**

– Table of Contents –

**INTRODUCTION ..... 3**

**PURPOSE..... 3**

**SCOPE AND RESPONSIBILITIES ..... 3**

**COMPLIANCE EFFECTIVE DATE..... 3**

**POLICY STATEMENTS..... 4**

**1. Human Rights..... 4**

**2. Health Management..... 4**

**3. Work Safety..... 5**

**4. Career Management ..... 5**

**5. Employees rights ..... 6**

**Related Policies ..... 7**

**References..... 7**

**ILO Code of Practice in Safety and Health..... 8**

**ILO International Labor Standards ..... 8**

**OECD Guidelines for Multinational Enterprises ..... 8**

**United Nations Convention against Corruption ..... 8**

**United Nations Global Compact..... 8**

**Universal Declaration of Human Rights..... 8**

**ISO 14001 ..... 8**

**Corporate Social Responsibility Team..... 8**

## **INTRODUCTION**

Asbis Enterprises Plc – (hereinafter: “ASBIS”) is dedicated to advancing the interests of its workers and the concerns of consumers who purchase products made and sold by this industry. This policy of labor practice sets forth minimum standards for wages, working time and working conditions and provides for observance of all of the core standards of the International Labor Organization including Conventions 29, 87, 98, 100, 105, 111 and 138.

The code provides a concise statement of minimum labor standards together with a pledge by the company to observe these standards and to require its contractors, subcontractors, suppliers and licensees to observe these standards. The code is concise in order to display it in workplaces and in order to avoid any confusion between basic principles and the application of principles.

The code is not meant to be a substitute for international intergovernmental co-operation nor for international legislation. Although the code does seek to afford workers protection from oppression, abuse and exploitation where national laws are inadequate or are not enforced, it does not seek to become a substitute for national laws or the national labor inspectorate. The code is not a substitute for secure and independent trade unions nor should it be used as a substitute for collective bargaining.

## **PURPOSE**

This policy sets forth ASBIS’s global standards regarding The Code of Labour Practices which is based on the conventions of the International Labor Organization (ILO) and the Universal Declaration on Human Rights. If local laws or regulations establish stricter requirements, we will comply with such stricter requirements.

## **SCOPE AND RESPONSIBILITIES**

This policy applies to the entire ASBIS workforce, operations, subsidiaries and affiliates. This policy applies to all dealings and transactions in all countries where ASBIS operates. The entire ASBIS workforce, including others acting on behalf of ASBIS, are required to read, understand, and adhere to this policy. In addition, ASBIS managers are required to enforce the policy and ensure that employees, individuals, and entities for which they are responsible, are aware of, understand, and adhere to the requirements of this policy.

## **COMPLIANCE EFFECTIVE DATE**

This policy is effective from March 27th July 01<sup>st</sup>, 2019.

## **POLICY STATEMENTS**

ASBIS is committed to fair employment practices, including the prohibition against all forms of illegal discrimination. By providing equal access and fair treatment to all employees on the basis of merit, we improve ASBIS success while enhancing the progress of individuals and the communities where our businesses are located.

ASBIS is committed to observing all applicable labor and employment laws wherever we operate as well as promoting high standards of co-operation and engagement. That includes observing those laws that pertain to freedom of association, privacy, recognition of the right to engage in collective bargaining, the prohibition of forced, compulsory and child labor, human trafficking and those laws that pertain to the elimination of any improper employment discrimination. As an international company we want to be a good example for others and promote diversity within our structure.

### **1. Human Rights**

At ASBIS, we take our social responsibilities seriously. We are committed to advancing human rights through our company policies and business activities, and work hard to help ensure that the people who make our products are treated fairly and with respect.

