

## Human Rights Policy

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## **1 DKSH Business**

DKSH is the leading Market Expansion Services provider for companies who want to grow their business in Asia and beyond, in new and existing markets. DKSH is active in the sourcing, procuring, promoting, selling, and physically distributing, and depending on the nature of our products, servicing of our clients' products. Our activity includes a comparatively minor part of licensed and own brands, some of which are self-manufactured.

The business is organized along four specialized, revenue-generating global Business Units (BU) – Healthcare, Consumer Goods, Performance Materials, Technology – including associated Supply Chain Management (SCM) operations, and supported by functional units, such as Finance, Legal, Human Resources (HR), Information Technology (IT), etc.

DKSH's presence stretches across multiple markets globally, and for the execution of our business, we operate distribution centers (DCs) and warehouses across Asia and other regions, as well as facilities ancillary to the business (e.g. production sites, logistics cross-docks, service or innovation centers, etc.).

## **2 Overview statement of commitment**

Guided by the DKSH Code of Conduct, we are committed to fair and respectful treatment of all our employees and those who seek employment with DKSH. We are committed to offering an attractive work environment that builds on merits and embraces diversity and fair employment practices. We respect human rights, freedom of association and do not tolerate forced labor.

This Human Rights policy is informed by the Universal Declaration of Human Rights, the Declaration on Fundamental Principles and Rights at Work of the International Labour Organization (ILO), and the United Nations (UN) Guiding Principles on Business and Human Rights. DKSH joined the UN Global Compact in May 2022.

We will publicly report our status and progress on human rights annually through our Sustainability Report.

## **3 Applicability**

This policy statement applies to all DKSH employees (including those in DKSH affiliated companies and joint ventures under our control).

With respect to our suppliers, which includes business partners and vendors (such as suppliers of materials, service providers, contract manufacturers, employment agencies, etc.), we outline our expectations in greater detail in the Supplier Business Conduct policy as well as in our Responsible Procurement policy published on our website: <https://www.dksh.com/global-en/home/about-us/sustainability>

## **4 Governance**

Led by DKSH's Chief Executive Officer and supervised by the Board of Directors, the ultimate responsibility for DKSH's Human Rights policy lies with the Executive Committee (ExCo), who oversees operational execution and has the overall responsibility to ensure that our DKSH Human Rights commitments are adequately addressed through the setting of standards and objectives.

The ExCo is supported by the Sustainability Committee (SC) comprising the Business Units and the Functions. The SC assists the ExCo in the planning, execution co-ordination, monitoring and/or reporting

of sustainability activities and initiatives, including on Human Rights, conducted by the DKSH Group of companies.

The day-to-day responsibility for implementing the Human Rights policy in our operations lies with the various Business Units and Functions, and every employee in DKSH is expected to play their role in adhering to the Human Rights policy and the DKSH Code of Conduct.

## **5 Human Rights Policy and the Law**

We conduct our business in strict compliance with laws, regulations, rules as well as internal policies and standards. Employees need to know the rules that apply to DKSH's business, and to comply with them as individuals and in their professional roles and responsibilities. In the unlikely event of a conflict between the law and this Human Rights policy, the law shall be followed, and the conflict reported to management. If in doubt, legal advice shall be sought.

## **6 Key Human Rights Priority Areas Impacting DKSH**

We recognize that DKSH has significant operations in emerging markets and environments in Asia, and therefore the focus of our human rights assessments is primarily focused on, but not limited to, our supply chain and logistics, including DKSH employees, hired contractors and suppliers. For this section, the term "employees" encompasses both DKSH employees and contractors hired by DKSH directly or through employment agencies.

