



# Human Rights Introduction

We've been trusted to deliver excellence for our customers for over 20 years. We're proud of our heritage and our reputation. We know that everything we do, every customer we serve, every person and every community we touch, matters.

That's why we must uphold the very highest standards – including our commitment to respect human rights, to act in a socially responsible manner, complying with applicable laws, and respecting the communities where we operate. We will live up to these standards everywhere, every day.

## Purpose

This is our human rights policy. It guides every aspect of our behaviours and how we operate to ensure we all adhere to our human rights obligations globally and identify, mitigate and address risks.

Through this policy we refer to our codes of conducts, and other important policies.

We recognise our responsibility to respect human rights. We are committed to protecting and preserving the rights of our employees, those employed in our supply chain, and those affected by our operations. This policy covers our commitment to ensure human rights standards are met globally and making sure our suppliers uphold similar standards. We are committed to:

- **Working together** by involving our people in the activities of our business; embracing and celebrating difference in an inclusive work environment; fairly rewarding our people; and, providing employment that is freely chosen
- **Conducting our business** by recruiting, selecting and developing people on merit; providing a safe working environment;
- **Our place in the world**, by protecting the environment; supporting the communities in which we work

**Speaking up:** We encourage you to tell us if you think we or our suppliers are not complying with this policy.

### Your responsibility

Read, understand and comply with the policy to maintain the highest ethical standards in everything you do. More details on how to do this are provided at the end of this policy.

### Your manager's responsibility

Read, understand, and comply with the policy to lead in a way consistent with the policy and maintain the highest ethical standards in everything you do. More details on how to do this are provided at the end of this policy.

This policy applies to all employees of the company, and all other businesses we control. We also encourage the same standards in our clients.

**Failure to follow this policy could result in disciplinary action being taken against you.**

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**IMPORTANT NOTE:** The terms of this policy apply UK wide. In the event of a conflict between this policy and applicable local laws, local laws shall prevail. In the event there is no conflict between the policy and applicable local laws but the policy imposes a higher standard and/or more onerous requirements than local laws, the higher standard and/or more onerous requirements of the policy shall prevail.

## Common terms

### Child Labour

This is work that deprives children of their childhood, their potential and their dignity, and that is harmful to their physical and mental Development, it refers to work that is mentally, Physically, socially or morally dangerous, and Interferes with their schooling .

### Discrimination

The unjust or prejudicial treatment of an individual or group of people because of, or for a reason related to, a characteristic protected by applicable law.

### Diversity

Diversity is 'difference'; the difference between one individual's unique characteristics, qualities, experience, background and approach and another's.

### Forced Labour

Forced or involuntary labour refers to situations in which persons are coerced to work through the use of violence or intimidation or by more subtle means such as accumulated debt, retention of identity papers' or threats of denunciation to immigration authorities.

### Human Trafficking

The recruitment, transportation, transfer, harbouring, or receipt of persons by improper means (such as force, abduction, fraud, or coercion) for an improper purpose including forced labour or sexual exploitation.

### Immigration

The movement of people into a country of which they are not a citizen, in order to live and/or work there.

### Inclusion

Inclusion is 'valuing difference'. In our company it describes a working environment where people have the freedom to approach business goals in a variety of ways. Different ways of looking at the world are valued and people are free to contribute to their full potential.

### Slavery

Slavery is ownership or control over another's life, coercion, the restriction of movement, and the fact that someone is not free to leave or to change an employer.

### Vulnerable people

People who could be at risk of being exploited

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# 1. Working Together

## a. Employee Involvement

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Our Code of Conduct states:

- We encourage openness and honesty in all our relationships.
- We work globally and expect mutual respect and collaboration between all our people.
- We engage and involve our people in improving the business and welcome their feedback.
- The decision on whether or not to join a trade union is an individual choice. We respect the relevant processes and laws on collective representation and consultation in the countries where we work.

We want everyone to be engaged in what they do and the difference they make to our company and customers, so we always look to develop constructive relationships with our people and representatives, including communication and engagement about what's happening.

We do this in the best and most appropriate way for each of the businesses, regions and cultures in which we work.

## b. Diversity & Inclusion

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Our Code of Conduct states: and Diversity and Inclusion policies state:

- We treat each other openly, honestly and courteously.
- We do not tolerate bullying, harassment or unlawful discrimination of any kind and encourage employees to take action about any instance which they experience or observe.
- We value diversity and promote equal opportunities for all employees in a workplace free from unlawful discrimination.

We are alert to the risks vulnerable people may face and seek to ensure this group is free from discrimination.

We celebrate difference and are committed to developing a diverse workforce and an inclusive and respecting working environment to help every person be at their best.

## c. Fair Reward & Ways of Working

Our Code of Conduct states:

- We seek to reward our employees fairly and take account of individual contributions to the performance of the business. Our principles, policies, and processes are developed on firm foundations that provide a consistent reward framework that supports the recruitment, retention, development, and motivation of our employees. Pay and benefits are competitive with local markets and meet or exceed legal standards in each country. We also recognise employees for their performance and contribution based on our company values.

As a minimum, we comply with national regulations on working time and where possible provide for a flexible working environment.

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## d. Slavery, Human Trafficking, Forced Labour, Child Labour

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- We believe that employment should be freely chosen and commit not to use forced or involuntary labour
- We are opposed to the use of any form of child labour or practices which inhibit the development of children.

