



# Human Rights Policy

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## DOCUMENT CONTROL

This document has been issued by the approval of the Board of Directors. It is a Tabreed internal document and should not be shared with any third parties under any circumstances. This document is intended for use only by those to whom it has been issued and for the specific purpose permitted and anticipated by Tabreed. No revision, deletion or amendment of any kind is permitted, other than with the express approval of the Board of Directors.

## 1.0 CONTEXT

Tabreed respects internationally recognised Human Rights and recognises Tabreed's corporate responsibility to respect Human Rights principles in its operations, to enrich the workplace experience and support the communities where Tabreed operates.

In particular, Tabreed acts in accordance with international laws and conventions, including but not limited to the following International Labour Organization core conventions:

- Conventions No. 29 and No. 105 on Abolition of Forced Labour;
- Conventions No. 138 and No. 182 on Abolition of Child Labour; and
- Conventions No. 100 and No. 111 on Non-discrimination.

## 2.0 KEY COMMITMENTS

To this end, Tabreed makes the following commitments to respect Human Rights:

- 1- Tabreed will carry out its activities respecting human rights, wherever it operates.
- 2- Tabreed will take efforts to protect the fundamental rights of its workers, including;
  - i. Rejecting all forms of forced or compulsory labour;
  - ii. Rejecting all forms of child labour;
  - iii. Rejecting all forms of discrimination and harassment;
  - iv. Recognizing freedom of association and the right to collective bargaining, in line with applicable laws;
  - v. Striving to provide the highest standard of health and safety within the workplace (and workers accommodations); and
  - vi. Setting working hours and workdays in accordance with local laws, and health and safety requirements.
- 3- Tabreed rejects all forms of harassment and violence in the workplace and strives to create a safe working environment that is respectful of workers' individual freedoms and privacy.
- 4- Tabreed will seek to ensure that its activities do not infringe the rights of local communities surrounding its sites.
- 5- Tabreed will include in its contracts with its suppliers, contractors and partners a provision requiring their respect of the Tabreed's human rights commitments that ensures that they and their suppliers, contractors and partners commit to Tabreed's human rights commitments.
- 6- Tabreed respects internationally recognized human rights in its relations with public authorities.

## 3.0 POLICY

### 3.1 Good Practice

Management will adopt good business practices in support of the key commitments outlined in section 2 above, that are relevant and appropriate to pursue its commitments and its operations.

Such business practices will be adopted following appropriate due diligence related to business and human rights risks in accordance with its commitments including for any new project, new business relationship, for the development of a new activity or when setting up in a new country.

### **3.2 Management and Staffing**

Management and the Human Capital Department will take all reasonable efforts to equip management and staff so that they are appropriately qualified, rewarded and motivated towards achieving the aforementioned Human Rights objectives. Training and awareness sessions will be a priority.

### **3.3 Internal Controls**

Management will adopt good practice internal controls, taking into account key relevant factors including the size of the business, level of risk, available resources and its commitments.

### **3.4 Diversity, Equity and Inclusion Policy**

Tabreed has created a Diversity, Equity and Inclusion Policy which sets out the principles by which staff are to be treated in a fair and transparent manner in pursuit of the following objectives:

- Increased gender diversity of our workplace at all levels of the company.
- Inclusive work environment that values difference and enhances business outcomes.
- Diversity of thought and capitalising on individual differences.
- Leadership behaviours that reflect our belief in the value of inclusion and diversity.
- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Work/life balance through flexible work schedules to accommodate employees' varying needs.
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for the diversity.

To oversee progress to date we have created a Diversity, Equity & Inclusion Committee which focuses on initiatives to advance the objectives set out above and which periodically monitors performance.

### **3.5 Human Rights Governance**

Tabreed's work in this area is overseen by the Chief Executive Officer and the Human Capital Department, supported by the Leadership Executive including the Chief Legal Counsel, Chief Operations Officer, Chief Financial Officer and Chief Development Officer. This best practice approach results in every part of the business being involved in the responsibility to respect human rights. Board-level oversight is provided through updates as appropriate by management.

### **3.6 Human Rights Compliance**

Tabreed employees, contractors and suppliers are expected to comply with this policy and any other measures put in place to protect or promote human rights compliance. Violation of this policy, other related measures or the refusal to cooperate will result in disciplinary action pursuant

to Tabreed's internal disciplinary policies. Where Tabreed have sound reason to believe that partner organisations infringe human rights, Tabreed reserves the right to cease those relationships as warranted.

Specific to this policy, employees and suppliers are instructed to:

- not infringe on human rights;
- comply with this human rights policy; and
- be alert to any evidence of infringement of human rights in the operations of business and report any situation in which a human rights infringement is suspected in accordance with section 3.6 below.

### 3.7 Monitoring and Reporting

Tabreed encourages the reporting of all incidents of harassment and discrimination or human rights infringement, regardless of who the alleged offender(s) might be.

All employees have a right to:

- freedom from reprisals or threat of reprisals for refusing to accept harassment in any form; and
- making a formal complaint or cooperating in an investigation.

Employees can report any violation directly or anonymously to:

Hot Line	<ul style="list-style-type: none"> <li>- UAE 800 0320632</li> <li>- Oman 800 77605</li> <li>- Bahrain 800 80442</li> </ul>
Online	- <a href="http://Tabreed.ethicspoint.com">Tabreed.ethicspoint.com</a> 24/7
Mobile intake site	- <a href="http://tabreedmobile.ethicspoints.com">tabreedmobile.ethicspoints.com</a>
QR Code	

For further information please see our Code of Conduct and Employee Policy and Procedure Manual.

### **3.8 Documentation**

Management will ensure that documentation exists and is retained for all relevant reported cases and decisions.

## **4.0 ACCOUNTABILITY**

All Tabreed “business units” have shared responsibility and accountability for integrating the provisions of this policy into their decision making.

The Vice President Human Capital is accountable for developing a coordinated and integrated approach to implementing this policy across Tabreed.

## **5.0 BREACHES**

Breaches of this policy and its principles will be addressed in accordance with the Tabreed Grievance Policy.

## **6.0 LINKS AND RELATED DOCUMENTS**

- Tabreed Delegation of Authority
- Tabreed Governance Policy
- Tabreed Diversity, Equity and Inclusion Policy
- Tabreed Finance and Treasury Policy
- Tabreed Asset Management Policy
- Tabreed Project Policy
- Tabreed Procurement Policy
- Tabreed Health, Safety, Environment and Quality Policy
- Tabreed Communication and Shareholder Relations Policy
- Tabreed Business Development Policy
- Tabreed Subsidiary, Joint Venture and Partnership Policy

## **7.0 ADDITIONAL ASSISTANCE**

Further questions regarding the content and implementation of this policy should be raised with the Document Owner (Vice President Human Capital) and the Document Custodian (Legal Department).