



**AEROTEH S.A.**  
**Bucharest**  
**Romania**

**2024**

**LABOUR AND  
HUMAN RIGHTS  
CODE**



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**LABOUR AND  
HUMAN RIGHTS  
POLICY**



# AEROTEH S.A.

## LABOUR AND HUMAN RIGHTS CODE

### **1. Introduction**

#### **1.1. Purpose and Objectives**

*AEROTEH S.A. Labour and Human Rights Code* is created based on the *AEROTEH S.A. Labour and Human Rights Policy*, in order to guide the ethical and professional behaviour of all our employees, at all levels of the organization. This document represents our firm commitment to the fundamental principles of human and labour rights, promoting a safe, fair and respectful work environment.

The objectives of the code include:

- ensuring that all business operations and activities are conducted in accordance with national laws and international labour and human rights standards.
- promoting and protecting the fundamental rights of employees, including the right to a safe work environment, non-discrimination and free association.
- encouraging open and constructive dialogue between employees and management, ensuring an organizational culture based on respect, integrity and accountability.
- providing a clear frame of reference for ethical behaviour within AEROTEH S.A., providing employees with specific guidance to navigate ethical dilemmas and make responsible decisions.
- establishing a reporting and accountability mechanism for code violations, ensuring that all concerns are dealt with promptly and effectively.

#### **1.2. Applicability and Scope**

*AEROTEH S.A. Labour and Human Rights Code* applies to all employees of the Company, regardless of their position or function, including management staff,

permanent, fixed-term employees, contractors, consultants and any other person acting on behalf of AEROTEH S.A.

The code also applies in all premises and operations where AEROTEH S.A. operates with the aim of ensuring that our ethical principles are complied with in all aspects of our business, both locally and globally.

All employees are responsible for understanding and following the code in their daily activities and are encouraged to seek clarification and guidance whenever necessary. The management of AEROTEH S.A. is committed to providing the resources and support necessary to facilitate this process, ensuring that the code is effectively communicated and accessible to all.

By adopting and applying this code, AEROTEH S.A. aims at strengthening its reputation as an ethical and responsible employer and at helping promote a sustainable and respectful business environment for all.

## **2. AEROTEH S.A.'s Commitment**

### **2.1. Statement of Commitment**

AEROTEH S.A. reaffirms its unwavering commitment to promoting and respecting the principles of sustainable development in all its activities, placing human rights and ethical working conditions at the heart of its corporate ethos. We recognize that the long-term success of our Company is closely linked to our ability to operate in an accountable and transparent manner that respects and promotes the rights and well-being of our employees, partners and the communities in which we operate.

In this sense, we are committed:

- to uphold and promote internationally recognized human rights by ensuring that our business activities do not contribute to rights violations;
- to ensure fair and safe working conditions for all employees, promoting a culture of safety and respect within the Company;
- to combat discrimination in all its forms, promoting diversity, equity and inclusion as core values in recruitment, development and promotion processes;
- to encourage and support an active and constructive social dialogue, recognizing the importance of collective bargaining and employee participation in decisions that affect them;
- to engage in a continuous process of improvement and review of our business practices to ensure alignment with international best practices in the field of labour and human rights.

### **2.2. Fundamental Principles**

The fundamental principles that guide AEROTEH S.A. in fulfilling its commitment are:

- **Respect:** treating each employee, partner and stakeholder with dignity and respect, recognizing each person's unique contribution to the Company's success.

- **Integrity:** operating in a transparent and ethical manner, ensuring that all our activities are conducted in accordance with the highest legal and ethical standards.
- **Accountability:** recognizing the impact of our actions on employees, communities and the environment, and taking responsibility for their effects.
- **Sustainability:** integrating sustainability and social responsibility considerations into the Company's strategy and operations, with the aim of ensuring the long-term prosperity of the business and society.
- **Innovation:** encouraging innovation and adaptability in addressing labour and human rights challenges, seeking solutions that benefit both the Company and its stakeholders.

