



Social Accountability Policy

COLENCO is committed to ethical and socially responsible conduct in our workplace.

It is our company policy to conduct our business in accordance with all applicable laws, rules and regulations of the jurisdictions in which our business is conducted. We have adopted standards for the safety, quality and integrity of our products and services and for protecting the environment.

As a part of this commitment, COLENCO upholds the following social accountability for its services provided:

- **Compensation Practices in Compliance with Laws**

The company complies with all state wage and hour laws including minimum wage, overtime, hiring, etc. and provides legally mandated benefits. Employees are paid at least the minimum wage required by applicable laws and regulations and provided all legally mandated benefits. In accordance with local laws, workers should be compensated for any overtime hours. Deductions from wages should not be used as a disciplinary measure. Workers should not be required to pay any fees to secure employment.

- **Non-Discrimination**

Workers should not be discriminated against based on race, color, age, gender, sexual orientation, ethnicity, disability, religion, political affiliation, union membership, national origin, or marital status in hiring and employment practices. The company will treat each employee with dignity and respect.

- **Involuntary Labor**

All employees of the company may terminate their employment with the company at any time, with or without notice. The company will not use physical or bodily punishment, threats of violence or other forms of physical, sexual, psychological, or verbal harassment or abuse.).

- **Child Labor**

The company has a strict policy against any form of child labor. The company employs only persons 18 years old and older. Should the company ever decide to change this policy and begin to employ persons younger than 18 years of age, it would follow all the local, state laws/working restrictions regarding Youth Employment in the Republic of North Macedonia and other countries where we perform business, including the prohibitions against minors working in any job or occupation declared hazardous by the applicable law and regulations.

- **Health and Safety Occupational Safety**

The company provides employees with a safe, healthy and secure workplace and complies with all applicable OSHA standards. COLENCO has obtained certification for ISO 45001:2018 Occupational Health and Safety Management Systems.

The company provides access to clean drinking water, proper sanitation, adequate lighting and ventilation, safety training, fire extinguishers and fire evacuation escape routes.

Appropriate controls, safe work procedures, preventative maintenance, and protective measures are used in the workplace to mitigate health and safety risks. Workers are provided with appropriate personal protective equipment in situations where hazards cannot be adequately controlled by such means. Workers should have the right to raise safety concerns without fear of reprisal.

Procedures are established to manage, track, and report occupational injury and illness, including provisions to encourage worker reporting and implement corrective actions to eliminate their causes, provide necessary medical treatment, and facilitate the employee's return to work.

• Freedom of Association Allowed

The company will allow employees all the protections afforded by law to associate, organize, and bargain collectively in a lawful and peaceful manner without interference or punishment. Workers are permitted to communicate openly with management regarding working conditions without fear of reprisal, intimidation or harassment.

• Subcontractors and Sources.

We require all businesses that support our business as subcontractors, manufacturers or sources of goods to comply with all of the same policies stated in our Code of Conduct and Social Accountability Policy.

All subcontractors and suppliers are required to comply with all applicable and national laws.