



# CTG Human Rights Policy

## 1. Policy Statement

At Committed to Good (“CTG”, “we”, “the Company”) we strongly believe that respect for all internationally recognised human rights is fundamental to the sustainability of CTG operations and we have a zero-tolerance approach to any acts that may restrict, violate, or negatively impact on, human rights. This includes (but is not limited to) ensuring that no modern slavery, human trafficking, child exploitation/labour, sexual exploitation, discrimination and any type of harassment occurs in our supply chains or any part of our business.

We are therefore committed not only to respect human rights, but also to actively promote them across the Company and through all our operations. To this end, we will ensure that clear human rights principles are respected by everyone involved in CTG’s activities; CTG’s commitment to human rights is reinforced by relevant policies, procedures and our Code of Conducts; relevant training is provided to all Personnel, consultants, volunteers and interns; and effective mechanisms are in place to effectively prevent and promptly address and respond to any adverse human rights impacts in which CTG is found to be involved.

In line with the UN Guiding Principles on Business and Human Rights, we base our human rights commitment on the International Bill of Human Rights, and the principles concerning fundamental rights set out in the International Labour Organization (“ILO”) Declaration on Fundamental Principles and Rights and work. We are also signatory to the United Nations Global Compact, and we publicly signed our commitment to take action for creating peaceful societies and through our female first initiative pledge to encourage more women into the workplace in fragile countries.

## 2. Purpose

This document outlines CTG’s human rights framework, which is aligned with all CTG governance documents, and shall be read in conjunction with (but not limited to):

- Annual Slavery & Human Trafficking Statement;
- Code of Conduct;
- Supplier Code of Conduct;
- Safeguarding and PSEAH Policy;
- Whistleblowing Procedure; and
- Privacy Policy.

## 3. Scope

This policy is applicable throughout the whole Company and all its Personnel (inclusive of senior managers, officers, directors, employees (permanent or temporary), consultants, contractors, trainees, seconded staff, agency staff, volunteers and interns).

CTG expects all partners and suppliers to ensure similar measures are in place within their organisations, we are happy to work with all relevant stakeholders to manager this across our supply chains.

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Where national law and international human rights differ, we shall follow the higher standard; where they are in conflict, we will adhere to national laws, while seeking the best possible way to respect human rights to the greatest extent possible.

## 4. Application

### 4.1. Principles

CTG expects human rights to be respected throughout its operations. In line with our core values, at CTG we are strongly committed to the following principles:

- Equality and Non-discrimination.
- Elimination of compulsory labour and abolition of child labour.
- Elimination of slavery and human trafficking.
- Fair Pay.
- Prevention of sexual exploitation and abuse and harassment.
- Accountability and the Rule of Law.

### 4.2. Compliance

In order to ensure there is an understanding throughout CTG of the importance of Human Rights all employees are required to sit the following courses as part of the mandatory CTG Onboarding Pass:

- Safeguarding Essentials
- Prevention of Sexual Exploitation and Abuse
- Equality, Diversity and Inclusion
- BSAFE

All Personnel, consultants, contractors, trainees, seconded staff, agency staff, volunteers and interns are also required to read, acknowledge and agree to the Code of Conduct. To the extent possible, all Suppliers are required to read, acknowledge and agree to the Supplier Code of Conduct. Relevant information is provided on a regular basis to all stakeholders through effective means of communication.

#### 4.2.1. Due diligence

CTG will implement human rights due diligence in order to identify, prevent and mitigate human rights risks to people in our business and value chain. To this end, we have in place policies, processes and training, as well as different monitoring systems and reporting mechanisms, to ensure the effective implementation of this policy. This due diligence is embedded across the company as it follows:

- *Rigorous Recruitment Procedures* which includes (but not limited to) implementing all necessary checks to ensure everyone employed is 16 and above, and are authorised by law to work in the country in which they are;
- *A Supplier Due Diligence Procedure* which provides us with information about the supplier to endeavor to determine that they have not been investigated or convicted for any activities related to violations of human rights, and whether their operations align with our human rights principles.
- *Risk and Impact Assessment* which includes international, national and local standards consultation and stakeholder engagement;

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- *Preventive Actions* which include (but not limited to) the provision of training and relevant information to all staff, consultants and relevant stakeholders in their rights;
- *Clear Reporting Mechanisms* including a Grievance Procedure, Whistleblowing Procedure and Ethics Hotline, informed and available for all CTG personnel and external individuals, to report if human rights have been adversely affected.

#### **4.3. Reporting & Investigation**

All stakeholders in CTG are reminded through the Code of Conduct and Supplier Code of Conduct and various communications that they have a duty to report, in good faith, any suspected human rights abuses. This can be done by emailing [ethics@ctg.org](mailto:ethics@ctg.org). Further details are contained in CTG's Whistleblowing SOP. Any suspected Human Rights Abuses will be investigated by the Ethics Committee who are responsible and accountable for investigating reported unethical behaviour and resolving any claims, violations or misconduct.

#### **4.4. Monitoring and review**

This policy is to be reviewed annually at a minimum or in the event of any significant change to relevant statute or regulation or internal company working practice. The CEO is responsible for this at Corporate level. Monitoring the policy's adequacy and effectiveness is also the responsibility of the CEO but personnel are encouraged to give feedback in this respect. This policy does not form part of an employee's contract of employment, or personnel's contract and can be amended at any time.

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