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## **HUMAN RIGHTS POLICY**

At IGCJD, we are dedicated to advancing an organizational culture which implements a policy of support for internationally recognized Human Rights and we engage in avoiding involvement in any kind of Human Rights abuse. We support the principles contained within the Universal Declaration of Human Rights, the U.N. Guiding Principles on Business and Human Rights, the OECD Guidelines for Multinational Enterprises, and the ILO Core Conventions on Labour Standards. As a RJC Certified Member, we are stringently following the guidelines of the Code of Practices.

### **OUR POLICY**

Before engaging in a business relationship with a customer or supplier, our internal and/or external Compliance Officer will conduct a due diligence process to verify if the business partner is not violating any Human Rights. After approval of a Compliance Officer or a member of the Board of Directors, the company can enter into the requested business relationship.

If anyone suspects or becomes aware of malpractices within our organization or its global supply chain, he/she will notify the Compliance Officers or Director immediately. The Compliance Officers will then start an investigation and if necessary, will report the practices to the authorities.

In case of a confirmed breach of any of the Human Rights, IGCJD will attempt to mitigate and remediate the damages caused by the breach. The Compliance Officers and Director will decide upon the necessary corrective and/or preventive actions. The local compliance officer will organize the effective implementation of the decided actions.

Reasonable time frames, in line with the severity of the case, will have to be respected throughout the procedure.

### **OUR VISION**

IGCJD'S vision is to grow our business while increasing our positive social impact and reducing our environmental footprint. Our purpose is to conduct our operations with honesty, integrity and openness, and with respect for the human rights and interests of our employees, and similarly respect the legitimate interests of those with whom we have relationships.

In our business dealings we expect our partners to adhere to business principles consistent with our own. We prohibit discrimination, forced, trafficked and child labour and are committed to safe and healthy working conditions and the dignity of the individual. Also the right to freedom of association and collective bargaining and effective information and consultation procedures. We are committed to the principle of free, prior and informed consent, and support its implementation by national authorities.

Written by	Reviewed by	Signature	Date
A. De Scheemaeker	Josephine Derks		2024.31.01

## **BASIC HUMAN RIGHTS:**

### **Non-Discrimination/Equal Opportunity**

The employees of IGCJD represent a talented and diverse workforce. Achieving the full potential of this diversity is a business priority that is fundamental to our competitive success. A key element in our human resources management is IGCJD's commitment to equal opportunity. Business activities such as hiring, promotion, and compensation of employees, are conducted without regard to, but not limited to:

- Race / color;
- Genetics;
- Age;
- Religion;
- Ethnicity / nationality;
- Disability / medical history;
- Marriage / civil partnership;
- Pregnancy / maternity/ paternity;
- Gender identity or expression / sexual orientation.

### **Gender Equality**

IGCJD respects gender equality among its employees in the following cases, but not limited to:

- Equal pay for similar jobs;
- Protection against discrimination based on marital status;
- Protection against threats of dismissal or any employment decision that negatively affects their employment status in order to prevent them from getting married or becoming pregnant;
- Adherence to the law and the entity's policies on human rights, including human trafficking, harassment, discrimination and physical, sexual, racial, religious, psychological, verbal or any other form of harassment;
- Women employees are entitled to maternity protection, (leave and benefits as well as protection against discrimination) in accordance with the requirements of national laws and regulations or ILO conventions (Nos. 183, 103 and 3);
- Protection against discrimination and disciplinary appeal procedures;
- Protected against all forms of discrimination of employees with family responsibilities, both men and women; and
- Provision of equal opportunities for women and men for all aspects of training, personal and professional development and advancement.

### **Right of Freedom of Association**

IGCJD respects the right of employees to associate freely in trade unions or employees' organizations of their choice, without interference of negative consequences to them.

Awareness of and responsibility for compliance with freedom of association and access to collective bargaining requirements is part of the senior management responsibilities.

IGCJD does not promote any particular union or employees' association nor does it coerce employees to join or leave one.

### **Right of Collective Bargaining**

IGCJD respects the right of employees to collective bargaining and adheres to collective bargaining agreements, where such agreements exist. IGCJD makes sure it understands its legal obligations.

