

Labour and Human Rights Policy

Introduction and Purpose

Pico Technology's employees are of great value to us and are the key to our success. Pico strives to provide a workplace where employees can fulfil their potential in an open and inspirational working environment. We maintain a strong commitment to high standards that deliver a fair, respectable and safe workplace for all employees.

The purpose of this policy is to define the labour and human rights standards to which all employees of Pico are entitled.

Requirements

- Pico does not tolerate any form of discrimination against our employees based on race, colour, gender, language, religion, political or other opinion, caste, national or social origin, property, birth, union affiliation, sexual orientation, age, disability, or other distinguishing characteristics
- Any employment-related decisions, from hiring to termination and retirement, must be based solely on lawful, non-discriminatory criteria
- Pico does not tolerate any form of forced labour including bonded labour, indentured labour and slave labour, or human trafficking. Workers must be allowed to move around freely and leave their place of work when their working hours end
- Pico does not tolerate the hiring of child labour under any circumstances. The minimum age for full-time employment must be 18 or the legal minimum age for employment under Applicable Law, whichever is higher
- Pico must respect employees' rights to form, join or not join a labour union, or other organisation of their choice, and to bargain collectively in support of their mutual interests without fear of punitive actions such as intimidation, harassment or termination of employment (see Freedom of Association and Collective Bargaining Policy)
- Pico must protect workers from any acts of physical, verbal, sexual or psychological harassment, bullying, abuse or threats in the workplace by either their fellow employees or managers (see Discrimination, Harassment and Bullying Policy)
- Pico must adhere to the stricter of Applicable laws or industry standards, relating to minimum wages, working hours, overtime and benefits
- Employees must not be required to work more than the limits on regular hours and overtime allowed by laws and regulations
- Wages for overtime must be paid in legal tender on a regular basis. Wage deductions as a disciplinary measure must not be permitted unless provided for by national law. Employees must be entitled to the correct breaks, rest periods, and days off, in accordance with laws and regulations
- Pico must be committed to continuously developing employee skills and capabilities, and to providing opportunities for career advancement.
- Pico must ensure that all employees have the right to sick leave and annual holiday, as well as parental leave for employees who have to care for a newborn or newly adopted child as provided by legislation. Employees who take such leave must not, as a result, face dismissal or threat of dismissal.
- All employees must be provided with a written, understandable and legally binding employment contract/letter.