



## HUMAN RIGHTS & LABOUR POLICY

Teardrop Hotels recognises the corporate responsibility to respect human rights, including labour rights, and is committed to respecting and complying with applicable laws and regulations.

While our values of integrity and sustainability inform our Human Rights and Labour Standards SOP, this SOP further strengthens our commitment to international human rights principles encompassed in the United Nations Declaration of Human Rights, the International Labour Organisation's Declaration on Fundamental Principles and Rights at work.

### No Forced Labour & Human Trafficking

Teardrop Hotels prohibits the use of all forms of forced labour and any human trafficking.

### No Underage Workers

Teardrop Hotels prohibits the employment of individuals under the applicable statutory minimum age for workers.

### Safe & Healthy Workplace

At our workplaces, the health, safety, and well-being of our employees and stakeholders are central to everything that we do. Our health and safety (H&S) programs focus on a culture that strives for zero accidents.

### Valuing Diversity

We believe that fostering a diverse Teardrop in which we inspire people to be their authentic selves, and reach their full potential, will contribute to delivering exceptional outcomes for clients and society.

We aim to recruit, hire, place, train, compensate, and advance people based on needs in the organisation and qualifications, skills, experience, and performance of our people.

We are dedicated to fostering workplaces that are free from discrimination or harassment based on race, sex, national or social origin, religion, age, disability, sexual orientation, political opinion, or any other status protected by applicable law. Teardrop does not tolerate disrespectful or inappropriate behaviour, unfair treatment, or unfair retaliation of any kind. Harassment is unacceptable.

## **Work Hours, Wages & Benefits**

We compensate employees competitively relative to its industry and the local labour market. Teardrop follows applicable wages, working hours, overtime, and benefits laws in the country. We also promote a good work-life balance for our employees, and we apply workplace and work time flexibility to accommodate this. The company also provides hospitalisation coverage, staff meals, accommodation, food & beverage allowance to treat their families, and annual bonuses depending on the business profitability.

## **Freedom of Association**

We recognise and respect employees' rights to freely associate, organise and bargain collectively following applicable laws and regulations.

## **Open Dialogue & Resolving Concerns**

We encourage employees to take their grievances directly to their immediate HOD or HR department and create an environment where open dialogue is the preferred way of resolving issues. Provide employees on-site contractors and service providers with a mechanism to report concerns confidentially, anonymously, and without fear of reprisal, as governed by the applicable company procedures.

## **Human Resources Practices**

We follow and adopt recommended Human Resources policies and procedures to ensure best HR practices, including labour standards policies, procedures and provide clear communication throughout the company. Teardrop does not collect recruitment fees from employees and provides necessary training and career development guidance to reach their full potential.