

## 21 Human Rights Policy

Policy No.	CATALYST\HR\21
Policy Owner	Chief Human Resources Officer
Function	HR & Admin
Approver	Managing Director
Issue date	01-04-2023
Version	1.0
Last amended on	

The following articulates our unwavering commitment to key human rights Issues, as a leading ethical company:

### Equal opportunity and fair treatment

In the spirit of our Value of Freedom, tolerance and respect for other cultures and customs are essential. We aim to provide equal opportunities and fair treatment, irrespective of social, cultural, ethnic or national origins, religious or other beliefs, caste, gender identity/expression, marital status, pregnancy status, sexual orientation, disability, age, skin color, race, parental status, political ideology, military/veteran status, or trade union activity.

Our Human Resources teams across all countries have put in place Diversity & Inclusion programs. We are also committed to complying with all non-discrimination laws, Child labour and young workers, Wages and benefits

Working hours, Modern slavery (i.e. slavery, servitude and forced or compulsory labour and human trafficking)

Ethical recruiting, Freedom of association and collective bargaining, Non-discrimination and harassment, Diversity, Equity, and Inclusion.

We believe that the factors that make people different from each other are a source of innovation, creativity, and performance. By bringing in a range of talent, we gain different perspectives, which is essential in the rapidly changing world in which we operate.

### Freedom of expression

Our Values of Freedom, Team Spirit and Trust encourage us to work together and to recognize the importance of freedom of expression and open dialogue. Recognition of the right to freedom of expression is therefore deeply rooted in our Values and the way we operate. At CATALYST, we believe in aligned entrepreneurship, which is based on collaboration, celebrating differences, and encouraging all our employees to express freely their thoughts, arguments and opinions, and engage in open dialogue during team meetings, conference calls, forums, and employee surveys, without any fear of retaliation. We conduct regular Pulse surveys among our employees on a variety of topics inviting them to share their honest feedback anonymously.

### Freedom of association and collective bargaining



Complementary to freedom of expression and open dialogue is the right to freedom of association and collective bargaining. We respect our employees' right to form and join a trade union, in accordance with national laws, and we recognize such organizations for the purpose of collective bargaining. Our employees can exercise their rights without fear of intimidation or reprisal, and irrespective of the country where they are located, while respecting local laws. We ensure that all our employees have recourse to consultation and dialogue. At the Group level, we have an **Country Leadership Team (CLT)**, which facilitates dialogue and consultation between employee representatives or other employee representative associations and Group management.

### **Harassment-free work**

We are committed to maintaining a work environment that is free of harassment, violence, or any action that creates a threatening workplace; this includes any attitude, form of behavior, or situation that may be specified as harassment. Our employees are expected to be mindful and respectful of personal and cultural differences, both among peers and between a manager and team member, so that everyone can contribute as their unique and authentic self and enjoy a comfortable atmosphere at work and work-related events. Our Speak Up helpline is made available 24/7 to all employees who wish to report any unprofessional behavior or any type of harassment they may be facing.

### **Safe and healthy workplace**

We are committed to looking after the health and safety of our employees, whether working on our own sites or on our clients' sites.

The Group takes its health and safety responsibility very seriously, and we strive to adhere to all relevant legislation and emergency procedures in this regard. When working on a client's site, we expect our employees to observe and cooperate with any client rules regarding health and safety and emergency procedures. We also have specific guidelines for our employees to follow while traveling on business.

### **Protection against child labor, forced labor, and human trafficking:**

CATALYST does not employ minors or children in any part of its business and strives to ensure that its suppliers and clients do not practice child labor in any form in their supply chains and business operations.

CATALYST does not use forced, bonded, or compulsory labor, and all its employees are free to terminate their employment at any time, by providing reasonable notice.

Employees are in no case required to lodge deposits or money with CATALYST to secure their employment either before or during their term of employment.

As a leading ethical company, we maintain reasonable working hours to not overburden our employees. We recognize the right of our employees to disconnect and rest. We comply with labor laws in all countries where we are operational and allow at least the locally prescribed time off to our employees. We promote flexible working, to give our employees the freedom to choose how they balance their work and personal life.

Our collaborative style of management ensures we set business objectives that are reasonable for



our team members and our clients. We also ensure we pay our employees fairly for their contributions.

### **Data privacy:**

CATALYST is committed to protecting all personal data entrusted to its employees, clients, suppliers, and any other business partner or individual it works with, because ensuring data privacy also means protecting fundamental rights and freedoms of the individuals to whom the data relates.

CATALYST complies with the applicable data protection legislations and is committed to applying the highest standards when processing personal data. In particular, CATALYST values the importance of Privacy by Design to ensure that the processing activities it carries out encompass all the data protection principles.

To make these commitments real, CATALYST has implemented a comprehensive data protection program and the relevant policies, processes, and guidelines.

### **Right to education:**

At CATALYST, we support continuous learning for all our talents, because we believe that learning plays a vital role in the development of our team members.

We invest in learning and development, creating learning paths fitted to the needs of our employees not only for the time that they spend at CATALYST, but also to enable them to be future-ready. Our learning portals offer our employees a plethora of different training courses, empowering them to fully customize and optimize their individual learning journey.

We embed learning in our culture and our daily work and strive to ensure that the learning experience provided is unique, from hard to soft skills.

### **Digital inclusion:**

We are committed to provide quality education on digital to disadvantaged people across the communities of our operations, through the Digital Inclusion pillar of our [CSR strategy](#). Our goal is to help socially and digitally excluded people across the world to overcome their exclusion by:

- I. Providing basic digital literacy skills, empowering them to take their first steps toward digital autonomy, and
- II. Providing training in specialized IT courses to those lacking the opportunity to go to university, or experiencing long-term unemployment, enabling them to find employment and be integrated into the new world of work.

***The Management, may its discretion, review this policy periodically and make modifications as necessary from time to time.***

