



Handling System Co Pte Ltd
Human Rights Policy
Year 2024

Path to Sustainability



Human Rights Policy

We thrive to remain true to our core values and business principle. We adhere to rules and ethics compliance and is everyone's responsibility. We seek to remain transparency and open dialogue, respecting the rights and dignity of all people, and we expect the same from all our partners.

We support and respect the protection of internationally proclaimed human rights and we make sure that we are not complicit in any human rights abuses. Our respect towards human rights is embodied in our Human Rights Principles, Code of Conduct and Partner Code.

Policy Commitment

Our approach to human rights is guided by the UN Guiding Principles on Business and Human Rights (UNGP), which outlines governments' duty to protect human rights and businesses' responsibility to respect them. Moreover, it emphasizes the provision of appropriate and effective remedies in cases where human rights are breached.

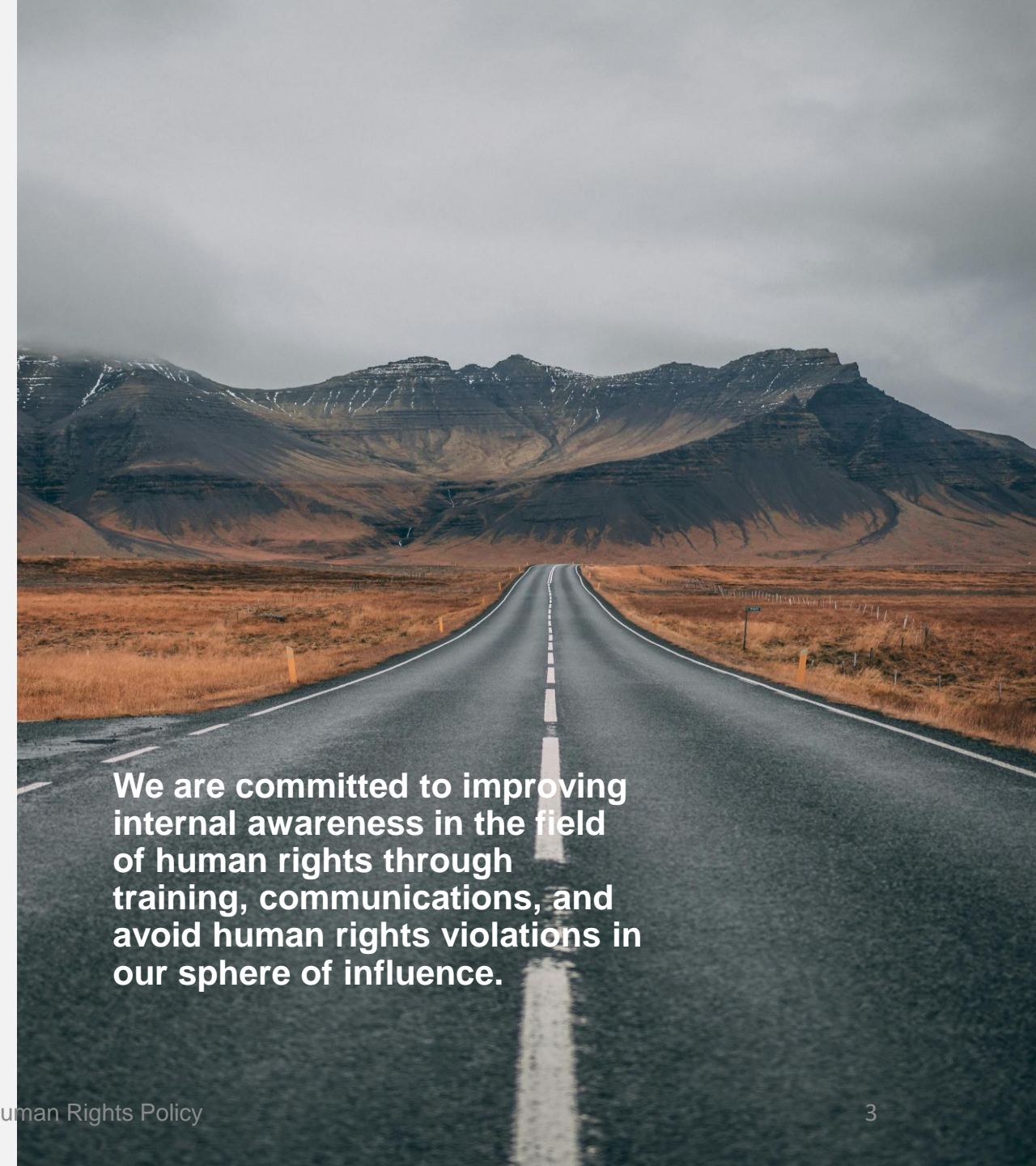
We uphold the rights outlined in the International Bill of Human Rights and the International Labour Organization's (ILO) Declaration on Fundamental Principles and Rights at Work. Consistent with the UN Guiding Principles on Business and Human Rights (UNGP), Handling System integrates human rights into its due diligence processes. This includes assessing potential and actual human rights impacts throughout our value chain, with consultations involving relevant stakeholders such as our employees and our partners.

