



**Mya Ayer Manufacturing
Co., Ltd (MAM)**

**HUMAN RIGHTS POLICY
AND PROCEDURE**

Human Rights Policy

1.0 Introduction

Mya Ayer Manufacturing Co., Ltd is committed to the highest standards of business and ethical behavior including compliance with all applicable laws and regulations, as well as company policies, practices and procedures.

Hereinafter, this Company will be referred to as “MAM.”

2.0 Policy Objectives

The objective of MAM’s documented policies (as set out in MAM’s Code of Conduct for Employees and MAM’s Code of Conduct for Suppliers) is to provide an overview of expectations for employees and business partners. In addition, the Human Rights policy exists to:

- 2.1 Inform employees, business partners and customers of MAM’s commitment to human rights.
- 2.2 Establish MAM’s commitment to ‘know and show’ its respect for human rights through on-going human rights due diligence.
- 2.3 Maintain MAM’s high ethical standards.
- 2.4 Contribute to the realisation of human rights globally.

3.0 Policy Scope

MAM’s Human Rights Policy applies to all MAM employees, anyone doing business for or with MAM and others acting on MAM’s behalf. This applies to all locations where MAM conducts business and to all company-sponsored events.

4.0 Definitions

Human rights are basic rights inherent to all human beings, regardless of nationality, place of residence, sex, sexual orientation, national or ethnic origin, colour, religion, language, or any other status.

5.0 Guidelines

MAM conducts its business in a manner that respects the rights and dignity of all people, complying with all applicable laws and regulations. Our policies reflect our commitment to respecting the protection of internationally recognised Human Rights.

5.1 All employment with MAM is voluntary. We do not use child or forced labour in any of our operations or facilities. We do not tolerate any form of unacceptable treatment of workers, including but not limited to the exploitation of children, physical punishment or abuse, or involuntary servitude. We fully respect all applicable laws establishing a minimum age for employment, in order to support the effective abolition of childlabour worldwide.

5.2 MAM abides by all laws and regulations regarding pay practices and the classification of employment according to job level and status.

5.3 We respect our employees' right to choose to join or not join a trade union, or to have recognised employee representation in accordance with local law.

5.4 Diversity is embraced at MAM. We recognise that a diverse mix of backgrounds, skills and experiences drives new ideas, products, and services and provides us with a sustained competitive advantage.

5.5 We believe everyone should be treated with respect regardless of their background. We are committed to the elimination of discrimination based on gender, race, class, economic status, ethnic background, sexual orientation, age, political beliefs, veteran status, marital status or any other protected class.

5.6 The Group Supply Chain Management System includes the requirement for all suppliers, vendors, contractors, consultants and agents to adhere to MAM's Labour standards and Code of Conduct policies. All MAM businesses are members of SEDEX, the Supplier Ethical Data Exchange, to ensure supplier compliance with Codes of Conduct and principles. Addition to this, MAM is committed to the following principles:

5.7 MAM respects all human rights.

5.8 MAM commits to conducting on-going human rights due diligence to assess and mitigate potential human rights infringements.

5.9 MAM expects those with whom it does business to respect all human rights.

6.0 Responsibility

The Human Rights policy is owned and maintained by MAM's Human Resources function. Human Resources is responsible for the creation, administration, updating and communication of the policy.

7.0 Compliance

Employees and suppliers are expected to comply with this and all applicable MAM policies. Violation of this policy or the refusal to cooperate will result in disciplinary action, up to and including termination and referral to the appropriate authorities, where we have sound reason to believe that our partner organisations infringe Human Rights we reserve the right to cease those relationships as warranted.

Specific to this policy, employees and suppliers are expected to:

7.1 Never infringe on human rights

7.2 Be alert to any evidence of human rights infringements in our direct operations or in the operations of our business partners and report any situation in which a human rights infringement is suspected.

8.0 References

This policy reinforces other relevant policies including the No Child or Forced Labour policy, Diversity and Inclusion policy, Freedom of Association policy and Wage and Hour Practices policy.