

## **INFOTECH SERVICE FZ-LLC Human Rights Policy**

### **Introduction**

INFOTECH SERVICE FZ-LLC is committed to supporting and respecting the protection of internationally recognized human rights in all its operations. This policy outlines the human rights principles that apply to all employees, suppliers, and partners of the company, irrespective of local regulations or practices.

### **Key Principles**

#### **1. Commitment to Human Rights:**

- INFOTECH SERVICE FZ-LLC supports and respects the protection of human rights as proclaimed in international standards. The company is committed to implementing and continuously enhancing systems to identify, prevent, and mitigate any human rights violations.

#### **2. Freedom of Association and Collective Bargaining:**

- INFOTECH SERVICE FZ-LLC respects the right of employees to form and join trade unions, as well as the right to collective bargaining.

#### **3. Prevention of Forced Labor and Human Trafficking:**

- The company strictly prohibits any form of forced labor, including human trafficking. It ensures that employees work voluntarily and are free to leave their employment, subject to legal notice requirements.

#### **4. Prevention of Child Labor:**

- INFOTECH SERVICE FZ-LLC does not employ individuals under the age of 16 and ensures that workers under the age of 18 are not assigned hazardous tasks.

#### **5. Non-Discrimination and Equal Opportunities:**

- The company is committed to non-discrimination in all aspects of employment, including hiring, promotion, and compensation. It ensures that all decisions are based solely on qualifications, performance, and experience, without regard to personal characteristics such as race, gender, or religion.

#### **6. Diversity and Inclusion:**

- The company promotes diversity and inclusion in the workplace and supports fair representation of all groups, including gender equality.

#### **7. Safe and Healthy Workplace:**

- INFOTECH SERVICE FZ-LLC ensures a safe and healthy working environment for all employees by adhering to applicable health and safety regulations. The company provides the necessary training and personal protective equipment (PPE) to minimize workplace hazards.

## 8. Privacy and Data Protection:

- The company respects employees' privacy and protects personal data by adhering to global privacy policies and applicable data protection laws.

### Special Focus on Vulnerable Groups

The company identifies the following groups as being particularly vulnerable to human rights risks:

- **Own Employees:** Focus on safety.
- **Female Employees:** Attention to representation, pay equity, and discrimination.
- **Children:** Emphasis on preventing child and forced labor.
- **Third-Party Employees:** Ensuring safety and preventing forced labor among contractors and subcontractors.

### Adherence to International Standards

INFOTECH SERVICE FZ-LLC aligns with the following internationally recognized human rights documents:

- United Nations Universal Declaration of Human Rights
- International Labor Organization (ILO) Declaration on Fundamental Principles and Rights at Work
- UN Guiding Principles on Business and Human Rights

### Supplier and Partner Policy

The company is committed to ensuring that its suppliers and partners follow the same human rights standards. Critical suppliers and partners are assessed regularly to ensure compliance, with an action plan for addressing any gaps.

### Whistleblowing and Reporting Mechanisms

INFOTECH SERVICE FZ-LLC supports an open environment where employees and external stakeholders are encouraged to report any human rights concerns. The company has a confidential whistleblowing system and guarantees that no retaliation will occur against individuals raising concerns.