

# Proper Group

## Proper Group Code of Conduct

Proper Group recognizes and supports the FLA Workplace Code of Conduct based upon International Organizations Standards and internationally accepted good labor practices.

### Employment Relationship

Proper Group shall adopt and adhere to rules and conditions of employment that respect workers and, at a minimum, safeguard their rights under national and international labor and social security laws and regulations.

### Nondiscrimination

No person shall be subject to any discrimination in employment, including hiring, compensation, advancement, discipline, termination or retirement, on the basis of gender, race, religion, age, disability, sexual orientation, nationality, political opinion, social group or ethnic origin.

### Harassment or Abuse

Every employee shall be treated with respect and dignity. No employee shall be subject to any physical, sexual, psychological or verbal harassment or abuse.

### Forced Labor

There shall be no use of forced labor, including prison labor, indentured labor, bonded labor or other forms of forced labor.

### Child Labor

No person shall be employed under the age of 15 or under the age for completion of compulsory education, whichever is higher.

### Freedom of Association and Collective Bargaining

Proper Group shall recognize and respect the right of employees to freedom of association and collective bargaining.

### Health, Safety, and Environment

Proper Group shall provide a safe and healthy workplace setting to prevent accidents and injury to health arising out of, linked with, or occurring in the course of work or as a result of the operation of Proper's facilities. Proper Group will adopt responsible measures to mitigate negative impacts that the workplace has on the environment.

### Hours of Work

Proper Group will not require workers to work more than the regular and overtime hours allowed by the law of the country where the workers are employed. The regular work week shall not exceed 48 hours. Proper Group will allow workers at least 24 consecutive hours of rest in every seven-day period. Requests for overtime work will be consensual. Overtime work shall be compensated at a premium rate as defined by applicable law. Other than in exceptional circumstances, the sum of regular and overtime hours in a week shall not exceed 60 hours.

### Compensation

Every worker has a right to compensation for a regular work week that is sufficient to meet the workers' basic needs and provide some discretionary income. Proper Group will pay at least the minimum wage or the appropriate prevailing wage, whichever is higher, comply with all legal requirements on wages, and provide any fringe benefits required by law or contract. Where compensation does not meet workers' basic needs and provide some discretionary income, each employer shall work with the FLA to take appropriate actions that seek to progressively realize a level of compensation that does.