



INMARSEV

LABOUR AND HUMAN RIGHTS POLICY

PURPOSE:

Inmarserv is committed to providing an environment free of discrimination and harassment, where all individuals are treated with respect and dignity, can contribute fully, and have equal opportunities.

The purpose of this policy is:

- to identify the types of behaviour prohibited by this policy
- to provide procedures to follow when complaints of discrimination or harassment made by partners or employees of Inmarserv arise.
- to ensure that all partners and employees of Inmarserv are aware that harassment and discrimination are unacceptable practices incompatible with our company standards, and a violation of the law.

We are committed to conduct our business activities based on respecting the following labour and human rights:

• **Freedom of association:**

Respect employees' rights to freely associate, organize and bargain collectively in accordance with applicable laws and regulations;

• **No forced or child labour:**

Not tolerate any form of forced or child labour

• **Diversity and equal opportunities:**

Ensure no discrimination in hiring and employment practices with regards to race, religion, sex, age, physical ability, political opinion, social or ethnic origin or sexual orientation

• **No harassment:**

Provide a workplace that is free from any form of harassment, including verbal, physical, mental and visual harassment

- **Fair employment practices:**

Comply with applicable laws and industry norms on employees pay, work hours and conditions. Provide fair and competitive compensation commensurate with the employees' position

- **A safe and healthy workplace:**

Provide and maintain a safe and healthy work environment for every employee, on-site contractor and service provider

- **Human rights and labour due diligence:**

Ensure full respect of human and labour rights in all company activities by performing due diligence assessments when necessary and defining corrective actions based upon the findings

- **Human Resources practices:**

Adopt Human Resources policies and procedures for all operations under Inmarserv, including labour standards policies and procedures and provide clear communication throughout the company

- **Retrenchment:**

Develop a retrenchment plan prior to collective dismissals in line with national and local laws, local legal procedures and collective agreements, involving, where possible, the consultation of worker's organizations and, if applicable, governmental bodies.

- **Personal and professional development:**

Foster personal and professional development and encourage employees to balance their work and personal responsibilities.

- **Open dialogue and resolving concerns:**

Encourage employees to take their concerns up directly with management and create an environment where open dialogue is the preferred way of resolving issues.

PROHIBITED CONDUCT:

Inmarserv upholds and supports the right to equal treatment without discrimination or harassment. Discrimination and harassment are prohibited by sections 5(1) and 5(2) of the Human Rights Code (“the Code”). This Policy prohibits discrimination or harassment on the basis of the following grounds, and any combination of these grounds:

- • Age
- • Creed (includes religion)
- • Sex (including pregnancy and breastfeeding)*
- • Gender Identity* and Gender Expression*
- • Sexual Orientation*
- • Family status (such as a parent-child relationship)
- • Marital status (including the status of being married, single, widowed, divorced, separated, or living in a conjugal relationship outside of marriage, whether in a same sex or opposite sex relationship).
- • Disability (including mental, physical, developmental or learning disabilities)
- • Race
- • Ancestry
- • Place of origin
- • Ethnic origin
- • Citizenship
- • Colour
- • Record of offences (criminal conviction for a provincial offence, or for an offence for which a pardon has been received) (applies to employment only)
- • Association or relationship with a person identified by one of the above grounds.