In our human rights impact assessment, we prioritize the professional development of our employees and foster open dialogue with stakeholders. We are dedicated to transparently reporting on our efforts to address and mitigate any impacts on human rights that we may have.

Handling System ensures that all interactions with relevant entities such as governments, regulatory bodies, and public authorities adhere to the human rights principles outlined in this document.

Handling System is dedicated to enhancing its internal understanding of human rights through training and communication. Our goal is to offer human rights training to management and all employees who may encounter human rights issues within our supply chain.

Through training and familiarization with potential risk areas, our employees are more adept at identifying risks and actual impacts during the due diligence process. This enables us to pinpoint situations where violations are most likely to occur.



We are committed to improving internal awareness in the field of human rights through training, communications, and avoid human rights violations in our sphere of influence.

Human Rights Principles

In our sphere of influence, we actively work to prevent human rights violations through assessments, training, and communication. We ensure that our operations do not contribute to human rights abuses and encourage all stakeholders, including employees, partners, and communities, to report any incidents immediately.

Handling System's Human Rights Principles raise awareness of relevant human rights issues, enhancing our ability to identify and manage potential violations.

The key human rights principles are outlined on the following pages.

Do not hesitate to seek guidance. If you are not sure about an action or a decision, ask yourself:

- ✓ Is it legal?
- ✓ Am I comfortable with this?
- ✓ Does it harm our employees, brand or other stakeholders?
- ✓ Does it do harm to the environment and society?

Report any [irregularities](#) anonymously:

Email: sustainability@handlingsystem.com.sg



Human Rights Principles

Fair wages and working hours

To ensure fair employment practices, all employees engaged in our own operations and value chain must receive fair wages, at least meeting the national minimum standard. Handling System complies with relevant employment laws, ensuring employees' rights to fair wages, reasonable working hours, adequate holidays and CPF contributions as outlined in the [Employment Act](#) and [CPF Act](#).

We expect our business partners to uphold these same standards.

Equal and fair treatment without fear of discrimination

Our operations are guided by Handling System's core values, and our interactions with each other are characterized by professionalism and fairness. It is our responsibility to ensure that everyone in our workplace community is treated equally.

We uphold a strict policy against discrimination based on race, gender, sexual orientation, religion, ethnic origin, citizenship status, age, health, or any other factor that could lead to discrimination. We value the contributions of each individual and respect their unique identities.

We have a zero-tolerance policy for any actions, behaviors, or conduct that are humiliating, intimidating, or hostile.

We and our partners do not discriminate against anyone based on:

- Race
- Gender
- Sexual orientation
- Religion
- Ethnic origin
- Citizenship status
- Age
- Health
- Marital Status
- Pregnancy
- Any other condition that could lead to discrimination

Human Rights Principles

A group of workers in high-visibility orange vests and hard hats are standing in a car handling system. The workers are wearing orange safety vests with reflective stripes and hard hats in various colors (white, yellow, orange, red). One worker in the foreground has a vest with "HANDLING SYSTEM" written on it. The background shows a large industrial facility with cars on a conveyor system. A sign in the background reads "KEEP CLEAR AT SEA".

Health and Safety

- We commit to provide a safe working environment for everyone within our value chain.
- We have zero tolerance for any form of substance abuse.
- We are committed to adhering to the [Personal Data Protection Act](#) (PDPA), ensuring the privacy and confidentiality of personal data for both our employees and business partners.
- We are dedicated to enhancing the safety of our suppliers' employees by providing safety training and sharing our expertise.
- We are committed to ensure the safety of our services and products.
- We comply with laws, regulations and standards related HSSE.
- We will continuously monitor our safe work processes and stay up-to-date with the latest requirements.