By complying with these principles, AEROTEH S.A. is committed to being an ethical and responsible leader in its field of activity, contributing to the creation of a better future for all. Our employees are invited to embrace these principles in their daily work, thus strengthening our organizational culture based on respect, integrity and accountability.

### ***3. Respect for Human and Labour Rights***

In an era marked by accelerated globalization and increased labour mobility, AEROTEH S.A. reinforces its unwavering commitment to cultivate and promote respect for human and labour rights, both within its own structure and throughout its entire sphere of action. Our code of ethics emphasizes a deep commitment to protecting employees against any form of exploitation or discrimination, while guaranteeing a work environment that is based on fairness and mutual respect.

By adopting and firmly applying principles and commitments such as:

- **categorical prohibition of forced labour and child labour;**
  - AEROTEH S.A. promotes responsible employment practices, ensuring that all operations comply with international and national norms regarding minimum employment age and working conditions;
- **firm combat of discrimination and active support of equal opportunities;**
  - we are dedicated to creating an organizational culture where diversity is celebrated and all employees enjoy equal opportunities for development and advancement, regardless of their background;
- **protection and respect for the rights of migrant workers;**
  - providing fair, safe and respectful working conditions, recognizing their specific rights and needs;

AEROTEH S.A. employees are committed to ensuring that all Company labour practices are governed by ethical and fair principles that respect fundamental human and worker rights.

This commitment guides us in our continuous effort to improve and elevate our practices to the highest standards of social responsibility and corporate integrity.

## **4. Health and Safety at Work**

In our organizational context, where the safety and well-being of employees is an essential priority, AEROTEH S.A. is committed to promoting a safe, healthy and productive work environment for all its members. Employees must be concerned with understanding and applying AEROTEH S.A. standards, practices and procedures, through a proactive and responsible approach to health and safety at work.

### **4.1. Safety Standards and Practices**

AEROTEH S.A. implements and maintains a comprehensive health and safety management system aligned to the highest international standards and relevant national laws. It includes:

- **development and implementation of rigorous procedures:** all working procedures and instructions are designed to eliminate risks and ensure the protection of employees in all aspects of their work;
- **continuous training:** we hold training and refresher sessions to ensure all employees are aware of safety practices, know risk prevention measures and are able to respond effectively in an emergency;
- **provision of protective equipment:** each employee benefits from the necessary personal protective equipment, suitable for the type of activity carried out, to prevent injuries or exposure to dangerous substances.

### **4.2. Prevention of Risks and Accidents**

Aware that prevention is the most effective means of protection against accidents at work and occupational diseases, we focus on:

- **risk assessment and management:** we implement a systematic risk assessment methodology to identify and minimize potential hazards before they materialize into incidents;
- **promoting a culture of safety:** we encourage employees to take a proactive attitude towards safety, participate in hazard identification and report any unsafe conditions or incidents.

### **4.3. Responding to Emergencies**

It is absolutely necessary that the employees of AEROTEH S.A. to have the necessary preparation for unforeseen situations, being essential for ensuring a quick and effective response in case of emergency. Thus, AEROTEH S.A. ensures:

- **emergency and evacuation plans:** regularly develops and updates emergency plans, including evacuation procedures, to ensure organized response and employee protection in the event of fire, spill of hazardous substances or other emergency situations;
- **emergency equipment and resources:** keeps emergency equipment, first aid kits and other necessary resources accessible in all work premises, ensuring that they are in good working order and easy to use;
- **specific training:** holds regular trainings to train employees on how to act in an emergency, including the effective use of safety equipment and first aid techniques.

Through these measures, recognizing that health and safety are fundamental to the sustainability and long-term success of our organization, AEROTEH S.A. reaffirms its desire for its employees to integrate into this safe and efficient work environment.



## **5. Fair Working Conditions**

AEROTEH S.A. is committed to ensuring fair working conditions and top management expects all employees to integrate into this work environment that respects not only applicable laws but also international best practices in terms of remuneration, working hours and work-life balance.

### **5.1. Remuneration and Benefits**

At AEROTEH S.A., the principle of fair and competitive remuneration is fundamental, with employees receiving salaries that not only reflect their skills, experience and performance, but also their individual contribution to the Company's success.

