

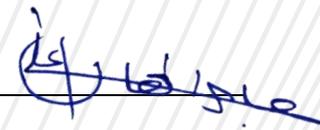


## HUMAN RIGHTS POLICY

Revision # 2 – FNRCO – HR – 09|0123 – R2

  
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Reviewed By

18 January 2023  
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Date

  
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20 January 2023  
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Date

	<b>Human Rights Policy</b>	<b>Doc Ref No.</b>	<b>Rev No.</b>
		<b>FNRCO – HR – 09   0123</b>	<b>02</b>

## 1. Policy Statement

First National Human Resources Company (FNRCO) staunchly believes in upholding the inherent dignity and worth of all individuals and is resolute in its commitment to respecting and protecting human rights. As outlined in universally recognized standards such as the Universal Declaration of Human Rights and the International Labour Organization’s norms, we recognize that our responsibilities extend beyond mere compliance; they are fundamental to the ethical fabric of our corporate identity.

Our Human Rights Policy serves as a cornerstone of our operational ethos and is seamlessly integrated into our comprehensive HR Policies and Procedures. It is crafted to ensure that all business activities, whether conducted by FNRCO directly or through partnerships and supply chains, adhere strictly to principles that respect and promote human rights.

This policy governs our interactions not only within our workforce but also impacts on our approach to dealing with clients, suppliers, subcontractors, and government entities. It underscores our commitment to creating an inclusive environment that is free from discrimination, forced labor, child labor, and any form of unfair treatment. We strive to cultivate a workplace and a broader business sphere that respects individual rights to privacy, association, and expression, and one that actively supports employees' rights to fair compensation and safe working conditions.

By embedding human rights considerations into all levels of our business operations and decision-making processes, FNRCO aims to not only mitigate risks but also to enhance business integrity and foster trust among stakeholders. This proactive approach is vital for sustaining our reputation as a responsible business leader, committed to the principles of fairness, equality, and respect for human dignity.

In adopting this policy, FNRCO pledges to continuously review and improve its practices. We are committed to transparency in our human rights efforts and will provide regular updates on our progress and challenges. This ongoing evaluation ensures that our Human Rights Policy remains robust and relevant, reflecting both our evolving business environment and our deepening understanding of human rights as a dynamic field.

Ultimately, FNRCO’s commitment to human rights is not just about adhering to international norms—it is about setting a standard for excellence and integrity in all that we do. We expect every member of our organization, from executive leadership to entry-level employees, to embody these principles in their daily activities and interactions, thereby ensuring that FNRCO continues to lead by example in the global marketplace.

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## 2. Scope

This policy applies to all employees, subcontractors, suppliers, external stakeholders, and government representatives interacting with FNRCO. It encompasses all our business operations, both domestic and international.

## 3. Objectives

- Uphold Human Rights:** To ensure that all aspects of FNRCO’s operations honor human rights and freedoms. This includes not only adhering to international laws and standards but also actively implementing practices that promote human dignity, freedom of expression, and the right to a safe and secure workplace. Our aim is to integrate these principles deeply into the fabric of our daily operations and corporate decision-making processes.
- Foster Inclusivity and Equity:** To cultivate an environment that is wholly inclusive and free from any form of discrimination, harassment, or abuse. This commitment extends beyond compliance to embracing diversity in all its forms—gender, race, ethnicity, age, sexual orientation, religion, disability, and any other characteristics protected by law. We strive to create a workplace where all employees feel valued, respected, and empowered to contribute their best.
- Promote a Culture of Integrity and Respect:** To instill a corporate culture characterized by integrity, ethical behavior, and mutual respect. This includes training employees to recognize and respect human rights and providing clear channels for grievances without fear of retaliation. We are committed to conducting all business dealings—whether with clients, suppliers, subcontractors, or government entities—with the highest ethical standards and transparency.
- Encourage Continuous Learning and Awareness:** To engage in ongoing education and training on human rights issues relevant to our business and geographic locations. By fostering an informed workforce that understands the complexities and importance of human rights, we empower our employees to act as advocates for responsible business practices.
- Strengthen Accountability and Compliance:** To develop and implement robust mechanisms for monitoring, reporting, and accountability to ensure that our human rights objectives are being met. This includes regular audits, both internal and third-party, to verify compliance across our operations and supply chains, and taking corrective actions when necessary.
- Collaborate and Engage:** To actively engage with industry peers, NGOs, human rights organizations, and other stakeholders to share best practices and strengthen our human rights initiatives. Collaboration is key to advancing our understanding and implementation of effective human rights strategies.
- Drive Positive Impact:** To leverage our influence and resources to contribute positively to the communities where we operate, ensuring that our presence supports local development and enhances the social and economic well-being of the community members.

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#### 4. Commitments and Responsibilities

##### Employee Rights:

- FNRCO commits to ensuring fair labor practices, including equal opportunity, non-discrimination, and freedom from harassment in the workplace.
- We respect the rights of our employees to a safe and healthy work environment and fair compensation.
- Employees have the right to freely associate, including the right to form or join trade unions and engage in collective bargaining.

##### External Stakeholder Engagement:

- FNRCO strives to engage stakeholders in a transparent, respectful, and responsible manner.
- We are committed to listening to, and addressing, stakeholder concerns that relate to our business operations and their potential impact on human rights.

##### Subcontractors and Suppliers:

- FNRCO requires all subcontractors and suppliers to adhere to our human rights standards, which prohibit forced labor, child labor, and unethical treatment of workers.
- We conduct due diligence and regular audits to ensure compliance with these standards, and we provide training and support to help suppliers meet these requirements.

##### Government Representatives:

- FNRCO engages with government officials and bodies in a lawful, ethical manner, advocating for and supporting policies that promote human rights.
- We comply with all national and international laws regarding human rights and strive to be a positive influence in the communities where we operate.

#### 5. Procedures

##### Reporting and Redress:

- FNRCO establishes clear channels for reporting human rights abuses or concerns, available to employees and external parties without fear of retaliation.
- Reports can be made anonymously, and all complaints will be investigated promptly and impartially.
- Appropriate actions, including disciplinary measures, corrective actions, and/or termination of contracts, will be taken to address substantiated human rights abuses.

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### Training and Awareness:

- All employees will receive training on this Human Rights Policy as part of their orientation and on an ongoing basis.
- Specialized training will be provided for staff involved in procurement, operations, and other roles directly related to subcontractors and suppliers.

### Monitoring and Compliance:

- Regular assessments will be conducted to monitor compliance with this policy across all operations.
- External audits and assessments by independent third parties may be used to ensure objectivity and transparency.

## 6. Review and Amendments

This policy will be reviewed annually by the HR department and revised as necessary to ensure it remains effective and relevant. Updates will be communicated to all employees and relevant parties promptly.

### Approval

This policy has been approved by the board of directors and is fully supported by senior management. It is the responsibility of every employee, manager, and director to uphold the principles set out in this policy.

*This policy is a critical component of FNRCO's commitment to ethical business conduct and a reflection of our core values. By adhering to this policy, FNRCO ensures that it not only complies with international laws and standards but also promotes a culture of respect and dignity for all.*