

Code of Basic Working Conditions



F043

Revision: 01

This Code of Basic Working Conditions is an expression of the BSCCB's acknowledgment at all of its worldwide facilities that the Company's employees are its most important resource and asset.

The BSCCB utilizes a global approach, together with several tools, procedures, practices and policies, to guarantee proper application of the Code's principles. Although the Code's principles are not new to BSCCB, in preparing the Code, the BSCCB was inspired by the following International Standards: The **UN Universal Declaration of Human Rights**, the **ILO Tripartite Declaration of Principles concerning Multinational Enterprises and Social Policy**, the **OECD Guidelines for Multinational Enterprises**.

These principles represent the overall framework of the BSCCB's universal beliefs and the basis for the relationship between employer and employees.

Due to the global presence of the BSCCB, the present Code is a general framework which will allow some local laws and regulations, collective bargaining agreements, and other agreements freely entered into by our employees and the BSCCB, to supersede portions of the Code itself. The principles of the Code are:

- **Child labour:** We will not use child labour. We will never employ any person below the age of 15, unless this is part of a government-authorized job training, training, apprenticeship program clearly beneficial to the participating person.
- **Compensation:** We will provide compensation and benefits complying with applicable law in order to promote as much as possible our employees' material well-being.
- **Forced labour:** We will not use forced labour, regardless of its form. We will not tolerate physically abusive disciplinary practices.
- **Right to Work and Freedom of Association:** We recognize and respect our employees' right to work and to freely associate. We will work constructively with our employees, or any organization that represents our employees, to promote our employees best interests. We will seek to provide opportunities for employees' concerns to be heard.
- **Harassment and discrimination:** We will not tolerate harassment or discrimination on the basis of sex, race, color, religion, creed, age, ethnic origin, National origin, marital / parental status, pregnancy, disability, sexual orientation or any other personal condition.
- **Health and safety:** We will provide and maintain for all employees a safe and healthy working environment that meets or exceeds applicable regulations for occupational safety and health.
- **Work hours:** We will comply with applicable law regulating hours of work.
- **Community engagement and local populations:** We will fully consider local populations and communities among our primary stakeholders in all projects we plan to carry out. We will openly share our plans with all recognized members of our stakeholders.
- **Bribery and corruption:** We will not tolerate the giving or receiving of undue reward to influence the behavior of another individual, organization, politician and/or government body in order to acquire a commercial advantage, regardless of local rules and mores.
- **Environment and sustainability:** We will conduct business in an environmental-friendly and responsible way. We will seek to reduce and minimize the environmental impact of all our operations in the short term in order to ensure sustainability in the long term.

After having communicated, shared and implemented this Code in every location, we will promote the application of similar policies through the value chain and in our business partners' organizations. We will seek to enforce business partnerships mainly with the players willing to promote behaviors and policies consistent with this Code. We will also verify directly and/or indirectly, first of all internally to the BSCCB, the respect of the Code.

Any employee with a good-faith belief that there may have been a violation of this Code should report it through established channels and/or to BSCCB HR. No retaliation will be taken against any employee who makes such a report or cooperates in an investigation related to any report.