- **Remuneration:** there are clear salary structures, ensuring that employees understand the criteria on which they are remunerated;
- **Benefits Adapted to Needs:** benefits are designed to support the well-being of our employees and their families.

### **5.2. Working Hours and Rest Periods**

We recognize the importance of rest and recovery, ensuring that working hours comply with legal regulations and allow employees to maintain a healthy balance between professional and personal duties.

- **Regulation of working hours:** we undertake to comply with national laws and international conventions on working hours, including the limitation of overtime;
- **Breaks and days off:** we encourage employees to take regular breaks and make full use of annual leave, thus contributing to their physical and mental recovery.

### **5.3. Work-Life Balance**

We understand that work-life balance is crucial to employee satisfaction and productivity. AEROTEH S.A. promote policies and practices that support this balance.

By adopting these principles and practices, AEROTEH S.A. affirms its commitment to creating and maintaining a work environment that respects and values the contribution of each employee, promoting fair and sustainable working conditions. These measures not only improve the well-being of our employees, but also strengthen the organizational culture based on respect, integrity and accountability.

## **6. Strengthening the Organizational Culture through Dialogue, Development and Accountability**

In its unwavering commitment to the principles of sustainable development and respect for human rights, AEROTEH S.A. aims at building a deep organizational culture that encourages open dialogue, continuous professional development, diversity, equity, and inclusion. By implementing robust reporting and complaint, monitoring, evaluation, and compliance mechanisms, as well as by fostering an environment conducive to feedback and continuous improvement, our Company is

committed to ensuring an ethical, fair, and sustainable work environment for all of its employees.

### **6.1. Promoting Social Dialogue**

AEROTEH S.A. recognizes the vital importance of the right to association and collective bargaining, facilitating dialogue and consultation mechanisms that allow employees to express their views and contribute to decisions that affect them. Our Company is committed to supporting a work environment that values each individual's voice and promotes constructive collaboration.

### **6.2. Training and Professional Development**

We offer all employees access to extensive training and continuous learning opportunities, encouraging personal and professional development. Through career planning and regular performance evaluation, AEROTEH S.A. supports the professional aspirations of its employees, ensuring career advancement and job satisfaction.

### **6.3. Diversity, Equity and Inclusion**

We are committed to cultivating a work environment that respects and celebrates diversity in all its forms. Our non-discrimination policies and practices and efforts to create an inclusive work environment ensure that all employees feel valued and respected, contributing to a dynamic and innovative organizational culture.

### **6.4. Reporting and Complaint Mechanisms**

AEROTEH S.A. provides transparent and accessible reporting channels and complaint procedures, ensuring that all complaints are treated seriously, confidentially and professionally. We are committed to responding promptly and fairly to all complaints, encouraging an open and trusting work environment.

### **6.5. Monitoring, Evaluation and Compliance**

Duties and roles in monitoring are clearly defined, ensuring ongoing and effective oversight of compliance with our code. Through periodic audits and evaluations, AEROTEH S.A. reaffirms its commitment to the highest standards of ethics and accountability, applying appropriate consequences for non-compliance with the code.

### **6.6. Implementation and Communication**

Duties for implementing the code are clearly distributed, ensuring that all employees are informed and engaged in upholding our principles and commitments. Internal and external communication strategies are designed to promote transparency and encourage continuous dialogue with all our stakeholders.

### **6.7. Feedback and Continuous Improvement**

AEROTEH S.A. encourages an open process of code review and updating, responsive to constructive feedback from employees and other stakeholders. This commitment to continuous improvement underscores our desire to evolve and proactively respond to changes in our business environment and society.

Through this consolidated code, AEROTEH S.A. expresses its determination to build and maintain an organizational culture that puts integrity, respect and accountability at its core, guiding us in all our actions and decisions.

\* \*

This code should serve as a vital resource for all AEROTEH S.A. employees, providing them with the necessary guidance and tools to understand and apply the principles of sustainable development in terms of labour and human rights in their daily work. The code also aims to encourage an organizational culture based on respect, integrity and accountability.



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