

**ADVANCED FACILITIES MANAGEMENT**

**Policy: | HUMAN RIGHTS**

<b>Policy No.:</b>	<b>AFM-POL.1.0</b>
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**Issued by:**

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**General Manager**



**1. Objective:**

Advanced Facilities Management (AFM) (together with its subsidiaries, or the "Company") adheres to the principles of the Universal Declaration of Human Rights;

- (1) Support and respect the protection of internationally proclaimed human rights;
- (2) Ensure that employees are not complicit in human rights abuses.

**2. Scope:**

AFM Human rights policy is put in place to protect employees from discrimination. It seeks to guarantee people equal treatment regardless of certain identified characteristics (called "prohibited grounds of discrimination") that have attracted historical stereotyping or bias in relation to employment.

**3. Statement of Policy:**

AFM Human rights policy is committed to the respect of human rights as the basis for its overall approach to business. AFM have specific policies that address discrimination, harassment, ethical conduct, confidential complaints and non-

retaliation, and fair employment practices, including prohibitions against the use of child labor and forced labor.

Advanced Facilities Management protects the fundamental human rights of employees and stakeholders in communities where we operate as expressed in the Universal Declaration of Human Rights.

AFM human rights policy applies to all practices of employment, including:

- Recruitment ads
- Application forms
- Interviews
- Hiring
- Dismissal/termination
- Promotion
- Demotion
- Benefits
- Wages
- Workplace harassment

AFM strive to create a better world through the company's mission to work at creating inclusive workplaces that are respectful and welcoming of diversity to build a more diverse and respectful workforce.

AFM ensures a work environment free of harassment by taking every reasonable measure to ensure that no employee is subject to harassment from any source within the organization's governing, managing, employee, membership/client, and volunteer structures.

Harassment can be present in many forms; visual, verbal, physical or sexual.

AFM have a process in place to investigate complaints of harassment through the 'Grievance procedure'. All complaints regarding harassment are handled in confidence; access to the information and the outcome of any investigation is strictly limited.

AFM Grievance procedure supports reporting work-related human rights abuses and maintains formal channels to encourage communications among all levels of supervisors and employees—without fear of reprisal—on issues that impact working conditions.

Where the Line Manager / Supervisor is named in the complaint, AFM's governing authority (or other designated individual/or Grievance committee) will handle the complaint according to established process.

AFM does not tolerate the discrimination or harassment of employees or visitors to company premises. The company defines harassment as negative conduct focused on a person or group of persons including, but not limited to: physical or verbal abuse, unwelcome activity of a sexual nature, retaliation, and any behavior or action which interferes with an individual's ability to perform assignments or which creates a hostile or intimidating work environment.

AFM Disciplinary action may call for any of three steps – oral warning, written warning, or termination of employment – depending on the severity of the problem and the number of occurrences. There may be circumstances where one or more steps are bypassed. By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both employees and the Company.

AFM promotes an inclusive workplace. The Company regularly examines its current practices to ensure that inclusivity and diversity are supported proactively by:

- Promoting the organization as an inclusive workplace
- Recruiting and selection processes that consider alternative qualifications
- Reviewing processes and documents to ensure that bias/discriminatory practices are removed
- Reviewing policies and practices to ensure that they comply with human rights legislation

AFM's promotes the Universal Declaration of Human Rights principles that corresponds to the UN Global compact commitment:



In 2013, AFM voluntarily signed the United Nations Global Compact. The United Nations Global Compact is a strategic policy initiative for businesses that are committed to aligning their operations and strategies with 10 universally accepted principles.