

QM 7.8.9 HUMAN RIGHTS POLICY



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What is this policy for?

We are committed to upholding the fundamental human rights of all individuals, including our employees, customers, suppliers and other stakeholders. We believe that every person has the right to be treated with dignity, respect, and fairness, regardless of their race, gender, age, disability, religion, sexual orientation or other characteristics.

We are pleased to confirm that Suncream Dairies fully adheres to the Ethical Trading Initiative (ETI) Base Code. The ETI Base Code reflects key international standards and is founded on the conventions of the International Labour Organization (ILO). Our commitment to these principles underscores our dedication to ethical business practices and responsible sourcing.

Who is this policy for?

This policy applies to all persons working for us or on our behalf in any capacity, including employees at all levels, directors, officers, agency workers, contractors, external consultants, suppliers, business partners and the local community.

Our Commitment

We will not tolerate any discrimination, harassment, or abuse of human rights in our operations or supply chain. We will work to prevent and address any violations of human rights that occur and will take appropriate action to remediate any harm caused.

As part of our commitment to human rights, we will:

1. **Respect human rights:** We will respect the human rights of all individuals, including our employees, customers, suppliers, and other stakeholders, and will ensure that our business practices do not infringe upon those rights.
2. **Prevent discrimination:** We will not discriminate against any individual or group based on their race, gender, age, disability, religion, sexual orientation, or other characteristics. We will provide equal opportunities for employment, promotion, and training, and will ensure that our policies and practices are inclusive and non-discriminatory.
3. **Address harassment and abuse:** We will not tolerate any form of harsh or inhumane treatment, harassment or abuse, including sexual harassment, bullying, or violence, and will take action to prevent and address such behaviour.
4. **Protect privacy and data security:** We will respect the privacy and data security of all individuals and will comply with relevant data protection laws and regulations.
5. **Ensure fair labour practices:** We will ensure that our employment practices are fair, including providing safe and healthy working conditions, fair wages and benefits, and reasonable working hours.
6. **Respect cultural diversity:** We will respect and value cultural diversity and will work to promote understanding and respect for different cultures and traditions.

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7. Monitor and report on human rights: We will monitor our operations and supply chain for compliance with this policy and relevant laws and regulations, and will report on our progress in addressing human rights issues.
8. Allow freedom of association. All of our employees have the right to freedom of speech providing dignity and respect to others is always shown.
9. We commit to respecting digital rights, including protecting individuals from invasive surveillance, ensuring ethical use of AI and algorithmic decision-making, and safeguarding freedom of expression and information.
10. We provide multiple, accessible channels for raising concerns, including anonymous reporting options, and guarantee protection against retaliation in accordance with the Public Interest Disclosure Act.

By adopting this human rights policy, we are demonstrating our commitment to upholding the fundamental human rights of all individuals, and to promoting a culture of respect, dignity, and fairness within our organization and throughout our supply chain.

Expectations of our Suppliers

We expect our suppliers to share this commitment by adhering to all relevant human right codes and regulations. Specifically:

- Suppliers are expected to implement and maintain systems for delivering compliance to this code
- Suppliers shall appoint a senior member of management who shall be responsible for compliance with the code
- Suppliers are expected to communicate this code to all employees
- Suppliers are expected to be operating legally in premises with the correct business licences and permissions and to have systems to ensure that all relevant land rights have been complied with
- Suppliers should communicate this code to their own suppliers and, where reasonably practicable, extend the principles of this Ethical Code through their supply chain

Reporting

We encourage you to speak up without retribution, about any concerns you may have through our existing grievance procedure. No retaliatory action will be taken against you for raising concerns under this policy as we are committed to investigating, addressing and responding to the concerns of our employees. If necessary we will take appropriate corrective action in response to any violation of human rights.

Review

We commit to periodically reviewing this policy in order to continually improve labour standards within the workplace. We shall take into consideration: changes in legislation, legal advice as necessary and any other requirements to which the Company subscribes, to ensure the adequacy, suitability and continuing effectiveness of this policy.

Our Governance

Our work in this area is overseen by the Managing Director supported by the Managers of each area of the business and the HR Consultant. This ensures that every part of our business is clear about the responsibility to respect human rights.

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Date	Reason for Change
9 th October 2023	Regular Policy Review Addition of document location
11 th July 2024	Added commitment to local community Added reference to ETI Base Code
29 August 2024	Introduced expectations of suppliers
5 June 2025	Reviewed and added mention of digital rights and the ability to report concerns across multiple channels

Managing document location:

Hard Copy or LMS location:	<ul style="list-style-type: none">- LMS- Staff Room- Printed Employee Handbook- Website- Supplier Code of Practice
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