

# HR POLICY

AS OF APRIL 2018

## Our values

- Security: we commit to the security and health of our employees, on a day to day basis.
- Solidarity: to give our employees the best opportunities to achieve their professional goals, to be attentive to their difficulties and bring them the necessary support.
- Social ties: to strive for equal opportunities and enhance employee and their families' well-being.

## Our commitments

- Wherever Ortec operates:
- Complying with all applicable national and international work regulations relating to working conditions including the Universal Declaration of Human Rights, the Global Compact, ILO treaties, EU regulation and any other national and in-house regulations.
- Banning any form of direct or indirect discrimination in accordance with applicable regulations.
- Ensuring fair salaries based on legal minima as applicable by law or bargaining agreements and avoiding difference in treatment unless legally admitted.
- Complying with labor regulations applicable by law or bargaining agreements in all countries.
- Banning illegal employment as well as child labor in mandatory schooling age or younger than 15, unless admitted by ILO conventions N°138.
- Avoiding employment of young people under the age of 18 when they are subject to compulsory higher education.
- Totally banning and eliminating forced labor as defined by ILO convention n°29
- Treating employees with respect and dignity, ensure a harassment- free work environment, whether moral and sexual and banning discriminations of any kind and gender based behaviors.
- Encouraging skills reinforcement, training, professional improvement and employability.
- Promoting mobility whether geographical and/or sectoral.
- Promoting social dialog, freedom of associations and the right to collective bargaining.
- Maintaining a satisfactory work environment that contribute trust based relationships mutual aid and communication.
- Ensuring a secure and danger-free work environment that prevents accidents and injuries.
- Promoting employment of disabled persons.
- Adopting a supportive policy to help our employees when they need it.
- Encouraging our partners, suppliers and sub-contractors to carry out the same efforts in their own organizations and to implement the necessary measure to ensure they are compliant with these commitments.