



## Human resources policy

The Human Resources Policy serves as a written guideline for various organisational matters. This document specifically includes the implementation of the ten principles of the UN Global Compact within **Lisam Group**<sup>1</sup> and its subsidiaries. The aim is to ensure compliance with these principles in four key areas: human rights, labour, environment and anti-corruption. These principles are in line with **Lisam Group**'s core values, which include respect, integrity, service excellence, value and happiness.

This policy applies to all associates of **Lisam Group**, including directors, associates, externs, public officials, clients and occasional collaborators (such as temporary workers, students, interns and trainees).

The scope of this HR policy includes the Lisam Connect and Lisam EH&S Software companies:

- ➔ Lisam Connect:
  - Hemmis
  - Dinec International
  - Dinec Assembly by HTS
  - Megabyte Infrastructure
  - Megabyte Applications
  - Megabyte Consulting
- ➔ Lisam EH&S:
  - Lisam Systems and its subsidiaries
  - Lisam.Cloud
  - MPTS
  - Ecomundo
- ➔ WikiChemia

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<sup>1</sup> For ease of reference, all companies of Lisam Connect and Lisam EH&S are listed under the **Lisam Group** name (see the list above).



## Human Rights

**Principle 1:** Business should support and respect the protection of internationally proclaimed human rights.

Respect for human rights includes a commitment to avoid any violation of these rights ("do no harm") and to identify and address any negative human rights impacts associated with business activities. At **Lisam Group**, we actively contribute to this commitment by:

- Maintaining safe and healthy working conditions for all employees.
- Guarantying freedom of association.
- Providing an environment free from discrimination of any kind.
- Ensuring that neither forced labour nor child labour is used, either directly or indirectly.
- Provide decent work opportunities and quality services that improve people's lives.
- Ensure that security services comply with established international guidelines, such as those of the International Labour Organisation (ILO), and standards on the use of force.

**Principle 2:** Ensure that they are not complicit in human rights abuses.

Complicity refers to involvement in human rights abuses caused by another entity, whether directly or indirectly. The risk of complicity cuts across all sectors and regions. **Lisam Group** recognises the importance of identifying and preventing or mitigating human rights risks in order to maintain ethical standards. To avoid complicity, **Lisam Group** implements the following measures:

- Adhere to international guidelines and standards on the use of force, such as the UN Basic Principles.
- Condemn, both privately and publicly, systematic and ongoing human rights abuses and protect employees from bullying, physical, verbal, sexual or psychological harassment.
- Ensure that security materials are not used in ways that violate human rights.
- Promote employee awareness of known human rights issues within the company's sphere of influence.
- Conduct a human rights impact assessment consisting of an analysing of the functions of a proposed investment and the possible human rights impacts they may have on the community or region.
- Provide training in a language and format that employees understand. This training may be repeated for reassigned employees, when incidents have occurred, and when technology changes.
- Identify internal 'functional risks' in the post-investment situations such functions as purchasing, logistics, government relations, human resource management, OH&S (Occupational health and safety), sales and marketing.



## Labour

**Principle 3:** Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining.

Freedom of association includes respect for the right of workers and employers to form and join associations freely and voluntarily for the purpose of promoting and protecting their interests at work. This includes freedom of expression and opinion, particularly in relation to trade unions. To ensure that workers can make decisions without coercion, intimidation or fear, **Lisam Group** recognises and implements the following rules:

- Respect the right of all workers to form and join a trade union of their choice without fear of intimidation or reprisal, in accordance with national law.
- Inclusion of non-discriminatory policies and procedures in our [Code of Conduct \(CoC\)](#) or **the work regulations of each country**.
- Recognition of representative organisations for the purpose of collective bargaining.
- Establish constructive forums, such as collective bargaining, to address working conditions, terms of employment, and relations between employers and workers or their respective organisations.

