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	<i>Respect, Dignity and Fair Treatment</i>	

1. OBJECTIVES

Business can only flourish in societies where human rights are respected, upheld and advanced. KIKO recognizes that business has the responsibility to respect human rights and the ability to contribute to positive human rights impact. This policy sets out what KIKO and its employees must do to ensure that all workplaces maintain such an environment.

2. COMPANIES AND SCOPE

KIKO Global Policy: all KIKO Employees.

3. PROCESS AND RESPONSIBILITIES

3.1. MUSTS

KIKO employees **must**:

- Respect the dignity and human rights of colleagues and all others they come into contact with as part of their jobs; and
- Treat everyone fairly and equally, without discrimination on the grounds of race, age, role, gender identity, religion, country of origin, sexual orientation, marital status, dependants, disability, social class or political view. This includes consideration for recruitment, redundancy, promotion, reward and benefit, training or retirement which must be based on merit.

KIKO Companies **must**:

- Ensure all employees' work is conducted on the basis of freely agreed and documented terms of employment, clearly understood by and made available to relevant employees and others working for KIKO;
- Ensure all employees are provided with fair wages including a total remuneration package that meets or exceeds legal minimum standards or appropriate prevailing industry standards, and that remuneration terms established by legally binding collective agreements are implemented and adhered to. Other than legally mandated deductions, all other deductions from wages require the express of written consent of the employee;
- Respect employees' rights to join or not to join a legally recognized trade union, or any other body representing their collective interests, and establish constructive dialogue and bargain in good faith with trade unions or representative bodies on employment conditions, labour management relations and matters of mutual concern, to the extent practicable taking national laws into consideration;
- Comply with legal requirements in relation to short-term, casual or agency employees;
- Maintain a clear and transparent system of employee and Management communication that enables employees to consult and have an effective dialogue with Management;
- Provide transparent, fair and confidential procedures for employees to raise relevant concerns. These must enable employees to discuss any situation where they believe they have been discriminated against or treated unfairly or without respect or dignity, with their line manager- or an independent manager- without fear or retaliation.

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3.2. MUSTS NOT

KIKO employees **must not**:

- Engage in any direct behavior that is offensive, intimidating, malicious or insulting. This includes any form of sexual or other harassment or bullying, whether individual or collective and whether motivated by race, religion, country of origin, sexual orientation, marital status, dependants, disability, social class or political views;
- Engage in any indirect behavior which could be constructed as sexual or other harassment or bullying, such as making offensive or sexually explicit jokes or insults, displaying, emailing, texting, or otherwise distributing, offensive material or material of a sexually explicitly nature, misusing personal information, creating a hostile or intimidating environment, isolating or not co-operating with a colleague, or spreading malicious or insulting rumors;
- Work more than regular and overtime hours allowed by the laws of the country where they are employed.

KIKO Companies **must not**:

- Use, or permit to be used, forced or compulsory or trafficked labour. We have a zero tolerance on forced labour;
- Use child labour. i.e. individuals under the age of 15 or under the local legal minimum working age or mandatory schooling age, whichever is higher.
- When young workers are employed (insofar as short-term work experience schemes and work that forms part of an educational programs are permitted), require or allow them to do work that is mentally, physically, socially or morally dangerous or interferes with their schooling by depriving them of the opportunity to attend school

4. DEFINITION

None

5. VERSION

Vers.	Modification/Description	Author	Review	Approval	Date
0	Original	Human Resources	Internal Audit Legal and Corporate Affairs	CEO BOARD	01.01.2019