

## Labor and Human Rights Policies

### **Labor and Human Rights**

HKS believes all workers deserve a fair and ethical workplace. Workers must be treated with the utmost dignity and respect, and we will uphold the highest standards of human rights.

### **Antidiscrimination**

HKS does not discriminate against any worker based on age, disability, ethnicity, gender, marital status, national origin, political affiliation, race, religion, sexual orientation, gender identity, union membership, or any other status protected by country law, in hiring and other employment practices. We do not require pregnancy or medical tests, except where required by applicable laws or regulations or prudent for workplace safety, and shall not improperly discriminate based on test results.

### **Anti-Harassment and Abuse**

HKS commits to a workplace free of harassment and abuse. We will not threaten workers with, or subject them to, harsh or inhumane treatment, including but not limited to verbal abuse and harassment, psychological harassment, mental and physical coercion, and sexual harassment.

### **Prevention of Involuntary Labor and Human Trafficking**

HKS will ensure that all work is voluntary. We will not traffic persons or use any form of slave, forced, bonded, indentured, or prison labor. Involuntary labor includes the transportation, harboring, recruitment, transfer, receipt, or employment of persons by means of threat, force, coercion, abduction, fraud, or payments to any person having control over another person for the

purpose of exploitation. HKS will not withhold workers' original government-issued identification and travel documents. We will also ensure that workers' contracts clearly convey the conditions of employment in a language understood by the workers. We will not impose unreasonable restrictions on movement within the workplace or upon entering or exiting company-provided facilities. Further, we will ensure that the third-party recruitment agencies we use are compliant with the provisions of this Code and the law.

### **Prevention of Underage Labor**

HKS employs only workers who are at least 15 years of age or the applicable minimum legal age, whichever is higher. We may provide legitimate workplace apprenticeship programs for educational benefit that are consistent with Article 6 of ILO Minimum Age Convention No. 138 or light work consistent with Article 7 of ILO Minimum Age Convention No. 138.



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