



## matchmycolor labor & human rights policy

Business can only flourish in societies where human rights are protected and upheld. matchmycolor is committed to respecting human rights and complying with international laws. matchmycolor values guide the attitudes, behavior and decisions of all its highly valued employees, who are the key to its success.

matchmycolor strives to provide a workplace where employees can live up to their potential in an open and inspiring working environment. The Company's labor & human rights policy is an important part of its commitment to these values. The purpose of this policy is to help to ensure that our employees and business partners are treated with dignity, fairness and respect.

Where national law and international human rights standards differ, we are committed to follow the higher standard; where they are in conflict, we adhere to the law, while seeking ways to endorse international human rights to the greatest extent possible.

This labor & human rights policy applies to all full-time, part-time and temporary employees and agents of matchmycolor.

It is the responsibility of all employees to be alert to any potential violations with this policy and to report any concerns to the management or appointed employee representative.

### 1. **Our code of conduct**

matchmycolor's code of conduct, which is communicated to all employees, helps to outline our expectations regarding personal behavior and respect for all individuals. Its purpose is to ensure that all employees and those acting on our behalf are aware of the standards of ethical behavior and integrity that are required in all dealings to protect us from business risk and support a development of trust and positive relationships with colleagues, partners and all business associates.

### 2. **Employee rights and health**

matchmycolor embraces diversity, we believe that employees should know their rights as regards their employment and strives to attract, engage and retain employees who honor and commit to our values, integrity and ethical conduct. We are committed to recruit highly competent individuals with the appropriate education, training and skills. We endeavor to acknowledge and uphold their rights in all aspects of their employment and aim to provide them with an ethical, safe and healthy working environment.

### 3. **Equal opportunity and diversity**

matchmycolor prohibits any form of discrimination based on race, color, gender, religion, political or other opinions, national or social origin, birth, union affiliation, sexual orientation, age, disability, or other distinguishing characteristics. All employment-related decisions are based solely on lawful and non-discriminatory criteria.

We acknowledge the right of our employees to freely participate or not in labor unions and to collectively negotiate, in accordance with local laws.

### 4. **Forced labor and child labor**

matchmycolor does not tolerate any form of forced labor, human trafficking or child labor.

**5. Harassment**

matchmycolor endeavors to protect its employees on-site from any act of physical, sexual, verbal or psychological harassment, abuse, threats or bullying by either fellow employees or managers.

**6. Working hours, benefits and wages, employee contracts**

matchmycolor abides by all local working-hour laws. All overtime and/or statutory vacation hours are administered fairly. matchmycolor's conditions of employment define working hours, benefits, wages, holiday entitlements and procedures in the case of sickness, thereby ruling out any injustices in this respect. All matchmycolor's employees are provided with a written, understandable and legally binding employment contract.

**7. Reporting and whistleblowing**

Concerns about human rights and labor rights issues should be addressed either to the management or to the appointed neutral employee representative.

This policy can be subject to amendments from time to time.