

1. People Policy

Arcondis provides a fair and sustainable working environment for all employees (internally), suppliers and people having contact with us (externally).

A sustainable environment for the entire workforce is provided by the following principles.

a. Human Rights

At Arcondis everyone must be treated with dignity and respect. We are committed to identifying, mitigating, and preventing Human Right abuses in the business, operations, supply chain and communities.

Our business operations are guided by a diverse and including environment, in which everyone has the assurance of a secure and safe workplace.

The Policy is based on:

- Universal Declaration of Human Rights
- United Nations Guiding Principles on Business and Human Rights
- International Labor Organisation's Declaration on Fundamental Principles and Rights at Work.

Principles

- **Diversity and inclusion** for a diverse and including environment
- **Freedom of association:** respect to be represented in trade unions or other legally allowed associations
- **Ensuring secure workplace** by minimising the risks of exposure to health risk (injury, accident) and free from violence, harassment and intimidation

b. Labour Rights

At Arcondis, the protection of all employees is the highest priority. Our aim is to ensure freedom from forced or child labor, protection for migrant workers, fair treatment as well as fair compensation. We strive to eliminate any kind of violation of labor rights in our workforce.

Principles:

- **Freedom from forced or child labor.** Arcondis will not use any form of coerced, bonded, or indentured labor. All employees will be free to terminate their employment without fear of physical, verbal, psychological, or sexual abuse. We prohibit slavery, human trafficking, and child labor, both within our Organisation and within the Organisations of all suppliers we globally deal with. A child is defined as any person under the minimum legal age for employment in the location where the work is performed.
- **Health and Safety.** Arcondis will provide a safe and healthy workplace environment and will take reasonable and effective steps to prevent potential accidents and injuries to employee's health. This also includes recommendations related to travels into regions not advised to visit by the Swiss Foreign Ministry as well as recommendations in regards to required vaccinations or preventive medication.
- **Protection for migrant workers.** We support individuals' efforts to seek better work and improve their quality of life. We expect that migrant workers are ethically recruited, treated fairly and transparently, and provided with good working conditions.
- **Fair treatment.** We provide a workplace that is free from harassment and discrimination, as set forth in our Code of Conduct.

- **Fair compensation.** Arcondis complies with all applicable wage, overtime pay, and time off regulations set forth in our operating regions.
- **Working hours.** Arcondis will comply with applicable laws and industry standards in relation to working hours and holiday entitlements.

c. Diversity

Arcondis appreciates a diverse workforce and believes in the equality of all persons, so everyone receives equal employment opportunities! No form of discrimination will be tolerated. It applies to all external recruitment, internal recruitment, promotions, development opportunities decision.

Principles

- Diversity is a key **competitive advantage**.
- It is encouraged at all levels of the Organisation and reflected in all daily relations.
- Arcondis recruit from a **diverse mix of cultures, backgrounds, skills, expertise and experiences** → dynamic Organisation.
- **There is no discrimination based on race, gender, age, national origin, color, religion, sexual orientation, gender identity and expression, marital status, citizenship, disability or genetic information or any other legally protected categories.**