



Human Rights Policy (#178)

Objective

Human rights are generally considered to be those rights that come into force simply by virtue of being human. They serve to uphold the dignity of every human being and are independent of nationality, origin, gender, skin color or other status.

CFJ honors the rights of all employees and treats them with the appropriate high level of respect. Maintaining the social integrity of our company and an excellent work environment are recognized by CFJ as an essential component of sustainable business success.

SCOPE OF POLICY

All employees. CFJ will always comply with applicable laws and collective labour agreements that are in force.

POLICY

CFJ complies with all applicable laws and regulations and other relevant provisions. CFJ rejects any kind of corruption, forced, child labor or discrimination based on race, nationality, gender, sexual orientation, religion, political orientation, impairment, or age. All employees are responsible for:

- Complying with laws, regulations, and CFJ's internal policies, including core ethical values.
- Employees should know CFJ's values, policies, management system and common business practices in their respective area of responsibility and apply them diligently to the best of their abilities.
- Employees should comply with occupational safety and environmental laws, policies, and regulations.
- Work as a team and contribute to the best of their ability to achieve common goals.
- Contribute to a working environment in which trust, appreciation, commitment, and respect are fostered.
- To always act in good faith, responsibly, with reasonable care and competence, and without misrepresenting facts.
- To act objectively, but without subordinating personal judgment.
- To protect the assets, corporate goods and resources of the company and to promote their efficient use, as well as to take appropriate organizational precautions that exclude any liability on the part of CFJ.



- No employee may make inappropriate use of the assets and resources or make them available to third parties.

Communication

The information we submit, to authorities or public parties, must be complete, fair, accurate, objective, timely and understandable in all material respects. In implementing this, we undertake to proceed within the framework of the laws and regulations applicable to the companies in question. Communication is based on the following principles.

- We communicate openly, transparently and proactively
- As a matter of principle, we do not disclose information about matters concerning individual employees or about competitors.

Data Protection

To guarantee the protection of personal data, CFJ undertakes to comply with the regulations on data protection when handling personal data and, in particular, to observe the principles of transparency, admissibility, quality guarantee, and accuracy of data. CFJ has adopted and distributed its Data Protection Policy (#138) to all employees.

Human Rights and Working Conditions

In accordance with national and international regulations, CFJ perceives human rights as inviolable and manages working conditions accordingly, so that no impairment of human dignity is to be expected at the workplace. The company's employees are considered equal regardless of any attributes, which is presented in the following:

Working Hours and Time

The hours to be worked are agreed upon together with the employee during the hiring process and in any case comply with the Fair Labor Standards Act. Flexible working hours to support a balance between work and private life are in place across all departments. Sufficient rest time for regeneration between workdays is ensured via core working hours. In addition, weekends are generally considered non-working time. Working hours, Overtime and Break times are set forth in the company policies pertaining to these items.

Occupational Safety

Occupational safety is ensured at CFJ by means of internal training and advanced training. For this purpose CFJ has created an Employee Safety Manual, that is distributed to all new employees and sent out once a year to all employees. CFJ has also developed an extensive safety training program.

Wages and Benefits



The wage and salary structure as CFJ is adapted to the qualification and experience of the employees. All salaries exceed the legal minimum wage. For additional wage guidelines, see Policy #107 – Payment of Salary.

Forced Labor

At CFJ, any form of forced labor is prevented through transparent communication of the activities expected by the employer. As early as the planning state, the activities of the position to filled are defined in a job description and the resulting requirements are published on the company website and other job sites. In this process, possible psychologic factors resulting from under, or overstraining are considered, and the scope of duties is adapted accordingly to the required level fo education and skills of a potential, future is adapted accordingly to the required level of education and skills of a potential, future employee. CFJ has adopted Policy XXX.

Child Labor and Young Workers

CFJ Manufacturing’s (CFJ) Statement of Principles on Child Labor and Forced Labor is based on International Labor Organization (ILO) conventions and national laws, and recognizes regional and cultural differences. It reaffirms CFJ's continued worldwide commitment to restrict employment to those age 15 or older, or the local minimum employment age, or the mandatory school age, whichever is higher. Our policy also includes an explicit ban on the use of any forced labor or exploitative working conditions. For additional information about Child Labor, see Policy #157 – child and Forced Labor.

Harassment

Inhumane treatment , such as physical abuse or sexual harassment and abuse are subject to a zero-tolerance strategy in the company. All conspicuous acts, even the threat of harassment, are punished in every case up to and including summary dismissal. CFJ has adopted a Harassment Policy.

Anti-Discrimination

The zero-tolerance strategy also applies to discrimination against employees based on their skin color, religion, gender, sexual orientation, ethnic or social origin, race, skin color, language, age and social status. CFJ has adopted a separate Diversity Policy.

COMMITMENTS

CFJ considers its employees as as an important and highly valued resource to be cared, empowered and rewarded.

We respect the right of every employee to establish and join organizations of their own preference and engage in constructive negotiations.

Implements and maintain non-discriminatory employee practices and recognize employment standsarda nd best practices.



Implement formal communication channels, systems and grievance mechanisms which are legitimate, accessible – especially available in the languages of all employees.

Communicate the main results and decisions taken within the annual negotiation through agreement statements signed by the employees' representatives and the company leadership.

Continue to develop the various roles of employees to effectively manage employee relations and to provide applicable training programs, including the application of processes, policies and procedures.