Key Solutions Polska Management Declaration

100 KPL 01F · Key Solutions Polska Sp. z o.o.

Document information

Name	Key Solutions Polska Management Declaration
Purpose	Fulfilment of the information obligation
Coordinating department	Administration Department
Departments covered by this guideline	All

Document history

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1 Introduction

Key Solutions Polska is committed to upholding the highest standards of social responsibility, work ethics and sustainable development. As part of these commitments, we have adopted the SA8000:2014 standard as the foundation of our corporate social responsibility activities. SA8000:2014 is an international standard that sets out requirements for the fair treatment of workers, the provision of decent working conditions and the protection of their rights.

Compliance with SA8000:2014 reflects our commitment to creating a safe, fair and supportive working environment. Our goal is to promote and implement practices that not only meet but often exceed legal and regulatory requirements. By following the principles of SA8000:2014, we strive to maintain the highest standards with regard to child labour, discrimination, and occupational health and safety.

2 Management Declaration

1. The Information Security Policy (ISP) sets the direction of action for the Management and employees of Key Solutions Polska in order to ensure systematic supervision over the collection, processing, storage and disclosure of information, regardless of how these processes are carried out.
2. The Management of Key Solutions Polska ensures the security of resources and of information contained in the information systems of Key Solutions Polska and outside them, as described in the ISP, because they are of fundamental importance for achieving the mission and statutory objectives of Key Solutions Polska.
3. The ISP expresses the will of the Management of Key Solutions Polska with regard to the protection of its resources.
4. The Management of Key Solutions Polska actively supports processes aimed at ensuring the security of information processing by implementing, developing and updating the ISP and the regulations deriving from it.
5. The ISP and the regulations deriving from it apply to all employees, trainees, interns, volunteers and other natural persons, legal persons or organisational units without legal personality that gain access to the resources of Key Solutions Polska, except users of publicly available information.
6. The Management of Key Solutions Polska is responsible for providing the resources for these purposes.
7. The ISP sets out guidelines for creating rules for the protection of information systems, with particular regard to the ICT system of Key Solutions Polska and the information contained in it.
8. Every employee, trainee, intern, volunteer and other natural person, legal person or organisational unit without legal personality that obtains a right/authorisation to access the resources of Key Solutions Polska is made familiar with the ISP, confirms this in a written statement, and undertakes to comply with the principles, rules and provisions deriving from it.
9. Internal procedures and regulations of Key Solutions Polska may not infringe the provisions of the ISP.

3 Policy on the Prevention of Forced Labour

The Management Board of Key Solutions Polska undertakes to take action and provide the necessary resources to promote decent work for all people and to pursue the goal of sustainable development, in a manner consistent with the provisions of the International Labour Organization Protocol of 11 June 2014 to Convention No. 29 concerning Forced or Compulsory Labour, the International Bill of Human Rights, and the UN Guiding Principles on Business and Human Rights.

In particular, the Management Board of Key Solutions Polska undertakes to ensure that:

1. no person will be misled during recruitment as to the description of the terms of employment,
2. no person will be subjected to psychological or physical isolation – not resulting from the nature of the work – in the workplace or in accommodation, if provided,
3. persons performing work will not be required to deposit their documents, e.g. passport, residence card or other identity documents or documents confirming their entitlements,
4. no prohibited fees, in particular recruitment fees, or unjustified penalties will be charged during recruitment or in the course of work,
5. work will be organised so as to make the best use of the employee's skills within normal working hours, and if, in exceptional situations, overtime is needed – i.e. a rescue operation to protect human life or health, to protect property or the environment or to remedy a failure, or the employer's special needs – such work will be performed on the employer's instruction and paid for, and in every case the employee will be granted appropriate daily and weekly rest periods,
6. remuneration will be paid regularly and always in full, and any deductions other than those required by law will require the employee's written consent,
7. working conditions and, where applicable, accommodation conditions will be safe, and in the event of an immediate threat to health and life, the person performing work will be able to stop work and move to a safe place,
8. the organisational culture will be shaped so as to be free of threats, intimidation, and psychological and physical violence.

4 Policy on Child Labour in the Organisation

Key Solutions Polska complies with the legal requirements in force in the Republic of Poland concerning the employment of personnel and therefore does not employ children or use them in any activities. These requirements apply to all subcontractors, partners and other entities in business relationships with Key Solutions Polska.

5 Anti-Discrimination Policy

At Key Solutions Polska, all Employees and Permanent Associates have equal opportunities, regardless of origin, gender, age or physical disability. The diversity of viewpoints, experiences, cultures, ways of thinking and approaches arising from the environment and background of our Employees and Permanent Associates is

very important to us. We are convinced that lasting business success can only be achieved through diversity. A lack of diversity deprives us of important skills and experience in our dealings with colleagues, customers and Business Partners.

Key Solutions Polska will not tolerate any form of discrimination against Employees, Permanent Associates, customers and Business Partners, or other persons, in particular:

1. Discrimination and harassment related to:
   - race or ethnic origin,
   - gender,
   - religion or belief,
   - disability,
   - age,
   - sexual identity.
2. Attempts at intimidation, displays of hostility, insults and derogatory remarks.
3. Stalking and harassment, i.e. following people or being hostile towards them and harassing them.

Every Employee or Permanent Associate is obliged to report any identified or suspected breaches.

If the Management Board becomes aware of a material breach of these guidelines by an Employee or Permanent Associate, a decision will be made on disciplinary or employment-law measures with regard to Employees.

6 Policy on the Prevention of Human Trafficking

Key Solutions Polska strictly prohibits employees from engaging in activities related to human trafficking. These activities include sex trafficking, procuring commercial sex acts (even if the practice is legal in the jurisdiction where it takes place), and the use of force, fraud or coercion to subject a person to involuntary servitude or to obtain labour from a person through threats of serious harm to that person or another person.

Key Solutions Polska also prohibits employees from engaging in trafficking-related practices, including:

1. destroying or otherwise denying access to an employee's identity or immigration documents,
2. using misleading or fraudulent practices to recruit workers, such as failing to disclose key terms of employment,
3. using recruiters who do not comply with local labour laws,
4. charging workers recruitment fees,
5. failing to provide an employment contract or work document where required by law.

Key Solutions Polska will take appropriate disciplinary action in the event of a breach of these rules.

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