



# HUMAN RIGHTS POLICY

## Applies To :

This document applies to all GTG employees worldwide, contingent workers, anyone doing business with or on behalf of GTG, candidates for hire at GTG and others acting on GTG's behalf. This global policy applies to all locations and situations where GTG business is conducted and to all company sponsored events.

## Introduction and Background or Purpose :

GTG Management, the United Nations and national and state governments have set forth requirements in order to ensure the fair treatment of humans in accordance with the Americans with Disabilities Act, United Nations Standards, and national and state labor laws. GTG respects international human rights principles, including the United Nations Declaration of Human Rights, the United Nations Guiding Principles for Business and Human Rights (UNGP), the European Human Rights Convention, the International Labor Organizations' Declaration on Fundamental Principles and Rights at Work, the OECD, and the UN Convention Against Corruption.

GTG is committed to upholding human and workplace rights in all GTG operations globally. This commitment is embodied in GTG's Human Resource Principles, which respect the dignity and worth of all individuals, encourage the initiative of each employee, challenge individual capabilities, and provide equal opportunity for development.

## Requirements or Expectations :

Overall responsibility for ensuring compliance with this document is assigned to all GTG employees including supervisors, managers, and Human Resources.

GTG values its people. Our culture always has emphasized integrity and fairness alongside innovation and excellence, and we will continue to respect and help employees develop their diverse talents. GTG will continue to recognize its responsibility with regard to:

**Safe and Healthy Workplace** – Assuring that GTG provides a safe and healthy workplace to all employees, and that the GTG workplace complies with applicable laws, regulations, and policies.

**Respectful Workplace** - Prohibiting unlawful discrimination and harassment and assuring that all employees and anyone doing business with GTG are treated with respect.

**Workplace Security** – Maintaining a workplace that is free from violence, harassment, intimidation or other unsafe or disruptive conditions.

**Work Hours and Wages** – Complying with all local applicable laws and regulations relating to wages, work hours, overtime and benefits.

**Freedom of Association** – Respecting the ability of employees to choose whether or not to join unions and engage in collective bargaining, as permitted by applicable laws in the countries where GTG does business.

**Child Labor** – Complying with all local applicable laws and regulations relating to hiring minors. GTG applies a minimum hiring age of 16. GTG sites and operations are expected to have a procedure for verifying the age of employees at the time of hire. If it is determined that any employee is underage, employment must be terminated, and GTG site management should take appropriate remedial steps that include consideration of the child's best interest.





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**Forced Labor** – Prohibiting the use of all forms of forced labor, including indentured labor, bonded labor, military labor, slave labor and any form of human trafficking. GTG will not retain original employee documents (such as government issued identification, passport or work permits) unless employees voluntarily request GTG to safely store them, or where required by law. If GTG retains employee documents, GTG will not deny employee access to the originals of their identity or immigration documents.

Additionally, GTG does not permit the practice of having employees pay recruitment fees or other related fees, in order to obtain employment. This practice can result in employees being forced to work in order to pay off debt incurred as part of securing employment. If an employee has been charged fees to secure employment, those fees shall be repaid to the employee.

