



LABOUR & HUMAN RIGHTS POLICY

Board

CoSec@treatt.com

Labour & Human Rights Policy

Introduction

Treatt Plc ("Treatt"), its subsidiaries and associated companies worldwide ("Treatt Group") is committed to respecting human rights in all aspects of our operations and to providing a fair, respectable and safe workplace where employees can fulfil their potential.

The purpose of this policy is to define the labour and human rights standards to which all employees and workers in the Treatt Group are entitled, irrespective of the country in which they work.

We support the principles set out in the following international standards:

- UN Declaration of Human Rights
- UN Guiding Principles on Business and Human Rights
- The International Labour Organization's Fundamental Conventions

This policy has been adopted by the Treatt Plc Board and extends to all directors, employees and workers of the Treatt Group who must comply with this Labour & Human Rights Policy and any updates made from time to time.

Treatt also expects its suppliers to uphold the principles within this policy and to comply with Treatt's Responsible & Sustainable Sourcing Policy and Supplier Code of Conduct.

Policy

Equality and Diversity

The Treatt Group does not tolerate any form of discrimination against our employees and values a diverse workforce. Our commitment is to provide a safe and inclusive working environment where all people are treated fairly and with respect and dignity. We have a specific Equal Opportunities Policy which sets out our commitment and the responsibilities of management and employees in this respect.

Forced Labour and Human Trafficking

The Treatt Group does not tolerate any form of forced labour including bonded labour, indentured labour and slave labour, or human trafficking. Workers must be allowed to move around freely and leave their place of work when their working hours end. We have a specific Anti-Slavery and Human Trafficking Policy which sets out our commitment and the responsibilities of management and employees in this respect.

Child Labour

The Treatt Group does not tolerate the hiring of child labour under any circumstances. The minimum age for full-time employment must be 15 or the legal minimum age for employment under applicable law, whichever is higher. Where the applicable local minimum working age is 14, in accordance with

exceptions for developing countries, this lower age will apply. The Group must not hire employees under the age of 18 for positions requiring hazardous work that could jeopardise health or safety.

Freedom of Association and Collective Bargaining

The Treatt Group must respect employees' rights to form, join or not join a labour union, or other organisation of their choice, and to bargain collectively in support of their mutual interests without fear of punitive actions such as intimidation, harassment or termination of employment.

Harassment

Employees and other workers must be protected from any acts of physical, verbal, sexual or psychological harassment, bullying, abuse or threats in the workplace by either their fellow employees or managers or third parties with a business relationship with a member of the Treatt Group.

Working Hours, Benefits and Wages

The Treatt Group must adhere to the stricter of applicable laws or industry standards, relating to minimum wages, working hours, overtime and benefits. Employees must not be required to work more than the limits on regular hours and overtime allowed by local laws and regulations.

Wages for overtime must be paid in legal tender on a regular basis. Wage deductions as a disciplinary measure must not be permitted unless provided for by national law. Employees must be entitled to at least one day off in seven and must be given reasonable breaks while working and sufficient rest periods between shifts.

The Treatt Group must be committed to continuously developing employee skills and capabilities, and to providing opportunities for career advancement.

Working Conditions and Health and Safety

The Treatt Group is committed to good working conditions and delivering high standards of health and safety management, always seeking to reduce risk. We believe in always doing the right thing and in doing it safely, without unnecessary risk to people's health and will comply with all relevant legislation. We have a specific Health & Safety policy which sets out our commitment and the responsibilities of management and employees. We require our suppliers and contractors to comply with all applicable legislation as well as adhering to our behaviours and values, supporting us in the delivery of our commitment.

Leave

All employees shall have the right to sick leave and annual holiday, as well as parental leave for employees who have to care for a new-born or newly adopted child as provided by national legislation. Employees who take such leave must not, as a result, face dismissal or threat of dismissal.

Employee Contracts

All employees must be provided with a written, understandable and legally binding employment contract or letter.

Mental Health and Employee Wellbeing

The Treatt Group aims to build awareness of mental health, enhance resilience and coping capacity, and provide access to treatment and services to support employee wellbeing.

Land Rights and Water Resources

The Treatt Group recognises the significant implications regarding respect for human rights that land use and water use may have across our value chain and respects the human need for sustainable water supplies, safe drinking water, and protection of both ecosystems and communities through proper sanitation.

Compliance with this policy

All those working for the Treatt Group shall act ethically and with integrity in all business relationships and shall implement and enforce effective systems and controls to ensure that labour and human rights violations are not taking place anywhere in our business or supply chains.

In order to comply with this policy all those working for Treatt shall adhere to the following principles:

1. Business shall be conducted in compliance with the highest professional and ethical standards and with the laws of all countries in which the company does business.
2. Appropriate due diligence shall be conducted on any suppliers of raw materials, goods and services and those engaging suppliers shall risk assess the appointee to determine the extent of the risk of labour and human rights violations.
3. Suppliers of raw materials shall be required to complete a self-evaluation questionnaire, which evaluates the facilities they provide for their employees.
4. Any third party acting on behalf of Treatt and suppliers of raw materials, goods and services shall be required to sign Treatt's Supplier Code of Conduct, which contains human rights. Signed copies shall be retained within the issuing department or returned to the Legal Department.
5. Employees shall be encouraged to identify and report any potential breaches of Treatt's Labour and Human Rights Policy.
6. Treatt will look for red flags of labour and human rights violations in our business dealings, including forced labour, restricted movement, unreasonable overtime, large recruitment fees/loans, employers taking possession of employees documents or wages paid in cash.

Training & Communication

All employees must familiarise themselves with this policy. All relevant employees will be required to confirm that they have read and understood this policy shortly after employment and at two yearly intervals.

The Treatt Group expects its agents, business partners, suppliers and contractors who perform services on its behalf to act with honesty and integrity and to respect labour and human rights.

Reporting

It is every employee’s responsibility to maintain a work environment that reflects respect for human rights and is free from all discrimination and harassment. Any suspected or actual instances of non-compliance with this policy shall be reported in the first instance to the employee’s line manager, supplying all pertinent information to assist in an internal investigation of the relevant circumstances. Reports will be dealt with in the strictest confidence with no risk of reprisal.

Alternatively, if employees feel unable to report the matter to their line manager, it should be reported in accordance with the Speak-Up Policy.

We expect our suppliers and contractors to also have in place processes to enable their own employee to report any concerns.

Breaches of this policy

Any breach of this policy will be regarded as a serious matter:

1. Any employee who breaches this policy could face disciplinary action.
2. We may terminate our relationship with any third parties acting on our behalf or any suppliers if they are found to be in breach of our Supplier Code of Conduct.

Monitoring and review

Treatt will review the implementation of this policy in respect of its suitability, adequacy and effectiveness and make improvements as appropriate.

This policy was approved by the Board of Treatt plc, who oversee the policy with the Chief Executive Officer.

Review History					
Date of first issue: September 2022			Standard review period: Two Years from last review date		
Date	Version no	Changes	Prepared by	Reviewed by	Approved by
31/08/2022	1	Creation of policy	Anita Guernari	People Team/Katie Severn	The Board