

Novasol Chemicals

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CORPORATE POLICY ON LABOUR CONDITIONS & HUMAN RIGHTS NOVASOL CHEMICALS GROUP

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Novasol Chemicals works to ensure that fundamental human rights and the dignity of the individual are respected at all times. We therefore comply with and respect all internationally recognised rights as per the UN Guiding Principles on Business and Human Rights.

Human rights are the basic rights and freedoms that belong to every person in the world. They are based on shared values like dignity, fairness, equality, respect, and independence. In many countries where we operate, these values are defined and protected by law. In some countries, however, this is not the case. Where national law and international human rights standards differ, Novasol Chemicals will follow the higher standard. Where they are in conflict we will adhere to national law, whilst seeking ways to respect international human rights to the greatest extent possible.

We are committed to the United Nations Universal Declaration of Human Rights, the International Labour Organisation's (ILO) core labour standards and the ILO's Declaration on the Fundamental Principles and Rights at Work. We do respect :

- **Fair working conditions**

Novasol gives employees a safe working environment including the right to reasonable working hours, to rest and recuperation and providing them with fair compensation and benefits.

- **Freedom of association and collective bargaining**

Novasol respects the rights of employees to freely associate and bargain collectively, or refrain from doing so, in accordance with applicable national laws.

- **Child labor and forced labor**

Novasol demonstrates a zero tolerance for child, forced, bonded or involuntary prison labor.

- **Discrimination**

Novasol does not tolerate any form of discrimination based on personal characteristics such as national origin, gender, color, race, nationality, sexual orientation, age, religion, political opinions, or against qualified individuals with disabilities.

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- **Health and safety**

Novasol complies with all applicable international standards, national regulations, and laws to ensure a safe and healthy workplace for its employees in order to prevent the risks of accidents or occupational diseases.

- **Ergonomy**

Novasol strives to make the offices as ergonomic as possible. Work stations, IT tools and screens, lights, temperature, desks, air quality, etc.. are conceived with specialists in order to have the optimal working conditions for our employees. Home working tools and resources are offered when necessary.

- **Harassment**

Novasol treats all employees with dignity and respect and to protect them from harassment, intimidation and violence in whatever form at the workplace.

- **Fair employment practices**

Novasol complies with applicable laws and industry norms on employees pay, work hours and conditions. We pay all employees of the Novasol Chemicals Group more than the statutory minimum wages. We provide fair and competitive compensation in line with the employees' position and skills.

- **Working hours**

Novasol respects the legal working hours per week according to local legislation. Overtime and extra working hours are not compensated except if the overtime has been asked and approved by the teamleader.

- **Right to disconnect**

Each Novasol employee has the right to disengage from work and refrain from engaging in work-related electronic communications, such as emails or other messages, during non-work hours or holidays.

- **Human rights and labour due diligence**

Novasol ensures full respect of human and labour rights in all company subsidiaries and their activities. We commit to performing our business to the abovementioned standards of ethics in accordance with our values and the laws where we operate.

We are open and fair in dialogue with all our stakeholders and commit to communicating effectively with external parties, ensuring there is trusted and accessible consultation mechanisms available.

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We continue to develop our due diligence processes to provide more insight in our company, our current and our future stakeholders, to help identify risks and ensure we understand the best approaches to preventing and mitigating risks to people.

In function of the impact we can have on our suppliers, we will defend this policy and have them adhere to these principles.

HOW TO REPORT A CONCERN OR ASK A QUESTION?

At Novasol Chemicals, we are committed to maintaining the highest standards of integrity and accountability.

If any employee of the Novasol Chemicals Group has a question regarding an act related to this policy or believes that someone or any kind of practice of the Group or of our business partners is violating this Policy or any related laws or regulations, they are required to report it immediately to the **local General manager, HR, reliable company representative, or the CEO of the Group**.

In order for investigations to be successful, complaints should be as specific as possible. To the extent possible, they should include details such as:

- The type of alleged wrongdoing
- When, where, and how the wrongdoing occurred
- Who was involved and may have knowledge of the matters being reported

Relevant documents or other evidence should be included with the report or provided as soon as possible. However, the absence of any of the above details does not prevent investigation of allegations of fraud or corruption.

The Board of Novasol Chemicals is responsible for ensuring adherence to these commitments and our top management has responsibility for overseeing their implementation and ensuring that any breaches of this Policy or any of its related policies and procedures are investigated.