This policy sets out six standards for the human rights topics that have been defined as most salient to the business and environmental contexts in which DKSH operates. We commit to the following:

### **6.1 Health and Safety**

- DKSH conducts its operations in compliance with applicable environmental, health and safety laws and regulations and company standards to provide employees with a safe, healthy, and clean working environment.
- Employees are responsible for safety, health and environmental protection at the workplace, in line with their duties and responsibilities and to the best of their knowledge, experience and ability.
- More details on the DKSH Health Safety and Environment (HSE) policy and management can be found at:  
[https://dksh.sharepoint.com/policies/Policies/2020.09.01\\_Policy\\_GRC\\_HealthSafetyandEnvironmentPolicy.pdf](https://dksh.sharepoint.com/policies/Policies/2020.09.01_Policy_GRC_HealthSafetyandEnvironmentPolicy.pdf)

### **6.2 Fair Employment**

- We hire and develop employees based on merit, i.e. qualifications, skills, experience, expertise, performance and achievements.
- Employees shall be paid according to applicable wage laws, and/or as per the requirement of local government labor departments, including (but not limited to) minimum wages, overtime hours and mandatory benefits; based upon which workers are paid (including benefits) and whether overtime will be required and the wages to be paid for such overtime must be communicated timely.
- Working days and hours (including overtime), and rest time (i.e. breaks, time off) are aligned with local laws.

- All legally required benefits are paid to workers on time and in full; workers shall not be required to do unpaid work.
- Workers are provided pay slips that provide transparency on how wages were computed, including all statutory deductions, wherein all deductions shall only be made according to local laws.

### **6.3 Freely Chosen Employment**

- Employees have chosen their employment freely.
- Employees are free to leave their jobs after reasonable notice as mutually agreed and signed in the employment contract.
- Employees are fully paid for the work that they do.
- Employees are paid on time and in full for the work they have done, in accordance to the regular payroll cycle or local statutory requirement on payroll timing.
- Any fines or similar imposed on employees are legal and fair.
- DKSH will not use any form of forced or involuntary labor, including debt bondage, prison labor or indentured labor.
- DKSH will not engage in, or support, any other form of modern slavery or human trafficking.
- Employees are not required to hand over their original identity papers to secure employment, unless required under local law and/or for safekeeping to avoid loss or theft. In the event that original identity papers are handed over, employees shall provide written consent for DKSH to retain their identity papers and shall have access to their identity papers immediately upon request.
- Employees do not have to pay deposits, or similar, to secure work or accommodation provided by DKSH or its suppliers, or to obtain tools, training, or equipment necessary to carry out their work.

### **6.4 Freedom of Association and the Recognition of the Right to Collective Bargaining**

- DKSH respects workers' rights under local laws to join or form trade unions or worker committees without fear of reprisal or discrimination.

### **6.5 Elimination of Forced, Compulsory, and Child Labor**

- DKSH will not employ, or in any other form, make use of children below the local minimum working age or below the age of compulsory education. DKSH monitors the ages of employees to ensure that we are not hiring child labor. In markets where the collection of age information is prohibited by law, DKSH will ask for declarations from employees that they are above the local minimum working age and/or age of compulsory education.
- Young employees under the age of 18, legally employed, shall not carry out any hazardous work or night shifts.

### **6.6 Elimination of Discrimination and Harassment in Employment and Occupation**

- Employees shall not discriminate, or be discriminated or harassed, any time during recruitment and whilst in employment, on the basis of origin, nationality, religion, race, ethnicity, gender, age,

disability, sexual orientation, political affiliation, pregnancy, marital status, or any other form of discrimination.

- DKSH will provide workplaces free of any harsh or inhumane treatment, including sexual harassment or abuse, mental or physical coercion or verbal abuse.

## **7 Grievance Mechanism**

Employees and external partners who are aware of actual, suspected or potential non-compliance with this policy should report it to their superiors, human resources, legal or compliance functions. Employees can also report violations to higher levels, including members of senior management or the Executive Board.

All complaints have to be adequately reviewed or investigated. DKSH strictly prohibits any form of retaliation against an employee who raises genuine concerns in good faith, while it protects the rights of employees reporting for non-compliance.

Employees may also report this through the DKSH Integrity Line (<https://dksh.integrityline.org>) which is available 24/7. This Line is operated by an external party on their platform and all reports made through it are anonymous and confidential, with a guarantee of no reprisals.