**Principle 4:** The elimination of all forms of forced and compulsory labour.

Forced and compulsory labour refers to any work or service extracted from a person under threat of punishment and without his or her voluntary consent. It is essential that work is freely given, and that workers are free to leave in accordance with established rules. In order to address this issue, **Lisam Group** is implementing the following measures

- Adopt a clear policy that prohibits the use, complicity in, or benefit from forced labour ([Code of Conduct \(CoC\)](#) and **work regulations**).
- Adherence to international standards related on forced labour (UN Global Compact).
- Provide comprehensive training to all company employees to ensure a full understanding of what constitutes forced labour.
- Provide all employees with employment contracts that clearly state the terms and conditions of employment, emphasise the voluntary nature of employment, the freedom to leave, and any penalties associated with leaving or stopping work.
- Prohibit the confiscation of workers' identity documents (ID cards, passports, etc.), unless it's required by law. And also, prohibit any deposit of money workers as a condition of employment.
- Draft employment contracts in languages that workers can easily understand, outlining the scope of employment and procedures for leaving the company.
- Remain vigilant with respect to countries, regions, industries, sectors or economic activities where forced labour may be prevalent.



- Ensure not to employ workers who are in debt bondage, modern slavery or other forms of forced labour. Where such cases are identified, provide support for their removal from the workplace.
- Ensure that large-scale development operations do not rely on forced labour in any phase.
- Carefully monitor supply chains and subcontracting arrangements.

**Principle 5:** The effective abolition of child labour.

Child labour is a form of exploitation that is a violation of a human rights, and it is recognised and defined by international instruments. This principle is based on the ILO (International Labour Organization) conventions, which provide the framework for national legislation to set a minimum age for admission to employment, which in any case should not be less than 15 years. In order to develop awareness and understanding of the consequences of work, **Lisam Group:**

- Is aware of countries, sectors and economic activities where child labour is more likely to occur.
- Consider international standards on minimum age for work.
- Use appropriate and verifiable age verification mechanisms in recruitment procedures.
- Help to seek viable alternatives and access to adequate services for children and their families.
- Influence subcontractors, suppliers and other business partners to combat child labour.
- Develop and implement reporting mechanisms when an employee discovers child labour.
- Comply with all local laws regarding the minimum age for employment as set out in ILO Convention 138 (Minimum Age Convention).

**Principle 6:** The elimination of discrimination in respect of employment and occupation.

This includes treating individuals differently or unfavourably because of characteristics unrelated to their merits or job requirements, such as race, colour, sex, religion, political opinion, national origin, social background, age, disability, HIV/AIDS status, trade union membership, pregnancy status or sexual orientation. To implement this principle, **Lisam Group:**

- Establish policies and procedures that prioritise qualifications, skills and experience in the recruitment, placement, training and promotion of staff at all levels of the organisation.
- Avoid discrimination in hiring, compensation, access to training, company benefits and services, promotion, termination or retirement on any grounds prohibited by national law.
- Keep up-to-date records of recruitment, training and promotion that provide a transparent view of opportunities for employees and their progression.
- Establish objective factors to ensure that pay is determined on a non-discriminatory basis.
- Establish high-level responsibility for equal employment issues and implement clear, company-wide policies to guide fair employment practices.
- Avoid job requirements that systematically disadvantage certain groups.
- Provide transparent information on recruitment, training and ensuring equal progression for all employees within the organisation.



- Recognise both formal structures and informal cultural factors that may discourage employees from raising concerns or grievances.
- Provide staff training on non-discriminatory policies and practices, including disability awareness.
- Adapt the physical environment to ensure the health and safety of employees, customers, and visitors with disabilities.
- Respect cultural traditions and work with employee representative bodies to ensure equal access to employment for vulnerable groups.

## Environment

**Principle 7:** Businesses should support a precautionary approach to environmental challenges.

While it is true that preventing environmental damage may involve initial implementation costs, the costs of remediation, such as treatment costs or damage to a company's reputation, often far outweigh these. In fact, investing in unsustainable production methods yields lower long-term returns than investing in sustainable operations, and therefore poses less financial risk. **Lisam Group** has understood this and:

- Established a [Code of Conduct \(CoC\)](#) for all its operations and services to specify its commitment to prioritise environmental and health protection.
- Developed company guidelines to ensure consistent implementation of this approach across all departments.
- Established a CSR committee to oversee the company's precautions, particularly in managing risks in sensitive areas.
- Support scientific research, including independent and public research, on related issues, and work with national and international institutions concerned.

