

## HUMAN RIGHTS & FAIR EMPLOYMENT POLICY

We believe everyone deserves the opportunity to have meaningful work rewarded in a fair manner. Connecting people to meaningful employment has always been our purpose. And we have always been committed to carrying out that purpose in the most ethical and responsible way, with respect for individual dignity and fundamental human rights.

Our standard practices are designed to protect and promote these fundamental principles:

### *Freedom from forced labour and the abolition of child labour*

- We commit to a "zero tolerance" policy for human trafficking. This includes our clients, vendors and business partners. We will not work with any entity that benefits in any way from human trafficking or forced labour of any kind.
- We never charge, directly or indirectly, any fees or costs to jobseekers and workers for the services related to temporary assignments or direct placements.
- We adhere to all local, national and international employment and immigration laws and regulations wherever we operate.
- We do not employ anyone who is considered as child or young person (under 16 years of age in Singapore), and have standard processes to verify age and eligibility to work.

### *Freedom from discrimination*

- We are committed to ensuring fairness in the hiring and advancement of all people without discrimination on the basis of race, ethnicity, national origin, religion, cultural background, gender, age, disability, caste, marital status, union membership, political affiliation, pregnancy, health, sexual orientation, gender identity or any other protected status.
- We embrace individual differences in a spirit of inclusiveness that welcomes all people and seeks to provide them with the opportunity to unleash their potential.
- We expect our employees to treat all people with respect, dignity, courtesy and fairness. We all share responsibility for maintaining a safe and respectful work environment free of unprofessional or abusive conduct or harassment of any type. Our Code of Ethics outlines these expectations in detail, and they are reinforced through annual training.

### *Freedom of association and the right to collective bargaining*

- We are committed to cooperating with employee representative organizations and to having meaningful and constructive relationships with trade unions at the local and national level.

We expect our operations to comply with all international and local laws and regulations, and believe we should go beyond mere compliance. We assess the impact of our business activities on fundamental human rights at work, and identify opportunities to create positive impact on our local communities.

### [Tripartite Alliance for Fair & Progressive Employment Practices \(TAFEP\)](#)

In Singapore, as a commitment to our company values as an inclusive employer that embraces and recognizes diversity, Manpower Staffing Services (S) Pte Ltd has signed the [Tripartite Alliance for Fair & Progressive Employment Practices \(TAFEP\) pledge for fair employment practices](#). Our strong advocacy for fair employment practices is an extension of our diversity and inclusive beliefs in ManpowerGroup.

While we strongly believe people should be given equal opportunities to excel in their careers and evaluated based on merit, we also ensure our people put these principles into practice in their day-to-day tasks.

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