

# SOCIAL RESPONSIBILITY POLICY SA 8000 OF NTT SYSTEM S.A.

NTT System S.A. recognizes social responsibility as a basic value of corporate culture.

As a socially responsible company, we declare to comply with the provisions of the SA 8000 standard and the requirements of the Polish and international law on social responsibility.

We undertake to observe high social, ethical and moral standards in the field of:

## General principle

In NTT System S.A. everyone is equal before the law!

In NTT System S.A. we all follow the same rules!

We do not tolerate discrimination based on:  
gender, sexual orientation, religious and political views, ethnicity!

## Child labour

We do not allow child labour!

We do not work with child laborers!

## Juvenile labour

Minors (16 years of age or older) who wish to:

- take internships with us,
- work,

are guaranteed that our company will meet all requirements

of:

- the Polish labour law,
- SA8000 standard.

We demand the same from our business partners!

## Handling of candidates for employment

We formulate our job offers in a clear, transparent and honest manner at all times.

Our recruitment process is fully transparent.

We bring each new employee on board in three steps:

- learning the rules,
- learning the practice,
- practice!

We demand the same from our business partners!

## Vulnerable workers

We protect the rights of vulnerable workers also in the supply chain:

- juvenile employees,
- students,
- migrants,
- foreigners,
- dispatch workers

## Forced or compulsory labour

We do not allow forced or compulsory labour!

## Occupational health and safety and risk minimization

Employee safety is a paramount right.

## Right of association and bargaining

Employees have an inalienable right to organize and bargain with their employer.

## Disciplinary practices

We employ only the disciplinary procedures authorized by the Polish law.

## Working time

All staff work in accordance with standard working hours.

All staff has an inalienable right to work breaks.

All staff has an inalienable right to vacations.

## Remuneration

The Company undertakes to pay wage in accordance with applicable national regulations.

The payroll system rewards work and motivates people to work.

The payroll system is clear and transparent.

The employee has the right to recalculate the payment.

Payments are always paid on time.

## Employee representative

Employees have the right to democratically elect their Representative.

## We partner with businesses that share the same values as we do!

The Management Board of NTT System S.A. declares knowledge and understanding of the policy and ensures that all of the staff demonstrate their knowledge and understanding of the policy.

Full description of how to meet the social responsibility requirements is available in the Social Responsibility Guide of NTT System S.A.

## List of social responsibility requirements and international conventions fulfilled by NTT System S.A:

ILO Convention No. 1 (Hours of Work – Industry) and Recommendation No. 116 (Reduction of Hours of Work)  
ILO Conventions No. 29 (Forced Labour) and No. 105 (Abolition of Forced Labour)  
ILO Convention No. 87 (Freedom of Association)  
ILO Convention No. 98 (Right to Organize and Collective Bargaining)  
ILO Conventions No. 100 (Equal Remuneration) and No. 111 (Discrimination – Employment and Occupation)  
ILO Convention No. 102 (Social Security – Minimum Standards)  
ILO Convention No. 131 (Minimum Wage Fixing)  
ILO Convention No. 135 (Workers’ Representatives)  
ILO Convention No. 138 and Recommendation No. 146 (Minimum Age)  
ILO Convention No. 155 and Recommendation No. 164 (Occupational Safety and Health)  
ILO Convention No. 159 (Vocational Rehabilitation and Employment – Disables Persons)  
ILO Convention No. 169 (Indigenous and Tribal Peoples)  
ILO Convention No. 177 (Home Work)  
ILO Convention No. 181 (Private Employment Agencies)  
ILO Convention No. 182 (Worst Forms of Child Labour)  
ILO Convention No. 183 (Maternity Protection)  
The ILO Code of Practice on HIV/AIDS and the World of Work  
Universal Declaration of Human Rights  
International Covenant on Economic, Social and Cultural Rights  
International Covenant on Civil and Political Rights  
Convention on the Rights of the Child  
Convention on the Elimination of All Forms of Discrimination against Women  
Convention on the Elimination of All Forms of Racial Discrimination  
UN Guiding Principles on Business and Human Rights

The logo for NTT SYSTEM is displayed in a light blue color. It features the letters 'NTT' in a large, bold, sans-serif font, with the word 'SYSTEM' in a smaller, bold, sans-serif font directly below it. To the right of the 'SYSTEM' text is a registered trademark symbol (®).

**NTT SYSTEM** ®