

Human and Labour Rights Policy

The logo for HOVE is a dark blue rectangle with a white, wavy top edge. The word "HOVE" is written in large, white, bold, sans-serif capital letters across the center of the rectangle.

HOVE

Human and Labour Rights Policy

Main aim for this policy:

Hove's employees are of great value to the company as they are the key factor behind our success and continued expansion. The aim must be to create the best conditions for the well-being of all employees through a good, open, and healthy working environment. Thus, Hove commits to maintaining and continuously developing high standards to ensure a fair, respectable, and safe workplace for all employees working at Hove. We are committed to respect all human and labour rights as described by UN's Convention on Human Rights and ILO's Declaration on Fundamental Principles and Rights at work.

The purpose of this policy is to define Hove's labour and human rights standards to which all employees, management, and contractual employees of Hove must adhere to and respect.

Scope of the policy

The policy applies to all Hove's employees, the management of Hove, contractual employees, and its subsidiaries. Hove furthermore expects that all our business partners and suppliers are adhering to and respecting our policy as well. If you, as an employee, are ever in doubt about how to act, what to buy, how to proceed, it is important that you confer with your immediate manager about it.

Requirements:

1. Non-discrimination

- 1.1 Any form of discrimination is not tolerated, whether based on race, color, religion, language, political opinion, or other opinion, caste, national or social origin, property, birth, union affiliation, sexual orientation, age, disability, or other distinguishing characteristics.
- 1.2 Termination cannot be based on any form of discrimination, but only on legal grounds.

2. Forced labour

- 2.1 Any form of direct or indirect use of forced labor is not tolerated. Hove does not knowingly engage with anyone involved in forced labor or any illegal or unfair matter related to this.

3. Child Labour

- 3.1 Any form of direct or indirect use of child labor is not tolerated. Hove does not knowingly engage with anyone involved in child labor or any illegal or unfair matter related to this.

4. Freedom of association

- 4.1 Hove ensures and guarantees the freedom of association for our employees.

5. Freedom of collective bargaining

- 5.1 Hove ensures and guarantees the freedom of collective bargaining for our employees.
- 5.2 Hove allows its employees to be part of a political party or engaged in politics.

6. Harassment

- 6.1 Hove does not tolerate any sort of harassment like bullying, threats, abuse or psychical, sexual, verbal, or psychological harassment by fellow co-workers or managers.

7. Privacy and Occupational Health & Safety

- 7.1 Hove provides safe and healthy working conditions for its employees and contractual workers and should always seek to continuously improve those conditions.
- 7.2 Hove is obliged to actively mitigate any situations where the employee is exposed to a high level of stress and actively engage in an open conversation with its employees regarding this.
- 7.3 No one can check fellow employees' e-mails without the consent of the owner of the e-mail.

8. Working hours and benefits

- 8.1 Hove adheres to the laws and industry standards relating to minimum wages, working hours and overtime benefits.
- 8.2 Employee skills and capabilities are aligned with the level of salary earned and Hove is obliged to continuously provide opportunities of career advancement.

9. Leave

- 9.1 Hove's employees are entitled to sick leave and annual holidays according to national applicable laws.
- 9.2 Hove's employees can take a parental leave, to take care of a newborn or newly adopted child as provided by national legislation. Employees who take such leave must not, as a result, face dismissal or threat of dismissal.

10. Onboarding and Offboarding

- 10.1 All employees must receive a legally binding contract or letter of employment before the commencement of the work.
- 10.2 Hove's managers must ensure a decent, proper, and timely offboarding of an employee.