We comply with child labour laws and will not employ anyone under the age of 15 or, where the mandatory school leaving age is higher, we will not employ anyone under that age in that country. We are committed to the development of young people by providing various training and apprenticeship programmes across the world.

Everyone has the right to resign at any time and leave after meeting the conditions of their contract and notice period.

## 2. Conducting our Business

### a. Talent, Resourcing & Mobility

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Our Code of Conduct states:

- We recruit, select and develop our people on merit, irrespective of their race, colour, religion, gender, age, sexual orientation, marital status, disability or any other characteristic protected by applicable laws.

All employees and temporary contract workers are subject to appropriate pre-employment authorisations including in country eligibility and identity checks.

Where legislation permits, and consistent with business needs, we support individuals to apply for appropriate visas and residence documentation. All decisions are taken in accordance with relevant local laws and compliance practices. We have a defined and published Global Immigration policy that sets out our immigration compliance programme.

Where we use contractors or temporary agency workers, we ensure the contracting agencies accept the Rolls-Royce Supplier Code of Conduct and sign up to our terms and conditions.

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## b. Our Supply Chain

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- We expect our suppliers and partners (including joint ventures where appropriate), their employees and their supply chains to operate to the highest standards of quality and integrity.
- When seeking new suppliers and partners we conduct thorough due diligence. We select suppliers and partners whose core values and commitment to ethical business conduct match our own.

# 3. Our Place in the World

## a. Keeping Our People Safe

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Our Code of Conduct states:

- We expect everyone who works in our business to help fulfil our Health, Safety & Environment goals, which are to create a safe and healthy work environment with no injuries, no work related ill-health, no environmental incidents and to prevent or minimise the impacts of our products and services.
- We understand our duty of care to our employees and we provide a range of services to protect and enhance their health and wellbeing.

It's our highest priority to look after the health, safety and welfare of our employees, visitors, embedded partners and contractors and those in the community where we work. We're doing this through a company-wide HSE Strategy "Journey to Zero Harm" focusing on a structured risk management approach.

We comply with all legal and regulatory security requirements but are also striving to raise standards much higher.

## b. Protecting the environment and improving sustainability

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We work to prevent or minimise negative impacts to the environment of our products and services.

We invest in research and development and applying technical innovation to reduce the noise, emissions and fuel burn of our products.

We're also committed to good environmental practices, such as recycling, and reducing energy and waste.

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## c. Supporting the communities in which we work

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- We are committed to building positive relationships with the communities in which we live and work.
- Community investment is an intrinsic part of the way we do business, supporting our business strategy and future success. We direct this support within the areas of education and skills
- We seek to contribute to the economic development and social wellbeing of the communities in which we operate.
- We make sure that company charitable contributions are appropriate and proportionate.

# 4. How We Comply

## a. Transparency

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We aim to be transparent and open about our operations and our progress on human rights matters. We make public statements about our progress in human rights and participate in a number of external assessments according to global and local laws and regulations, such as the UK Modern Slavery Act, the UK Companies Act 2006 and the California Transparency in Supply Chains Act.

## b. Monitoring

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Our management teams are responsible for ensuring compliance with all local laws and regulations in conducting our business. Our functional teams work with the business leaders to ensure we comply with this policy.

We monitor our supply chain through formal assessments and due diligence processes in support of the Global Supplier Code of Conduct.

## c. Training

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We provide training for our people. In particular we support human rights awareness training in the organisation within groups that have a direct oversight into human rights related concerns, for example, purchasing and human resources.

# 5. Speaking Up

We are committed to having an environment where we can all ask questions and raise ethical concerns without fear of retaliation, and we encourage anyone with concerns related to this policy to raise them.

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If you are an **employee**, those concerns should be raised with your manager. If you feel unable to speak to your manager, or are unsure of where to go for help, you can also contact the HR Manager at our Head Office

## 6. Our Responsibility

Everyone must comply with this policy. While the policies referred to in this policy provide details of roles and responsibilities, here are a few key ones to remember.

Who	Responsible for
You	<ul style="list-style-type: none"> <li>reading, understanding and complying with this policy to maintain the highest ethical standards in everything you do. For tips on how to deal with difficult ethical situations please read our code of conduct.</li> <li>raising any concerns, you have regarding this policy, including any breaches of it, with your line manager. If you don't feel able to speak to your manager, contact our HR Department. You'll find the contact details online at <a href="http://www.pin-point.co.uk">www.pin-point.co.uk</a></li> </ul>
Your manager	<ul style="list-style-type: none"> <li>reading, understanding, and complying with the policy to lead in a way consistent with the policy and maintain the highest ethical standards in everything you do.</li> <li>ensuring everybody in your team is aware of our policy and works in accordance with it</li> <li>never asking anyone in your team to work in a way which breaches this policy</li> <li>making sure any concerns regarding breaches of this policy are followed up and fully investigated</li> <li>ensuring your team is treated fairly and in accordance with the employment standards set out in this policy</li> </ul>
Your leadership team	<ul style="list-style-type: none"> <li>leading by example, role modelling inclusive leadership skills</li> <li>making sure our policy is well communicated and ensuring our commitment to remaining a good corporate citizen is a top priority in everything we do</li> </ul>
Your local HR representative (manager / advisor)	<ul style="list-style-type: none"> <li>assisting line managers in understanding the local employment standards we should be working to</li> <li>assisting managers in investigating any breaches of this policy</li> <li>role modelling inclusiveness and embracing difference</li> </ul>

## 7. Where to find out more

If you have questions about this policy, please reach out to your local HR Manager or line manager.

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