

INFOTECH SERVICE FZ-LLC - Policy on Employee Representation

Introduction and Scope INFOTECH SERVICE FZ-LLC promotes open and transparent communication in all its workplaces. Employees are encouraged to engage with managers to express their ideas, concerns, or issues. In addition, the company respects the choice of employees who wish to be represented when raising matters.

This policy applies to all employees of INFOTECH SERVICE FZ-LLC worldwide.

Commitments

- **Freedom of Association and Collective Bargaining:**
INFOTECH SERVICE FZ-LLC respects the rights of all employees to form or join trade unions and participate in collective bargaining, in accordance with local laws. The company ensures the effective exercise of these rights in the workplace.
- **Compliance with ILO Standards:**
The company complies with and promotes the International Labour Organization's (ILO) Declaration on Fundamental Principles and Rights at Work. INFOTECH SERVICE FZ-LLC adheres to key ILO conventions, such as:
 - ILO Convention C87: "Freedom of Association and Protection of the Right to Organize."
 - ILO Convention C98: "Right to Organize and Collective Bargaining."
- **Non-Discrimination Policy:**
INFOTECH SERVICE FZ-LLC applies a non-discriminatory approach in matters related to union membership and activities, including employment, promotion, transfer, and dismissal. The company also respects the rights of workers' representatives, in compliance with ILO Convention C135, "Respect and Protection of Workers' Representatives."
- **Timely Information on Reorganizations:**
Employees and/or their representatives will be informed as early as possible of any organizational changes. In some cases, agreements may be signed with employee representatives to support competency development.
- **Employee Development and Competency Agreements:**
The company engages in annual negotiations with employee representatives on competency development, aligning the organization's needs with the personal aspirations of its employees. This is part of a broader effort to assess and develop employee skills through internal performance and development systems.

This policy outlines INFOTECH SERVICE FZ-LLC's commitment to ensuring fair employee representation, non-discrimination in union activities, and active employee development, following international labor standards.