



Policy on Human Rights

Regulations regarding Human Rights

Version 1.0 – October 2017

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EXECUTIVE SUMMARY

Why this policy?

Fugro recognises its responsibility under the Universal Declaration of Human Rights to respect human rights affected by its activities. We are committed to ensuring that our business operations and people do not contribute - directly or indirectly - to human rights violations. Fugro is equally committed to ensuring that all employees work in a safe environment which aims to promote diversity, where there is mutual trust, respect for human rights, equal opportunity and no unlawful discrimination. We seek to establish and adhere to clear ethical standards for ourselves, and foster similar standards in third parties who work with us or on our behalf.

What we expect from you

- We expect you to respect the human rights of colleagues and all others and to treat them respectfully, fairly and equally without discrimination and harassment of any kind.
- As a Fugro employee you need to take all reasonable measures to avoid being involved in - or contributing to - human rights violations in business relationships.
- Treat others like you would wish to be treated yourself.

Our human rights principles focus on:

- freely chosen employment,
- no child labour,
- diversity and non-discrimination,
- no harassment,
- freedom of association and collective bargaining,
- fair working hours,
- fair wages,
- protection of health and safety,
- respect for local communities, and
- adequate grievance procedures.

Full policy applies

Please note that this executive summary only provides highlights; the full Policy on Human Rights is the binding text.

Full Policy

1. Why this policy?

Fugro recognises its responsibility under the Universal Declaration of Human Rights to respect human rights affected by its activities. We are committed to ensuring that our business operations and people do not contribute - directly or indirectly - to human rights violations. Fugro is equally committed to ensuring that all employees work in a safe environment which promotes diversity, where there is mutual trust, respect for human rights, equal opportunity and no unlawful discrimination. We seek to establish and adhere to clear ethical standards for ourselves, and foster similar standards in third parties who work with us or on our behalf.

This Human Rights Policy sets out the leading principles for Fugro and its employees with regard to human rights.

2. What we expect from you

When doing business in any country around the world, we expect you to understand the importance of our approach towards human rights and to abide by the principles set forth in this Policy.

Furthermore, we expect you to respect the human rights of colleagues, temporary workers, suppliers, business partners and all others you come into contact with as part of your job, and to treat them fairly and equally without discrimination and harassment of any kind. As a Fugro employee you need to take all reasonable measures to avoid contributing to - or being involved in - human rights violations in business relationships (for example regarding the local population, subcontractors or state security forces).

2.1 Our human rights principles

Freely chosen employment

No form of slave, forced, bonded, indentured, or prison labour will be used. Work must be voluntary and employees as well as temporary workers shall be free to leave work or terminate their employment with reasonable notice, provided they abide by applicable law requirements. Individuals hired, either directly or through others (such as labour agents or subcontractors), need not pay any recruitment fees or related expenses for being selected. Lodging of deposits is never required, and no one shall be deprived of his or her identity papers¹, diploma's or training certificates upon starting or terminating work for Fugro.

¹ To comply with local immigration and project requirements identity papers must often be made available centrally for inspection by officials. This type of temporary 'deprivation of identity papers' remains possible and allowed. Central and safe storing of identity papers on vessels remains equally possible and allowed.

No child labour

Child labour will not be used, neither directly or indirectly. The legal minimum age requirements in countries in which we operate will be respected

Diversity and non-discrimination

We aim to make sure that everyone at Fugro is treated respectfully, fairly and with dignity and is not unlawfully discriminated against based on, among other things, race, national origin, colour, gender, religion, age, pregnancy, sexual orientation, disability, union- or political affiliation. We value diversity of people and thought and are committed to non-discrimination in all phases of employment, including but not limited to, recruitment, hiring and firing, opportunities for growth, development and promotions, selection of employees for training programs and determination of wages and benefits.

No harassment

We do not tolerate any form of harassment such as physical, verbal or sexual abuse or coercion, violence, making offensive or sexually explicit jokes, insinuations or insults, displaying or distributing offensive material or material of a sexually explicitly nature, misusing personal information, creating or contributing to a hostile or intimidating work environment, isolating or not co-operating with a colleague, and spreading malicious or insulting rumours.

Freedom of association and collective bargaining

We respect the right of employees to establish or join a trade union or similar body and be represented by them. Employment will not be subject to the condition that a person may not join such a body or must terminate its membership.

Fair working hours

Working hours shall not exceed the maximum set by applicable law, collective bargaining agreements and ILO² standards except in case of emergencies or exceptional circumstances to meet short-term business or safety demands. Where relevant, international maritime standards are upheld (e.g. Maritime Labour Convention standards).

Minimum wages

Remuneration for employees and temporary workers shall be consistent with the provisions of applicable wage laws, collective bargaining agreements and ILO standards. Where relevant, international maritime standards are upheld (e.g. Maritime Labour Convention standards).

² International Labour Organization

Protection of health and safety

We are committed to providing a healthy, secure and safe workplace and to protecting the environment in accordance with applicable laws and our Health, Safety, Security and Environmental (HSSE) policies. We believe that incidents are preventable. HSSE responsibilities are integrated in the way in which Fugro conducts its business. We protect personnel and assets and provide a secure environment in which business operations can successfully and safely be conducted.

Respect for local communities

We are committed to being a good corporate citizen and our companies are encouraged to contribute directly or indirectly to the general well-being of the communities within which we work, while at the same time minimising disruptions.

Adequate grievance procedures

We have ensured transparent, fair and confidential procedures for employees and temporary workers to raise concerns without fear for retaliation³. Such procedures enable them to discuss or report any situation where they believe they have been discriminated against, treated unfairly or their rights have been otherwise violated.

2.2 Differences with local law

Where this Policy on Human Rights, our procedures and external commitments are more stringent than local laws, we operate in accordance with our standards. Where local law prohibits us from upholding certain aspects of this policy, we comply with these local laws while seeking to respect the commitments set out in this policy.

3. When in doubt

When in doubt, talk to your manager or supervisor, a (local) Human Resources representative, Fugro Legal, or to a (local) Confidential Advisor. Transparency is part of the Fugro culture, part of the way we look after each other and part of preventing you or your colleague(s) from getting into a difficult, unsafe or even criminal situation.

4. Sanctions

Non-compliance with this Policy on Human Rights may result in disciplinary measures being taken (see our Policy on Disciplinary Measures).

In case stricter requirements in relation to this subject apply to you - e.g. rules contained in an employment contract, applicable local law or in Staff Regulations – such stricter requirements prevail over those laid down in this policy.

³ See our Speak Up Procedure

5. **Speak Up**

We remind you that our Speak Up Procedure states that each employee must report any situation or behaviour which seems a violation of the law for which a person could end up in jail or for which Fugro could pay a substantial fine. Each report will be professionally investigated. Every employee is obligated to fully and promptly cooperate with any company investigation. If you were obliged to report and you did not, you may also be subjected to disciplinary measures.

6. **Related policies and procedures**

This Policy on Human Rights should be read in conjunction with Fugro's:

- section on Human Rights in the Code of Conduct,
- section on Equal Opportunity in the Code of Conduct,
- section on Health, Safety, Security and Environment in the Code of Conduct,
- section on Local Communities in the Code of Conduct,
- HSSE policies,
- Speak Up Procedure, and
- Policy on Disciplinary Measures.

Note: This policy does not in any way constitute an employment contract.