



## HUMAN RIGHTS POLICY

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### Introduction

- We believe that business can only flourish in societies where human rights are protected and respected. AIA recognizes that business has the responsibility to respect human rights.
- At AIA Engineering, we strive to respect and promote human rights in accordance with the UN Guiding Principles (UNGPs) on Business and Human Rights in our relationships with our employees, suppliers and within the communities we operate.
- We strive to maintain and improve systems and processes to avoid complicity in human right violations.

### Policy Objective

- To establish guidelines and general principles so that AIA's actions are carried out with respect for human rights in all its activities and relationships across the company, supply chain and communities.

### Scope & Applicability

This policy applies to:

- I. All staff of the company and other stake holders.
- II. Suppliers & vendors, business contacts, agents, advisors, business partners, current and potential clients, and others acting on the Company's behalf.

### Governance

- The Human Rights Policy is overseen by Board of Directors.
- The responsibility of implementation of the Policy is with the Department of Human Resources.
- The Department of Human Resources shall undertake periodic review and update this policy from time to time based on regulatory, investor and customer expectations.
- The Department of Human Resources shall monitor the effectiveness and review the implementation of the principles set forth in this Policy.



### **Training and Communication**

- In order to prevent any violations of Human Rights across the company, trainings and risk assessments shall be conducted annually.
- The policy shall be disseminated to all new hires at the time of induction. This policy will also be shared with all existing employees.
- The policy shall be communicated to all agents, suppliers, contractors and business partners at the outset of the company's business relationship with them and as appropriate thereafter.
- Wherever possible, all third parties should be sent a copy of this policy at the outset of the business relationship.

### **Due Diligence:**

AIA shall implement its human rights due diligence process following the steps below:

Assess potential human rights risks and impacts of its activities by identifying, designing and implementing detection, preventive and mitigation controls;

- Integrate the results of the above-mentioned assessment into company processes, including review of standards, procedures, budget, among others;
- Monitor controls to analyse their effectiveness in AIA activities and in relation to its supply chain;
- Report the company's human rights risk and performance in managing the impacts

### **Addressing Human Rights Impacts**

- AIA shall take steps to identify and address any actual or potential adverse human rights impacts of our own activities or our business relationships.
- AIA shall undertake, when necessary, measures to remediate any adverse human rights impacts it has caused or contributed to

### **Establishment of Grievance Mechanisms**

AIA has established a Grievance Mechanism to address all concerns and complains related to human rights impacts and violations.

### **Policy Framework**

AIA seeks to identify, assess, and manage human rights impacts in line with the following policy aims:

#### **1. Employees**

- To respect the human rights of our employees, including non-discrimination, prohibition of child labor, forced labor and modern slavery, freedom of association and the right to engage in collective bargaining.
- To prevent sexual harassment at the workplace and respect the dignity and respect of the individual.



## **2. Suppliers and Contractors**

- To evaluate and select major suppliers and contractors, taking into consideration AIA's Human Rights Policy, and to monitor their performance where appropriate.
- To advance the application of Human Rights through engagement and collaboration where necessary.
- To ensure as far as feasible there is no child, forced, trafficked or slave labor in the AIA supply chain.

## **3. Local Communities**

- To respect the cultures, customs and values of the people in communities in which we operate.
- To contribute, within the scope of our capabilities, to promote the fulfillment of human rights through improving economic, environmental and social conditions in communities in which we operate.
- To have open dialogue with stakeholders and participate in community engagement activities.

This policy is approved by the Board of Directors in their meeting held on 25<sup>th</sup> May 2021.

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