

Policy on human rights for the employees of Datecs Ltd

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1. Purpose

The purpose of this policy paper is to set forth rules and responsibilities for establishing and maintaining a safe and responsible work environment for the employees and their immediate surroundings. The policy covers the basic human rights of employees, which Datecs Ltd observes and protects.

Datecs Ltd is committed to the principles underlying the Universal Declaration of Human Rights and the main conventions of the International Labour Organization (ILO), based on respect for human dignity without restrictions. Datecs Ltd supports the human rights and other rights of employees according to the lawful role of businesses. Where the effect of employees' rights falls outside the scope of responsibilities of Datecs Ltd, the management of Datecs Ltd will offer cooperation as much as this is possible.

2. Management of the human rights of employees

3.1. Enforcement

It is important for Datecs Ltd to make sure the human rights of its employees are observed and enforced in all departments. For this reason, all departments will be trained to raise their awareness of this policy and will be supported in their efforts to observe the rights of their employees.

3.2. Complaints

Datecs Ltd ensures confidentiality and protection in the event of complaints from employees. Each complaint is reviewed and measures are taken to remedy the situation and prevent future occurrence.

3. Human rights of employees

3.1. Non-discrimination

Datecs Ltd observes the right to non-discrimination. Employees are hired on the principle of equal opportunities, regardless of race, colour of skin, sex, religion, origin or affiliations. Only the candidate's suitability (education, personal qualities, skills, experience and others, in accordance with the national law) and his or her legitimate wishes are taken into consideration by Datecs Ltd as it hires employees or makes decision about their career development. Datecs Ltd makes decisions about its present and future employees based on objective criteria. Datecs Ltd respects personal and cultural diversity and encourages integration. Datecs Ltd respects the personal beliefs/convictions of its present and future employees.

3.2. Freedom of association and right to collective bargaining

Datecs Ltd recognizes the right of its employees to be represented and to pursue their legitimate interests. These include the right of employees to have their internal and/or external representatives recognized as partners in negotiations and consultations according to the national laws. This shall reflect the nature of respective professional relations in the country and in the company, as well as the needs, size and resources of the company concerned.

3.3. Forced labour

Datecs Ltd does not use and does not support the use of forced labour, including convict labour, bonded labour, human trafficking or slavery. Datecs Ltd avoids suppliers and recruitment agencies which are known to be using forced labour in their methods of work.

3.4. Child labour

Datecs Ltd respects children's rights, including the right to education, the right to rest and play, the right to having their basic needs satisfied. For this reason, Datecs Ltd does not use or support the use of child labour, which means that it does not allow children to work in the company.

Datecs Ltd observes the ILO standards for minimum age for admission to employment or work, which is no younger than the age of completion of compulsory education and by no means younger than 15 years of age.

3.5. Working time

Datecs Ltd recognizes the right to rest and holiday, and always observes the national laws, regulations and/or traditions in respect to working hours and extra time. Furthermore, in keeping with the report by the ILO committee of experts on the implementation of conventions and recommendations on working time, Datecs Ltd normally does not require of its employees to work more than a maximum of 48 hours a week (except in some cases depending on the local laws) and ensures at least one day of rest for every seven days.

In this way Datecs Ltd aims to ensure safety at work and encourage a healthy balance between professional and private life for its employees.

3.6. Remuneration

Datecs Ltd observes the legal requirements concerning the minimum wage set by the government of the country where the company operates. Datecs Ltd aims to compensate its employees with remuneration that ensures adequate living standards. The policy on remuneration is based on internal equality and external equity, as well as on competitiveness on the given labour market.

The key components of the remuneration and compensation policy of Datecs Ltd are:

- Payment of taxation obligations;
- Performance-related remuneration.

3.7. Health and safety

Datecs Ltd ensures a safe and clean working environment and work conditions for its employees. Datecs Ltd takes adequate measures for constant improvement of the safety- and health-related aspects of its equipment and facilities, such as providing personal protection devices whenever and wherever necessary. The work conditions must allow safe working practices and bring about health at work as well as health and safety parameters.

3.8. Harassment

Datecs Ltd considers the protection of personal dignity and health at work as one of the key obligations of a good employer. One of the aspects of protecting the dignity of

employees is making sure there are no forms or harassment and, if harassment occurs, guaranteeing that adequate measures are taken to deal with the problem and prevent its further occurrence.

3.9. Training and personal development

Datecs Ltd is aware of the importance of the training and personal development of employees.

- Training

Datecs Ltd arranges and covers the cost of training in areas which it considers relevant to the work and/or responsibilities of the employee. The opportunities for the employees' training and development are determined on a regular basis and training is organized when it is found to be justified.

- Personal development

Personal development (relevant to the suitability for work) is considered a shared responsibility for Datecs Ltd and its employees. This shared responsibility must be reflected in the contribution the two sides are ready to make in financial terms and/or in respect to the time invested in additional education and training. Datecs Ltd encourages its employees to enrol in courses for additional training and supports them when such additional training is found to be needed. Datecs Ltd will encourage policies for development of skills that are of relevance to the line of business of the company and are in accordance with the talents of its employees.

3.10. Security

In managing security in the event of high-risk situations, Datecs Ltd respects the rule of law and abides by the international standards for human rights.