**Principle 8:** Undertake initiatives to promote greater environmental responsibility.

Businesses have a responsibility to ensure that their activities do not harm the environment, especially given the growing interest among employees and consumers in engaging with socially responsible companies. Indeed, a company's legitimacy is based on its ability to meet society's needs, which increasingly include the demand for environmentally sustainable practices. That's why **Lisam Group** has decided to:

- Define the company's vision, policies and strategies to incorporate the principles of sustainable development, which includes economic prosperity, environmental quality and social equity.
- Set sustainability goals and metrics across economic, environmental and social dimensions.
- Establish a sustainable production and consumption programme with clear performance objectives to take the organisation beyond compliance in the long-term.
- Work with product designers and suppliers to improve environmental performance and extend responsibility throughout the value chain.



- Adopt voluntary charters, codes of conduct and internal practices, and participate in sectoral and international initiatives to promote responsible environmental performance.
- Monitor, evaluate and communicate progress in integrating sustainability principles into business operations, including adherence to global operating standards.
- Ensure transparency and impartial dialogue with stakeholders.
- Use communication and reporting tools, such as corporate environmental foot printing and sustainability reporting, to enhance transparency and accountability.

**Principle 9:** Encourage the development and diffusion of environmentally friendly technologies.

The adoption of environmentally friendly technologies offers many benefits to companies. These technologies facilitate the reduction of raw material use, thereby improving efficiency, creating new business opportunities and enhancing overall competitiveness. In addition, technologies that promote cleaner and more efficient use of materials have the potential to deliver long-term economic and environmental benefits across a range of industries:

- Establishing a corporate or individual company policy on the use of environmentally friendly technologies.
- Disseminating information to stakeholders that demonstrates the environmental performance and benefits associated with the use of such technologies.
- Engage an external life cycle assessment (LCA) company in the development of new technologies and products.
- Implement Environmental Technology Assessments (EnTAs) to effectively evaluate and integrate environmental technologies.
- Review investment criteria and procurement policies for suppliers and contractors to ensure that tenders include minimum environmental criteria.
- Work with industry partners to ensure availability of 'best available technology' for adoption by other organisations.

## Anti-corruption

**Principle 10:** Businesses should work against corruption in all its forms, including extortion and bribery.

This principle not only prevents bribery, extortion and other forms of corruption, but also ensures that companies proactively develop policies and concrete programmes to combat corruption internally and in their supply chain.

**'Extortion'** is the act of asking or enticing another person to give a bribe. It becomes extortion when this request is accompanied by threats that endanger the personal integrity or life of the private actors involved.

**'Bribery'** is the offer or receipt of a gift, loan, fee, reward or other advantage to or from a person as an inducement to engage in dishonest, illegal or breach of trust activity in the conduct of business.



To meet this anti-corruption requirement, **Lisam Group**:

- Implement anti-corruption policies and programmes both within its organisational structures and in its business activities.
- Collaborate with industry peers and other stakeholders to enhance anti-corruption efforts, promote fair competition, and create a level playing field for all participants.

**WE SUPPORT**



**Lisam Group** is a participant of the UN Global Compact.





## Reporting for employees

If you find yourself in a situation where you perceive a conflict between the language of this policy and the laws, customs or practices of your workplace, or if you have questions about this policy or wish to report a possible violation, you are encouraged to raise your questions and concerns through established channels. These channels prioritise confidentiality to the fullest extent possible. Whether you have an inquiry or wish to report a possible violation, you can contact the CSR Committee or via the email address [ESG@lisam.com](mailto:ESG@lisam.com).

**Lisam Group** is committed to thoroughly investigating, addressing and responding to employee concerns, and to taking appropriate corrective action in the event of policy violations.

## Sanctions or penalties

Failure to comply with this present Human Resources (HR) policy may result in severe penalties for individual and for **Lisam Group**, which may cause insecurity, financial loss and damage to its image and reputation.

A violation may result in:

- Disciplinary, civil and criminal sanctions against any associate involved in such behaviour.
- Termination of a business relationship with a partner who does not accept or comply with this present Human Resources (HR) policy.

## Revision

The practical application and effectiveness of this Human Resources (HR) policy will be evaluated each year following its adoption. In the light of this evaluation, this policy may be revised as appropriate.

## Acknowledgment

I declare that I have read and understood **Lisam Group**'s Human Resources (HR) policy. I agree to fully comply with this policy and the related guidelines in all my activities related to **Lisam Group**.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Signature:





CEO:

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