



HUMAN RIGHTS POLICY

The overall purpose of the policy is to set out Kaizen Workforce Solutions commitment to ensuring that universally recognised fundamental human rights are protected and respected within its sphere of influence and to ensuring that operations are conducted in a manner that does not violate those rights and is compliant with applicable laws and the UN Guiding Principles on Human Rights and Business.

As referred to in this policy, human rights are understood, at a minimum, to mean those rights described in the International Bill of Human Rights and the principles concerning fundamental rights set out in the International Labour Organization's Declaration on Fundamental Principles and Rights at Work. This policy is based on key international guidance documents. This guidance establishes a framework for respect and protection of human rights as well as due diligence and remedial actions. Kaizen Workforce Solutions commits to carrying out its business operations within this framework.

These are:

- Principles of the UN Global Compact.
- Guiding Principles on Business and Human Rights (United Nations).
- Guidelines for Multinational Enterprises (OECD).

Employees are expected:

- to never violate another person's human rights; and
- to be alert to any human rights violations in Kaizen Workforce Solutions operations or in the operations of third-party entities with whom Kaizen Workforce Solutions does business, and to report any situations in which violations of a human right is suspected to the HR Department for further action.