

HR POLICY

June 2018

Maris Group (Maris) is committed to protect workers' basic rights and the guarantee of decent work. To this end, Maris operates according to the following principles:

NON-DISCRIMINATION AND EQUAL OPPORTUNITY

Maris is committed to provide equality and fairness for its workers and not to discriminate on the grounds of gender, marital status, race, ethnicity, colour, disability, religion, sexuality or age. We oppose all form of unlawful and unfair discrimination. All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion and training or any other benefit will be on the principles of equal opportunity, fair treatment and suitability for the job.

WORKING CONDITIONS AND TERMS OF EMPLOYMENT

Maris will provide reasonable working conditions and terms of employment and will document and communicate these to its workers. Maris is committed to comply at a minimum with national legislation and to have policies and procedures in place that support this HR Policy.

FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING

Maris will comply with national laws that recognize the rights of workers to form and join workers' organizations and will respect the terms of any collective bargaining agreements in force complying with national law. If national laws restrict workers' organizations, Maris will not prevent its workers from developing alternative mechanisms to express their grievances and to protect their rights relating to working conditions and terms of employment. Worker representatives will be given access to management

CHILD LABOUR AND FORCED LABOUR

Maris will not employ workers under the minimum age for employment as defined by the national law of the country it operates. Workers between the minimum age and 18 will not be employed by Maris in hazardous work or work that interferes with their education or development. All work of persons under the age of 18 will be subject to an appropriate risk assessment and regular monitoring of health, working conditions, and hours of work.

Maris will not employ forced labour, which consists of any work or service not voluntarily performed that is exacted from an individual under threat of force or penalty. This covers any kind of involuntary or compulsory labour, such as indentured labour, bonded labour, or similar labour-contracting arrangements. Maris will not employ trafficked persons. Maris will respect workers' rights to retain their personal documents and money. Maris will respect workers' rights to leave the workplace after work. Maris will respect workers' rights to resign.

RETRENCHMENT

Maris will develop and implement a plan to mitigate (wherever practicable) the adverse impacts of retrenchment if a large number of layoffs is anticipated. The plan will incorporate non-discrimination principles and include the input of workers, their organizations, and where appropriate, the government.

CONTRACTORS

Maris will expect any contractor to abide by best practice HR policies and labour standards in line with National Law. Maris will not use contracting as a means of circumventing labour rights and laws. Maris will monitor contractors, employment and recruitment agencies to verify their adherence to labour rights and laws.

SUPPLY CHAIN

Maris will extend the principles of this HR Policy where practicable to its suppliers and will notify its suppliers of the requirements of this HR Policy concerning child labour and forced labour.