

## **JOKARI Guideline for “Responsible work of suppliers along the supply chain”**

JOKARI is committed to respecting human rights in our operations worldwide and in our supply chain. This Responsible Work of Suppliers Policy sets standards to ensure that working conditions at suppliers are safe and that workers are treated with dignity and respect. We expect our suppliers to comply with the standards described below in their business activities. The [JOKARI Code of Conduct](#) served as a guide for this policy. We expect our suppliers as our business partners to meet the requirements set out in this Supplier Responsible Work Policy and to ensure that these standards are met within their supply chains.

The standards are:

### **1. Free choice of employment**

**No forced labor.** All forms of forced labor, including debt bondage, work commitment, involuntary or exploitative prison labor, slave labor and any form of human trafficking are prohibited. This includes the transportation, accommodation, recruitment, transfer or receipt of persons by threat, force, coercion, kidnapping or fraud for work or services. All work must be voluntary and employees may leave the workplace or terminate their employment at any time.

**Contracts in the language of the employee.** As part of the hiring process, in accordance with local legislation, employees must be provided with a written working agreement in a language that the employee understands and that includes a description of the conditions of employment. No provision of this working arrangement shall be replaced or amended unless this is done with the aim of creating equal or better conditions.

**No withholding of personal documents.** Suppliers may not temporarily or permanently withhold or otherwise destroy, hide, confiscate, or prevent access to employee IDENTIFICATION or immigration documents, such as government-issued IDs, passports, or work permits, unless such withholding is required by law.

**No fees.** All recruitment costs are borne by the employer, not by the employees. Employees may not be required to pay the employer's or intermediary's recruitment costs or any other fees related to their employment. If an employee has paid recruitment or other related fees, the employer must fully reimburse the employee for the amount of those fees.

**No restrictions on freedom of movement.** There are no unreasonable restrictions on the freedom of movement of employees in the facility, nor unreasonable restrictions on entering or leaving the company's facilities.

### **2. Young employees**

The hiring of persons under fifteen (15) years of age or the local legal minimum working age or below the age of end of compulsory education, whichever is higher, is prohibited. Young employees who have reached the minimum working age but are younger than 18 years of age can be employed by the company but are not allowed to perform work that may endanger their health or safety, including night shifts and overtime.

### **3. Wages, benefits and working hours**

Employee compensation must comply with local wage laws, including but not limited to minimum wages, overtime, and statutory benefits. For each payroll period, employees must receive timely and comprehensible payroll that contains sufficient information to determine accurate compensation for the work done. Wage deductions as disciplinary measures are prohibited. The wage scale for working

students, interns and trainees must be at least the same as that of other young professionals performing the same or similar work.

#### **4. Safe and healthy working conditions**

Employees are entitled to a safe and healthy working environment that complies with applicable hygiene, safety and health laws, regulations and company-specific requirements.

- Workers shall be entitled to adequate information on safety and health at work and to linguistic and factual training on all possible occupational hazards to which they may be exposed, including mechanical, chemical, electrical, physical and fire hazards.
- Health and safety-related information is conspicuously placed in a place that is recognizable and accessible to employees.
- Technical controls and management programs must be used when necessary to minimize the risk of accidents, injuries and burdens from health hazards. If hazards cannot be controlled by such means, employees must be provided with appropriate, well-maintained personal protective equipment (PPE) and training on how to use it.
- Occupational injuries and illnesses must be handled and reported in accordance with local requirements and company policies.
- Suppliers must provide workers with available, clean sanitation, drinking water and, where appropriate, facilities for the hygienic preparation, storage and consumption of meals at all times. Residential accommodation for workers provided by the supplier or an employment agency must be maintained, clean and safe, have suitable emergency exits, hot water for bathing or showering, as well as adequate lighting, heating and ventilation systems and individually secured space for storing private belongings and valuables, and provide sufficient private space. Access and exit rights must be reasonably regulated.

#### **5. Humane treatment**

Brutal or inhumane treatment of workers is not permitted, including sexual harassment, sexual abuse, physical punishment, mental or physical coercion, and verbal attacks. This also applies to the threat of such treatment. The disciplinary principles and procedures to support these requirements must be clearly defined and communicated to the workforce.

#### **6. Prohibition of harassment**

Any form of discrimination or harassment based on ethnic origin, skin color, gender, sexual orientation, gender identity, religion, age, national origin, ancestry, pregnancy, disability, veteran status, or any other status protected by law is prohibited. We expect an unwavering commitment to equal opportunities and a zero-tolerance attitude towards discrimination and harassment.

#### **7. Freedom of association and collective bargaining**

Employees and/or their representatives must be able to openly communicate ideas and concerns regarding working conditions and management practices to management without fear of discrimination, retaliation, intimidation or harassment. JOKARI respects the right of supplier employees to form and join unions of their own choice in order to engage in collective bargaining and peaceful assembly, as well as the right of employees not to participate in these activities. It is our attitude at JOKARI that employees should be treated with dignity and respect. It is important to us that we work with suppliers, respect human rights and create safe and healthy working conditions for their employees. We expect our suppliers to comply with the standards of this policy in all their organizations and to extend the same standards to their supply chains.

## **REPORT CONCERNS**

If you have any concerns about a possible violation of this Policy, any other corporate policy, or any other illegal or unethical conduct by JOKARI employees, officers or directors, you should report your concerns to JOKARI's Legal Department at [complaintmanagement@JOKARI.de](mailto:complaintmanagement@JOKARI.de) or to the JOKARI Ethics Hotline at +49 2599 50197-0.

JOKARI does not allow retaliation based on reports in good faith or complaints about violations of this policy, other company policies, or other illegal or unethical behavior.