

VELVET CARE HUMAN RIGHTS POLICY

Respect for human rights is the cornerstone of Velvet CARE operations. We pursue business goals, cooperate and – at the same time – form a part of a local community, acting with reciprocal deference and respecting the dignity of others, along with employee rights. This policy is pursued in observance of the domestic law, international guidelines of organisations, as well as the ESG strategy adopted in the company and internal regulations.

CHILD LABOUR

All the employees of Velvet CARE are adult persons. We do not condone and do not practice hiring employees who are younger than 18. The cases in which cooperation with minors is permitted are exclusively related to learning and delivery of the core curriculum, which makes the pupils liable for completing internship in compliance with the adopted domestic legislation pertaining to this area. Participation in the education of the new generation is a value and a pleasure for us, and we willingly discuss what we do and what type of an organisation we are. We promote a pro-environmental approach not only among the employees but also in schools and preschools.

FORCED LABOUR

The work in Velvet CARE is voluntary and based on mutual agreements. The employees' mobility and freedom of movement are not limited in any mode. The company does not keep any identity documents of the employees and does not collect any advance payments towards employment.

PROMOTING DIVERSITY

We promote and respect diversity, treating it as an added value with respect to the performed business activity. Diversity is an element of the company's organisational culture. We foster opportunities for presenting and discussing diverse concepts, approaches and we highlight their value. We react to any manifestations of discrimination and straightforwardly oppose them. We employ, train, promote and remunerate based on skills, experience, accomplishments, work results and conduct of our employees. Decisions are made on the basis of objective criteria, while age, origin, nationality, sexual orientation, views, religion and denomination have no influence on them.

EMPLOYEE RIGHTS

We act in observance of the applicable domestic provisions in the area of the labour law. The employees work on the basis of employment contracts; salaries are disbursed regularly and employees have a comprehensive package of fringe and social benefits available to them.

OCCUPATIONAL HEALTH AND SAFETY

Safe work is our priority and building a safe work culture is our obligation; that is why we take numerous actions aimed at promoting healthy habits among the employees, noticing and reacting to any manifestations of violation of safety rules.

FREEDOM OF ASSOCIATION

We value cooperation with the trade unions active in the company. The employees' welfare is a priority for both parties, and thus such cooperation is an important value. Hence, we respect and support the employees' right to associate, to express opinions via employee organisations and to freely join the aforementioned organisations, jointly building a friendly work environment for everyone.

LOCALITY

We are a part of the local community and we function in an environment that we support and jointly develop, together with the local community and local government. We engage in local initiatives, promoting and supporting the environment. We initiate pro-environmental actions to take care of the nature surrounding us in the best way possible.

HEALTH

We take a number of health-supporting actions, promote active lifestyle and become involved in various initiatives as part of the local community; furthermore, we initiate actions within the organisation by inviting and encouraging the employees to promote a healthy lifestyle.

COMMITMENT AND REACTION

We promote a culture based on openness and mutual trust which is created by all the employees together. We offer a possibility to react to any irregularities which are noticed and freedom to submit applications, also via an external, independent Line of Ethics or Ethics Ombudsmen.

DOCUMENTS SUPPORTING THIS POLICY

Internal, detailed policies applicable in the company, such as the Code of Ethics, the Anti-Mobbing and Anti-Discrimination Policy, Work Regulations, Remuneration Regulations, form an integral part of this policy.

Klucze, Poland, Oct 31, 2022