



**UTAC GROUP HUMAN RIGHTS
AND WORKING CONDITIONS POLICY**



At UTAC we pride ourselves on our Values of **expertise, innovation and integrity**.

UTAC's Human Rights and Working Conditions Policy is designed to ensure employees, suppliers and subcontractors are treated with dignity, fairness and respect. The policy outlines UTAC's responsibility to respect and protect human rights, and to ensure the UTAC Group maintains high standards of conduct and legal compliance.

SCOPE

This policy applies to all UTAC employees, suppliers, sub-contractors, subsidiaries and joint ventures where UTAC has operational control.

This includes all workers: full and part time employees, temporary, migrant, student, contract and any other type of worker.

Where necessary, UTAC will seek further guidance from the United Nations Declaration of Human Rights, United Nations Guiding Principles for Business and Human Rights and the International Labour Organization's (ILO) Declaration on Fundamental Principles and Rights at Work.

1. Banning of child labour

UTAC undertakes not to employ or exploit children under the legal minimum age for employment in each of the countries in which we operate

The minimum working age applies to anyone who has left the compulsory school system, and who may still have restricted hours and working conditions applied to them. UTAC may use legitimate workplace apprenticeship and work experience programs to support the socio-economic growth of the Group and its local communities. These programs will comply with all applicable laws and regulations, and will be organized in co-operation with schools and training institutes. Special care will be taken that these young people are undertaking appropriate work; are fully protected and have received adequate safety training and instructions. UTAC defines a "young worker" as anyone between the ages of 16-24 under guidance from the International Labour Organisation (ILO) and country specific regulation.

UTAC will not employ young workers for any hazardous work, night time or overtime work, or work that is inconsistent with the young worker's personal development. Personal development includes a young worker's health or physical, mental or social development. UTAC will comply with all country specific regulation in relation to young workers.

Young workers must, at all times, be protected from violence and abuse.

Where a young worker is employed, the best interest of the young worker should be a primary consideration.



2. Modern Slavery and Banning of forced labour

UTAC has a zero tolerance to modern slavery, human trafficking and forced labour or services. This includes, but is not limited to, transporting, harbouring, recruiting, and transferring or receiving persons by means of threat, force, coercion, deception, abduction or fraud, forced labour by persons placed in an institution, or compulsory labour including labour as a means of political coercion or education.

All workers have the right to enter into employment voluntarily.

3. Right to organize and collective bargaining

UTAC recognizes and respects the freedom of its employees to choose whether to establish or to associate with employee organization of their own choosing.

The employment of a worker is not contingent upon the condition that they join or not join a union or be forced to relinquish trade union membership. Furthermore, union membership shall not be the cause for the dismissal of - or otherwise prejudice against - a worker. UTAC will not interfere with, or finance, labour organizations or take other actions with the intent of placing such organizations under its control.

UTAC and the respective employee organizations will co-operate constructively in a spirit of good faith. Even in cases of dispute the goal shall always be to maintain viable co-operation in the long term. This implicates, amongst others, the mutual respect of agreed commitments.

The use of temporary, outsourced labour will be in accordance with applicable local laws and regulations.

4. Equal opportunities / Non-discrimination

UTAC is committed to an inclusive work culture and appreciates and recognizes that all people are unique and valuable and should be respected for their individual abilities. UTAC does not accept any form of harassment or discrimination based on gender, religion, race, national or ethnic origin, cultural background, social group, disability, sexual orientation, marital status, age or political opinion.

UTAC shall provide equal employment opportunity and treat all employees fairly. UTAC employees and business entities shall only use merit, qualifications and other professional criteria as the basis for employee-related decisions regarding for instance recruitment, training, compensation and promotion.

Please refer to UTAC's Group Equity, Diversity & Inclusion Policy and procedures for more detail, or contact your local HR Manager with any concerns or for more information.

5. Remuneration

It is acknowledged and agreed that all employees of UTAC are entitled to adequate remuneration. Remuneration and all the other benefits are based on the principle of fairness and comply with the individual national legal standards or the standards of the national entities or company collective labour agreements.

UTAC will compensate workers for overtime in accordance with applicable local laws and regulations, including those relating to minimum wages, overtime hours and legally mandated benefits.

UTAC will provide their workers with a remuneration that enables a decent standard of living, which includes adequate food, clothing and housing and the continuous improvement of living conditions, as defined by art. 11.1 of the International Covenant on Economic, Social and Cultural Rights.



6. Working time, paid holidays and additional benefits

UTAC makes sure that national regulations and agreements on working hours, resting hours, maximum consecutive days of work and regular paid holiday are adhered to.

Hours worked beyond the normal work week are voluntary, unless a collective bargaining agreement or country specific law allows for required time under certain conditions.

UTAC will provide workers a wage statement that includes adequate information to verify compensation for work performed for each pay period.

UTAC may provide workers with a range of additional employee benefits based on the laws and regulations or industry standards of each country in which we operate. These benefits will be based on current need assessments and clearly communicated to all employees in terms of access and processing.

Any proposed changes to working time and paid holiday will go through appropriate consultation, review and union processes.

7. Ethical Recruiting

UTAC is committed to recruiting employees in an ethical way, and has robust HR procedures that comply to all legal requirements and good practice. As such UTAC and its associated suppliers and agents must:

- not hold, destroy, conceal, confiscate or deny access to employee identity documents unless required by applicable law.
- ensure that workers are not required to pay recruitment fees or related fees of any type for employment.
- ensure all workers receive a written notification or ensure they understand the terms of employment in a language well understood by the workers
- not discriminate against people in the process of advertising, assessing applications, interviewing or hiring an employee.

8. Health and safety at work

UTAC is committed to offering and maintaining a safe and healthy workplace in accordance with national legislation. It seeks continuous improvement of its occupational health and safety performance and procedures and provides training and awareness around how UTAC employees can keep themselves and others safe.

Please refer to UTAC's Group Health and Safety Policy and procedures for more detail, or contact your local Health and Safety Manager for more information or any concerns.

9. Whistle Blowing

In the event you witness or reasonably suspect any person to act in breach of any of the key points provided in this policy, in the first instance refer to UTAC's Group Whistleblowing Policy for more detail on the actions you can take.



ADOPTION AND REVIEW

This policy is effective immediately, and will be reviewed annually by the Group:

- Chief HR Officer
- Executive Committee

This will ensure that it remains up to date with current legislation, working standards and good practice within the UTAC Group and the countries in which we operate.

If you wish to discuss or contribute to the Human Rights and Working Conditions practices within this policy, please speak to the local HR representative.

Laurent Benoit, CEO

09/03/2020