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## Health & Safety

IGCJD is determined to provide its employees with safe and healthy working conditions in accordance with applicable law or other relevant industry standards.

IGC will provide and maintain workplaces with:

- Safe and freely accessible drinking water;
- Clean facilities for eating and storing food;
- Hygienic washing and toilet facilities in line with the number and gender of staff employed;
- Fire safety equipment and alarms;
- Clearly marked, unlocked and unblocked emergency exits and escape routes;
- Access to adequate power supply and emergency lighting;
- Suitable conditions for pregnant or nursing women, or alternative working arrangements to avoid unsuitable workplaces.
- Adequate on-site first-aid provisions and trained first-aid personnel.
- Emergency procedures and evacuation plans for all reasonable foreseeable health and safety emergencies. These shall be accessible or clearly displayed, regularly tested and periodically updated.
- Adequate on-site guidelines and equipment for the prevention of contagious diseases.
- Fit-for-Work guidelines and support.

All employees are asked to look out for signs related to potential drug abuse, such as, but not limited to unexplained need for money, frequent absences from work, being chronically late to work, ignoring activities that used to be important to them, tiredness, etc.

## Forced Labor and Child Labor

IGCJD will, under no circumstances, contribute to, facilitate, or endorse forced labor, including bonded, indentured, involuntary prison labor or child labor. IGCJD will not unduly restrict employees movement in the workplace, retain original copies of employee's personal documentation, such as identity papers, use deceptive recruitment practices and/or require employees to pay a deposit, equipment advances or recruitment fees as part of the recruitment process. IGCJD will not withhold any part of the worker's salary, benefits or property in order to force the worker to continue working or prevent employees from terminating their employment after reasonable notice, in accordance with applicable law.

All employees at IGCJD enter into an employment contract with IGCJD voluntary and without pressure.

IGCJD will not hire any employees under the age of 18.

## Working Conditions

IGCJD shall ensure that the employment terms regarding working hours, wages, etc. are communicated to the employees in writing before employment starts.

Employees shall work maximum 48 hours per week or less in accordance with applicable law, not including overtime.

Overtime shall be permitted when allowed by applicable law or collective bargaining agreements.

Overtime shall be, at all times, requested under a voluntary system, and refusal to work overtime shall not be punished, retaliated against, or penalized in any way.

The sum of overtime and the normal working week shall not exceed 60 hours per week unless defined otherwise by applicable law or collective bargaining agreements or under exceptional circumstances such as production peaks, accidents, or emergencies.

IGCJD will provide its employees with at least one uninterrupted work break of reasonable duration when working longer than six hours or more breaks in accordance with applicable law.

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IGCJD will provide employees with at least one rest day in seven consecutive working days, unless otherwise defined in collective bargaining agreements or applicable law or during peak production periods, as long as these are rare and the longer work time is voluntary and compensated.

IGCJD will provide its employees with all legally mandated public holidays and leave, including maternity and paternity, compassionate and paid annual leave of at least 2 weeks or more according to applicable law.

IGCJD shall provide all its employees a wage rate for normal hours worked, not including overtime, based on either applicable law or industry standards, whichever is the highest. If there are performance-related wages, they shall be no less than the legal minimum wage for a normal working week. IGCJD shall give comparable wages to all employees for carrying out work of equal value and shall not discriminate in accordance with the non-discrimination clause set herein.

### **Disciplinary Action**

IGC shall only discipline worker's actions/behavior in accordance with applicable law or in line with the RJC Code of Practices, whichever is more stringent. No corporal or degrading punishment will ever be justified by IGCJD and therefore shall, at all times, be prohibited.

If required, disciplinary actions are the following:

- Counseling or verbal warning;
- Written reprimand and warning;
- Suspension or Suspension pending investigation and final determination;
- Specific warning of termination;
- Termination.

The disciplinary action will always be in proportion to the offence committed by the employee.

IGCJD shall not make wage deductions unless they comply with applicable law and the employee will not make less than the minimum wage due to this deduction.

In case of a dispute over the disciplinary action between the disciplined employee and a Manager or Director, the Compliance Officer will attempt to mediate between them to find a solution within reasonable time. If the Compliance Officer fails to find a solution, the disciplinary actions will stay in effect.

The disciplined employee may always turn to the competent court in case of a termination.

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