



NT Human Rights & Labour Management Policy

Policy	NT Human Rights & Labour Management Policy			Designed by	Morgan Mohan HR Director
N°	HR/23/13	REVISION	0	Approved by	Tom Berry/Nick Piggott Co-CEO
Effective Date	1 March 2023			Approval date	1 March 2023
Process	Human Resources Policy			Page	4 pages

Purpose

Nutrition Technologies as a rapidly growing company strives to continuously uphold its Human Rights and Labour Management policy to meet the organisation’s strategic vision and mission.

The Human Rights and Labour Management policy will serve as an overarching framework and guide on how employees of the organisation are managed. The Human Rights & Labour Management policy endeavours to comply with all relevant laws and regulation and closely integrate with the company’s core values.

The policy covers the following:

- 1.) Sustainability towards Human Rights and Labour Management.
- 2.) Complementary and supporting policies covered and governed within the scope Human Rights and Labour Management.

Scope

This policy covers permanent, part time, contractual employees at all levels and locations across Nutrition Technologies. The scope of this policy is further extended to ensure suppliers, agents, service providers etc. maintain a fair human resources policy and practices as per International Labour Organisation, United Nations Sustainable goals around human rights and labour management and local employment laws.

Administration of Policy

The policy owner is the Human Resource Department. Any changes to the policy requires the approval by the Co-CEO of Nutrition Technologies. Any exception to this policy requires approval by the Co-CEO.

Human Rights and Labour Management Policy Commitment:

Nutrition Technologies acknowledges the corporate responsibility to respect human rights, including labour rights. Nutrition Technologies respects and aims to comply with applicable laws and regulations.

We respect internationally recognized human rights as expressed in the International Bill of Human Rights, consisting of the Universal Declaration on Human Rights, the International Covenant on Civil and Political Rights and the International Covenant on Economic, Social and Cultural Rights. Nutrition Technologies also respects the principles and rights set out in the International Labour Organisation Core Conventions.

Our commitment to respect human rights is demonstrated by our participation in the UN Global Compact and our support for the “Protect, Respect and Remedy” Framework, including the Guiding Principles on Business and Human Rights as endorsed by the UN Human Rights Council.

Nutrition Technologies is committed to conduct its business activities based on respecting the following human and labour rights:

- **Freedom of association:** Respect employees’ rights to freely associate, organise and bargain collectively in accordance with applicable laws and regulations;
- **No forced or child labour:** Zero tolerance towards any form of forced or child labour;
- **Diversity and equal opportunities:** Ensure no discrimination in hiring and employment practices with regards to language, race, religion, sex, age, physical ability, political opinion, social or ethnic origin or sexual orientation;
- **Harassment free & anti bullying:** Provide a workplace that is free from any form of harassment and bullying, including verbal, physical, mental and visual harassment;
- **Fair employment practices:** Comply with applicable laws and industry norms on employees’ pay, work hours and conditions. Provide fair and competitive compensation commensurate with the employees’ position;
- **A safe and healthy workplace:** Provide and maintain a safe and healthy work environment for every employee, on-site contractor and service provider;
- **Human rights and labour due diligence:** Ensure full respect of human and labour rights in all company activities by performing due diligence assessments when necessary, identifying area of improvement and implementing corrective actions based on established accurate facts and findings;

- **Human Resources practises:** Adopt Human Resources policies and procedures for all Human Resource operations, including labour standards policies and procedures and provide clear communication by implementing to all prospective and existing employees of the company.
- **Retrenchment due to company business performance:** Develop a retrenchment plan prior to any dismissal in line with national and local laws, local legal procedures and collective agreements if applicable, involving, where possible, the consultation of appropriate workers union or equivalent and, if applicable, governmental bodies.
- **Personal and professional development:** Clear career pathways to encourage and motivate all employees to realise the full potential of their capabilities and performance towards organisational goals. Foster personal and professional career development and encourage employees to balance their work and personal responsibilities; and
- **Grievance Handling & Whistle Blowing:** Encourage employees to raise their concerns with their immediate reporting officers or management via the grievance handling channels. Creating a harmonious work environment respecting diversity through open dialogues. Provide employees, on-site contractors and service providers with a mechanism to report concerns in a confidential and anonymous manner and without fear of reprisal, as governed by the applicable company procedures.

Supporting & complementary policies to the Human Rights and Labour Management:

- 1.) Code of Conduct
- 2.) Whistle Blowing Policy & Procedures
- 3.) Employees Handbooks
- 4.) Recruitment and Training Procedures
- 5.) Performance Management & Salary Planning policy
- 6.) Human Resources & Talent Strategy Policy

Sustainability in policy compliance

All policies related to the Human Rights & Labour Management Policy:



- i.) Be communicated, and have training provided to existing and new hires on these policies.
- ii.) Policies are updated and made available for reference, guidance and audits. Annual review and revision on policies for regulatory updates, revision and changes will be carried out.
- iii.) Ensure processes and standard operating procedures complying to Human Resources policies.

iv.) Ensure all Human Resources policies are made audit worthy and all non compliance or observations highlighted in the audits reviewed and addressed accordingly within the agreed timeline.

v.) Ensure support and effective mechanisms are available for raising concerns anonymously and fearlessly.

Modifications

The Company may at its own discretion add, delete, substitute, modify or vary any of the aforesaid policies in any way whatsoever or seek to introduce any new policies as deemed appropriate and necessary. Such approved new policies shall be duly communicated to all employees.

Approval	For NUTRITION TECHNOLOGIES,	
		
	TOM BERRY Co-CEO 1 March 2023	NICK PIGGOTT Co-CEO 1 March 2023

Title	NT Human Rights & Labour Management Policy
File name	NT Human Rights &...t Policy.docx.pdf
Document ID	069c9292b36f615b47986ae078f2070044559239
Audit trail date format	DD / MM / YYYY
Status	● Signed

Document history



SENT

15 / 03 / 2023

16:30:38 UTC+8

Sent for signature to Tom (tom@nutrition-technologies.com) and Nick (nick@nutrition-technologies.com) from hr@nutrition-technologies.com
IP: 161.142.158.147



VIEWED

15 / 03 / 2023

19:31:35 UTC+8

Viewed by Nick (nick@nutrition-technologies.com)
IP: 219.95.41.89



SIGNED

15 / 03 / 2023

19:31:50 UTC+8

Signed by Nick (nick@nutrition-technologies.com)
IP: 219.95.41.89



VIEWED

16 / 03 / 2023

10:33:47 UTC+8

Viewed by Tom (tom@nutrition-technologies.com)
IP: 115.134.194.9



SIGNED

16 / 03 / 2023

10:36:06 UTC+8

Signed by Tom (tom@nutrition-technologies.com)
IP: 115.134.194.9



COMPLETED

16 / 03 / 2023

10:36:06 UTC+8

The document has been completed.