

# Social Accountability Policy

## General Statement

Skonto Plan Ltd SIA supports and respects the protection of international human rights within the sphere of our influence and ensures that we are not complicit in human rights abuses. We are Socially Accountable company. We comply with our company policies, national and international law, and respect any international instruments and their interpretation on Social Accountability, including ILO Conventions 29, 87, 98, 100, 105, 111, 182, ILO recommendations 146, 164, the Universal Declaration of Human Rights, the U.N. Convention of the Rights of the Child, and the U.N. Convention to Eliminate All Forms of Discrimination Against Women.

We will strive to continually improve the ways in which we promote, communicate and manage Social Accountability with our employees, our customers, our suppliers and the community at large. We will ensure that this policy is reviewed periodically, communicated and is accessible to all staff, including, directors, executives, management, supervisors, and staff, whether directly employed, contracted or otherwise representing the company and is publicly available, upon request.

Our goal is to continuously improve our Human Resource policies and procedures through education, training, communication, and employee involvement.

## Forced labor

The company does not engage in or support the use of forced labor either in the production or services provided.

## Child labor

Skonto Plan Ltd SIA complies with local minimum age laws and requirements and does not employ child labor. Our business disapproves and excludes the child labor exploitation; we abide by the most stringent employment rules regarding to the minimum age requirements imposed by the Latvian and local labor laws. Persons aged 18 and over are hired for a long-term employment. We guarantee that the employed underage employees will be provided in safe and health-friendly work environment.

## Health and Safety

Skonto Plan Ltd SIA provides a safe and healthy working environment at all sites and facilities and takes adequate steps to prevent accidents and injury to health by minimizing the causes of hazards in the working environment. Where an employer provides dormitory or other housing for its workers, such facilities shall be operated in a safe and sanitary manner, and in compliance with applicable national laws governing such facilities. Skonto Plan Ltd SIA ensures that no children or workers are exposed in situations inside or outside the workplace that are hazardous, unsafe, or unhealthy. Skonto Plan Ltd has appointed the Corporate Manager – Environmental, Safety, Security, a senior member of management, as its representative responsible for the health and safety of all personnel. Skonto Plan Ltd SIA has introduced and certified compliance with international standards OHSAS 18001 and ISO 14001.

## **Minimum wages**

Skonto Plan Ltd SIA compensates our workers with wages and benefits that meet or exceed the legally required minimum. Employer recognizes that wages are essential to meeting employee's basic needs. Time worked above 40 hours is paid as overtime according national law. Skonto Plan Ltd does not dock or withhold pay for disciplinary or punitive reasons.

## **Working Hours**

Skonto Plan Ltd SIA does not require employees to work more than the maximum hours of daily labor set by local laws. Skonto Plan Ltd complies with overtime pay requirements. The overtime is voluntary and therefore is paid at a higher rate than normal working hours.

## **Discrimination**

Skonto Plan Ltd SIA prohibits discrimination based on race, color, age, gender, sexual orientation, ethnicity, religion, disability, union membership, or political affiliation. We ask only skills-oriented questions when interviewing for hire or promotion. We disapprove any manifestations of threatening, abusive or harassing behavior among employees.

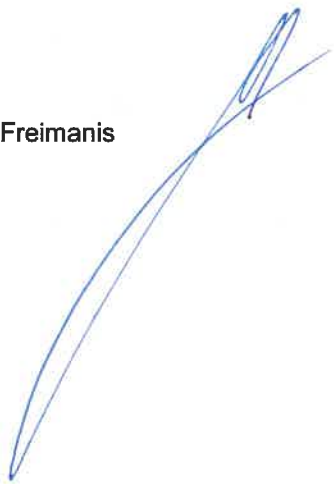
## **Harsh or Inhuman Treatment**

Workers shall be treated with respect and dignity. Workers shall not be subject to any physical, verbal, sexual or psychological harassment or abuse in connection with their employment. Disciplinary practices which are applied to serve a purpose of discipline enhancement comply with the legislative provisions of the Republic of Latvia.

## **Freedom of Association**

Skonto Plan Ltd SIA respects the rights of workers to organize in labor units in accordance with local laws and established practice. No employee shall be subject to harassment, intimidation or retaliation in their efforts to pursue their legal rights. We do not authorize any disciplinary actions against workers who choose to peacefully and lawfully organize or join an association.

Raimonds Freimanis  
CEO



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