

# Human Rights Policy

## POLICY OVERVIEW

Workhuman is strongly committed to respecting human rights in our workplace and communities as well as the dignity of all persons working on our behalf in any capacity. This Human Rights Policy establishes the guiding principles whereby Workhuman prohibits the use of modern slavery, human trafficking, child labor, and other forms of forced or compulsory labor in our operations and supply chain.

## STATEMENT OF PRINCIPLES

Workhuman follows the principles below in carrying out our obligations under this Policy:

- We will not use, encourage, or engage in the use of forced or compulsory labor, including human trafficking, modern slavery, prison labor, indentured labor, or any other form of involuntary labor.
- We will not use, encourage, or engage in the use of child labor, and strive to respect and comply with all local laws regarding minimum working ages.
- All employment relationships are entered into freely and voluntarily, and individuals in an employment relationship with Workhuman can freely terminate their employment on reasonable notice as required by applicable local employment laws.

## OUR COMMITMENTS

As a company, Workhuman takes a zero-tolerance approach to modern slavery, human trafficking, child labor, and other forms of compulsory labor. We are committed to engaging with our stakeholders and vendors to minimize these risks in our operating activities.

As part of our annual risk assessment planning activities, Workhuman will assess the risks of modern slavery, human trafficking, and child labor occurring within our business. We follow a risk-based approach when entering into new contractual relationships and determine whether additional due diligence or contractual protections are necessary depending on the nature of the relationship and the third party's business activities. We also expect our suppliers to adhere to the terms of our Code of Conduct, including compliance with laws and regulations such as those prohibiting modern slavery, human trafficking, and child labor.

Workhuman strives to achieve fair and equal practices and recruiting and hiring, and does not engage in or encourage harmful practices including, but not limited to, destroying, concealing, confiscating, or altering employees' immigration, identity, or work authorization documents; using false or misleading recruiting practices; charging recruiting fees to workers; employing recruiters that violate applicable labor laws; or providing employment documents in languages that our workers do not understand. We strive to comply with all applicable laws and regulations regarding minimum working ages. We also provide training regarding these obligations to employees who are engaged in our recruiting and hiring processes.

Any employee who violates this Policy will face disciplinary action in accordance with Workhuman's Disciplinary Policy, which could result in termination for serious misconduct or other remedial actions. We may terminate our relationship with vendors or other third parties or pursue other remedial action if they engage in violations of this Policy.

## REPORTING AND NON-RETALIATION

In accordance with our Code of Conduct, questions regarding this Policy or concerns regarding potential violations of this Policy or applicable laws and regulations should be directed to the Chief Legal Officer or another member of the Workhuman Legal Team. Workhuman is strongly committed to protecting employees' privacy and confidentiality relating to this Policy and preventing retaliation against anyone making a good faith reporting of an actual or suspected violation of this Policy.