Our Employment Standards and Global Supplier Standards are guided by the broad principles advanced by the United Nations and International Labour Organization and cover company-owned operations as well as our supplier partners. These policies describe the workplace practices and ethical behavior we require for all workers such as:

- Prohibiting child and forced labor
- Ensuring nondiscrimination and equal opportunity
- Supporting a harassment-free and violence-free workplace
- Prohibiting retaliation or any form of physical or mental disciplinary practices
- Respecting workers' right to freedom of association
- Ensuring compliance with laws governing working hours and wages
- Promoting environmental protection, health and safety

### **2. Health Management**

Globalization, demographic trends and changing conditions in the work environment – modern health management aims to help employees meet the challenges posed by today's working world.

As a global company engaged in electronics and electrical engineering, ASBIS sees committed, qualified and creative employees as the most important potential for ongoing innovation. Maintaining and promoting the health, motivation and performance of employees will secure the Company's competitiveness in the long term. The Company needs to keep this potential on board and, at the same time, attract the best young talent.

ASBIS has responded to the changing challenges of the work environment and expanded its conventional approach to risk minimization and illness prevention. It is becoming more important to recognize and strengthen personal and organizational factors that explicitly promote health and motivation. A modern entrepreneurial view of health thus includes the physical and psychosocial resources of individuals as well as factors arising from the work environment, teamwork and management style. ASBIS will identify, evaluate and control employees' exposure to ergonomic risk related to carriage and lifting of heavy boxes, repetition, excessive long sitting hours etc.

Employees are to be in a safe environment, protected from hazards of the job. Where necessary, employees will be provided safety equipment as appropriate to the work being performed. Employees are to be provided with ready access to clean toilet facilities, potable water and sanitary food preparation, storage and eating facilities. Procedures and systems are to be in place to manage, track and report occupational injury and illness. Emergency response procedures will be in place.

### **3. Work Safety**

The prevention of accidents must not merely be regarded as a requirement under the law – it is also a humanitarian imperative and a dictate of economic common sense. At ASBIS, safety is a priority.

Preventing accidents and damaging events maintains and strengthens both the performance and the commitment of our employees, and thus contributes significantly to our competitiveness. One of the most important goals of our corporate activity is therefore to ensure the safety and health of our employees and our customers. That makes safety an indispensable management task and element of our business processes.

ASBIS shall have a system in place to monitor, report employees' safety, as well as create and maintain a registry of incidents to best identify and analyze causes and, respectively, come up with specific remedies for the future.

### **4. Career Management**

We give our employees plenty of opportunities for continued education and consistently encourage them so that they can fully realize their diverse potential in the long term. At ASBIS, our target for sustainably enhancing the company's value, provides the framework for these efforts.

ASBIS' strength lies in the creative potential and dedication of our more than 1400 employees. To ensure that we continue to be an attractive employer, we give high priority to providing an HR Management policy that responds flexibly to the changing career phases of employees and their diverse needs as well as to different generations of workers.

#### **4.1 Training and lifelong learning**

ASBIS promotes the expertise of its employees at all locations. We also offer opportunities for young employees, skilled workers and managers. We offer

transparent career path and remuneration structures. We seek both internal and external hiring possibilities, while facing open positions. We aim to foster teamwork and develop leaders who will be vital to the Company in the long-run.

#### 4.2 Diversity

The enormous range of talents among our employees is a great advantage for ASBIS since diverse teams increase the wealth of ideas at the Company and strengthen our power to innovate. It is not enough for us to provide a work environment free of harassment, such as harassment directed at a person because of his or her race, religion, sex, etc. We actively seek to avoid any unconscious bias towards our current and future Employees, assuring that assessment is based on competencies

#### 4.3 Recruitment

Contacting, hiring, promoting and systematically developing the best employees worldwide for ASBIS – that is our goal.

Recruit, hire, onboard train, motivate, promote and provide other conditions of employment without regard to a person's race, color, religion, national origin, sex (including pregnancy), sexual orientation, age, disability, veteran status or other characteristic protected by law. Discrimination on any of these bases is strictly prohibited.

### **5. Employees rights**

Our employees have the same fundamental employee rights everywhere.