Human Rights Principles

Forced labor and modern slavery

All individuals engaged in Handling System's value chain are entitled to freedom from slavery, servitude, forced labor, and any form of exploitation that violates basic human rights. We strictly prohibit all types of bonded labor and indebted labor practices, including withholding wages and restricting a worker's freedom through physical confinement or forced overtime.

Additionally, it is against Handling System's Principles for our partners to impose recruitment fees on their employees.

- Falsify in-debtness
- Subject employees to threats
- Restrict the physical freedom
- Withhold the workers' personal documents, such as passports, without the permission of the employee who must maintain the access and right to take back the documents at any time.

To safeguard the rights of workers, Handling System prohibits illegible and illegal employment contracts, mandating that all documentation must comply with relevant legal regulations. These contracts must be accessible to employees, clearly outlining terms and conditions of employment, the voluntary nature of the employment relationship, procedures for leaving employment, and any associated penalties.

Workers retain the right to terminate their contracts at their discretion. All terms and conditions must be communicated in a language and manner that is easily understandable for the employee.

Human Rights Principles

Child labor

Handling System upholds the rights of children and insists that these rights are respected throughout our entire supply chain. We strictly prohibit child labor under the age of 15, as defined by the International Labor Organization. Children are entitled to education, development, and health, and we ensure that all partners within our value chain do not undermine these rights.

Furthermore, all forms of slavery, illicit activities, and work that may endanger the health, safety, or morals of children are strictly forbidden. We require all our partners to adhere to national labor laws and regulations regarding minimum age requirements. Where national laws are inadequate, we adhere to international standards.

Moreover, we actively engage with subcontractors, suppliers, and other business affiliates to combat child labor in regions where it may be prevalent.

Handling System respects the rights of children and requires these rights to be realized throughout our value chain, regardless of race, ethnic and religion.



Human Rights Principles

Positive societal impact to communities

Handling System acknowledges that its operations, as well as those within its value chain, can directly impact our employees and their families and indirectly affect wider communities. These impacts may include environmental, health, and social aspects. Every community has the right to social and economic development, and our operations should never hinder this. People have the right to social security and the realization of economic, social, and cultural rights. We aim not only to minimize the risk of adverse impacts but also to assist in the development of communities and reduce environmental, health, and social risks.

Additionally, the Code of Conduct of Handling System can contribute to the growth of communities. For example, the company's activities can create fresh economic prospects. Moreover, our goal is to guarantee that all employees and individuals within our value chain enjoy sufficient social rights, including supporting services for workers, thereby promoting social advancement within the broader community.

Anti-Corruption

Handling System promotes ethical business conduct and prohibits the offering, promising, soliciting, accepting, or giving of bribes to influence actions within its operations or supply chain. We are actively engaged in developing policies and implementing concrete programs to combat corruption both internally and throughout our supply chain.

We aim to cultivate relationships based on trust and are committed to upholding and enhancing our reputation.



Handling System is actively involved in charitable initiatives aimed at supporting underprivileged communities.



Human Rights Principles

Right to privacy

Handling System respects the privacy rights of everyone involved in its operations, including employees, business partners, and customers. All personally identifiable information, personal healthcare information, and occupational information must be treated confidentially.

The company aims to protect information and ensure system integrity through technological safeguards, monitoring, guidelines, and regular training of employees and partners. Any observations of potential breaches or serious deviations will be reported to the management, and necessary corrective actions will be taken. When acquiring new technology or systems or considering new methods for processing personal data, appropriate safeguards and legal bases for processing will be evaluated.

All employees are bound by confidentiality to report any unauthorized information received or processed during their employment.

References

United Nations International Bill of Human Rights

- <https://www.ohchr.org/en/what-are-human-rights/international-bill-human-rights>

International Labour Organisation

- <https://www.ilo.org/declaration/lang--en/index.htm>

Guiding Principles for Business and Human Rights

- <https://unglobalcompact.org/library/2>

Personal Data Protection Act (PDPA)

- <https://sso.agc.gov.sg/Act/PDPA2012>

Central Provident Fund Act

- <https://sso.agc.gov.sg/Act/CPFA1953>

Employment Act

- <https://www.mom.gov.sg/employment-practices/employment-act>