

Appendix A: Human rights

Neways commits to ensuring the human rights of our Employees and to treating them with dignity and respect, as it is understood by the international community. Moreover, we do not do business with any organization which is known to us to violate fundamental human rights.

As such, Neways aims to uphold the following human rights and labour standards:

1. Freely chosen employment

We shall never employ forced labour of any kind. As an employee, you are always expected to do your work voluntarily, and you may leave your job or terminate your employment contract at any moment in line with applicable laws. You will never be requested or demanded to hand in any government-issued identification papers, passports or work permits that is provided to you by the government authorities as a precondition for employment.

2. Young workers

Neways will not use child labour in any way. The term 'child' refers to any person under the age of 14 or 15, depending on the law of the country concerned permits, or under the age for completing compulsory education. Employees under the age of 18 will not perform any work that may jeopardise their health or safety.

3. Working hours

Work weeks are not to exceed the maximum set by local law. Furthermore, a work week shall not be longer than 60 hours, including overtime, except in emergency or unusual situations. As an Employee, you will be allowed to take at least one day off per calendar week.

4. Wages and secondary benefits

We pay our Employees fairly. This means that wages paid to Employees will always comply with all applicable wage laws, including minimum wage, overtime, overtime fees, etc. Employees are paid in a timely manner by means of a wage slip or similar document.

5. Humane treatment

We treat our Employees and colleagues humanely. We do not tolerate sexual intimidation, mental or physical coercion, verbal abuse of employee, other disrespectful behaviours, or any threat of any such treatment.

6. Non-discrimination

We do not engage in or tolerate discrimination or harassment. During the selection procedure and the further career of our Employees, Neways will never engage in or tolerate such behaviour whatsoever.

7. Freedom of association

Neways respects the rights of our Employees to associate freely, join or not join labour unions, have themselves represented, or become members of a works council, in accordance with local laws and regulations. Employees are free to openly communicate complaints regarding working

conditions and management practices with the management. Employees who speak up will be protected from any form of retaliation, intimidation or harassment.