#### 5.1 Free choice of employment, no forced labor

At ASBIS no one may be employed against his or her will or forced to perform work. There shall be no use of forced, including bonded or prison, labor. (ILO Conventions 29 and 105)

Strictly observe all applicable labor and employment laws, including those relating to freedom of association; privacy; the right of employees to engage in collective bargaining; forced, compulsory and child labor; and non-discrimination.

#### 5.2 Elimination of discrimination

The principles of equal opportunity and equal treatment are guaranteed. In accordance with the ASBIS Code of Conduct and labor legislation in the countries in which ASBIS is active, we tolerate no form of discrimination. In every country there are opportunities to file complaints in line with national regulations. (ILO Conventions 100 and 111)

#### 5.3 Prohibition of child labor

ASBIS does not hire workers under the minimum age of 18 years.

There shall be no use of child labor. The age for admission to employment shall not be less than the age of completion of compulsory schooling and, in any case, not less than 18 years." (ILO Convention 138) "There shall be no forms of slavery or practices similar to slavery, such as the sale and trafficking of children, debt bondage and serfdom and forced or compulsory labor. Children up to 18 shall not perform work which, by its nature or the circumstances in which it is carried out, is likely to harm their health, safety or morals." (ILO Convention 182)

#### 5.4 Freedom of association and collective bargaining

ASBIS recognizes the rights of workers in their respective countries to form or join unions and to bargain collectively. Cooperation with employees, workers' representatives and unions on the basis of local laws is organized in a constructive manner. (ILO Convention 135 and Recommendation 143)

#### 5.5 Supplier management

We require our suppliers to comply with the fundamental employee rights as part of the Code of Conduct for ASBIS Suppliers.

#### 5.6 Inform employees on employment terms and conditions

All employees are entitled to a written employment contract, in the local language, stipulating the employment terms and conditions. The employer has a responsibility to ensure that all employees are aware of their legal rights and obligations.

#### 5.7 Freedom from human trafficking

All our employees should be free from involuntary labor, any form of slavery, and human trafficking.

## **Related Policies**

ASBIS Business Ethics Policy  
ASBIS Code of Conduct  
ASBIS Whistleblowing Policy

## **References**

The following standards were used in preparing this Code and may be a useful source of additional information. The following standards may or may not be endorsed by each Supplier.

**ILO Code of Practice in Safety and Health**

[www.ilo.org/public/english/protection/safework/cops/english/download/e000013.pdf](http://www.ilo.org/public/english/protection/safework/cops/english/download/e000013.pdf)

**ILO International Labor Standards**

[www.ilo.org/public/english/standards/norm/whatare/fundam/index.htm](http://www.ilo.org/public/english/standards/norm/whatare/fundam/index.htm)

**OECD Guidelines for Multinational Enterprises**

[www.oecd.org](http://www.oecd.org)

**United Nations Convention against Corruption**

[www.unodc.org/unodc/en/crime\\_convention\\_corruption.html](http://www.unodc.org/unodc/en/crime_convention_corruption.html)

**United Nations Global Compact**

[www.unglobalcompact.org](http://www.unglobalcompact.org)

**Universal Declaration of Human Rights**

[www.un.org/Overview/rights.html](http://www.un.org/Overview/rights.html)

**ISO 14001**

[www.iso.org](http://www.iso.org)

**Corporate Social Responsibility Team**

**Julia Prihodko**

Chief Human Relations Officer

ASBISc Enterprises PLC

1, Iapetou Street, Agios Athanasios, Limassol, Cyprus

Phone: +357 96 620 052

E-mail: [j.prihodko@asbis.com](mailto:j.prihodko@asbis.com)

**Bartosz Basa**

IR Advisor

ASBISc Enterprises PLC

1, Iapetou Street, Agios Athanasios, Limassol, Cyprus

Phone: +48 691 910 760

Fax: +357 25 857 288

E-mail: [b.basa@asbis.com](mailto:b.basa@asbis.com)

**Marios Christou**

Chief Finance Officer

ASBISc Enterprises PLC

1, Iapetou Street, Agios Athanasios, Limassol, Cyprus

Phone: +357 99 350 500

Fax: +357 25 857 288