



markem·imaje

a **DOVER** company

**Markem-Imaje
Headquarters**

Chemin de Blandonnet 10
2nd Floor, 1214 Vernier
Switzerland

MAY 2021

Markem-Imaje Labour and Human Rights Policy

Markem-Imaje is a global company operating in several countries and is committed to respecting and promoting internationally recognized human rights in our operations and value chain, striving to comply with both the spirit and the letter of the law. Markem-Imaje is committed to ensuring that our organization and those of our suppliers operate in accordance with Markem-Imaje Policy, as well as national laws and in recognition of regional and cultural differences.

GENERAL PRINCIPLES

- **Non-discrimination** – Markem-Imaje is opposed to any form of direct or indirect discrimination on the basis of gender, marital status, sexual orientation, religious or political beliefs, union membership, race, colour, sex, ethnicity, nationality, citizenship, age, social background and status, physical or mental disability, military or veteran status, and any other status protected by applicable local law, and is committed to the prevention of discrimination in all areas of working life.
- **Freedom of Association**– Markem-Imaje recognises the right of our employees to join or not to join trade unions and collective bargaining and is committed to establishing open and constructive dialogue with representatives of recognised trade unions.
- **Opposition to forced labour** – Markem-Imaje opposes all forms of labour exploitation, including child labour, forced or compulsory labour and all forms of abuse or mental or physical coercion towards both our workers and workers employed within the supply chain, and strongly condemns all forms of human trafficking and exploitation.
- **Adequate working conditions** – Markem-Imaje promotes a working environment based on trust, dialogue and mutual respect to protect the welfare of our employees, ensuring fair working conditions whereby employees earn enough income for a reasonable standard of living.
- **Occupational health and safety** – Markem-Imaje considers the health and safety of workers a core value and proactively maintains a safe and healthy working environment by adopting high standards of prevention, assessment and management of related risks.



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Issue reporting and Anti-retaliation - Markem-Imaje, through Dover Corporation, provides its employees and stakeholders with a dedicated channel (the **“Hotline”**) for reporting, including anonymously, any situation that in breach of this Policy poses or could pose a risk of Human Rights violations.

This policy is applicable to all Markem-Imaje employees, seasonal workers and temporary workers.

Moreover, we recognize the critical role our suppliers play with regards to the respect of the human rights of the workers in our extended supply chain. Through our Markem-Imaje Third Party Due Diligence process, we communicate and require adherence to the **Dover Supplier Code of Conduct** to our suppliers, contractors and subcontractors as an ongoing condition of our business relationship. Furthermore, Markem-Imaje will take appropriate steps to prevent, detect and report any human rights violations relating in any way to our business.

We believe that promoting fair and appropriate employment at Markem-Imaje and within our supply chains is a critical part of the commitments we make to our people and local communities.

For more information:

www.markem-imaje.com/about-us/sustainability

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ANNEX TO MARKEM-IMAJE GLOBAL LABOR & HUMAN RIGHTS POLICY SPECIFIC MEASURES

Child Labor

- The Company shall, through legitimate means, confirm each individual's age and monitor that no individuals are hired by the Company under age 16 or under the legal age of work or compulsory schooling, whichever is higher.
- Individuals under the age of 18 shall not be employed for roles that hinder schooling or educational activities, involve night shifts, or include hazardous conditions.
- Under specific terms, the Company may host "work experience students" under the age of 16 as part of their schooling where this is approved by law, under oversight by the competent authorities and subject to defined legal conditions.

Recruitment and Employment Agreement

- Only recruiters who comply with local labor laws of the country in which the hiring takes place shall be used. Associated recruitment costs will be carried wholly by the Company and never re-charged to the candidate.
- The Company will provide transparency of who will cover the job seeker's travel costs in advance of attending interview.
- The details of the employment terms¹ at time of hiring shall remain consistent with those described during the recruitment process or, if changes occur, are communicated prior to starting and in no way violate relevant laws.
- When making a firm offer of employment, the Company will provide candidates with a copy of the employment terms, in a language they understand (applies also to relocation of current employees). Employment terms includes accurate details of working conditions including nature of work, wages and benefits and duration of engagement.
- Document checks are carried out prior to commencing work to confirm that Candidates are eligible to work according to legal standards and applicable organization policies.

Compensation and Benefits

- Employees are compensated via remuneration including for example salaries, wages, overtime pay, and benefits, all of which shall meet or exceed the legal minimum standards.
- Employees will be paid in a timely fashion on at least a monthly basis.
- Wage calculations, including where based on quotas, piecework, or production, are equitable, impartial and transparent.
- Overtime hours are stated separately where required by applicable local laws.
- Remuneration and benefits for a normal working week fulfil binding collective agreements, including premium pay allowances and overtime, whichever is higher.
- During normal working hours, wages for piecework, quotas, or production, will be at least the legal minimum or consistent with the collective agreement, whichever is higher.
- The Company shall not, under any circumstances, pay wages below the legal minimum.

¹ Employment terms set forth the general conditions of engagement and of work. These may take many forms such as an offer letter paired with the Employee Handbook, or a contract agreement, or similar equivalent.

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- The Company shall uphold the rights of workers to freely choose employment and will not unlawfully delay or withhold pay. Deductions are not taken from pay as a disciplinary measure.
- Pay information is clearly communicated, and in a timely manner. Detailed records are kept and maintained in line with the Company Records Management Policy.
- The Company will not use labor-only sub-contracting, home working agreements or apprenticeships that do not aim to teach skills or offer regular employment as a way of circumventing its obligations to employees applicable under labor and social security laws and regulations. This similarly applies to the continuous leveraging of fix-term employment contracts.
- Relevant protections and benefits during pregnancy, maternity and lactation, including leave and accommodations for pregnant workers are provided in accordance with local law.
- Disciplinary and other procedures that could lead to the termination of an employment agreement shall be transparent, including any advance notification and appeal mechanisms to the extent required by the local law.

Work Hours

- Regular working hours, excluding any overtime hours, shall be defined in writing, and communicated to employees; and shall not exceed the applicable legal limits.
- Hours of work, including regular hours, requirements for overtime and days off are transparent and in compliance with the law, and consider worker safety.
- The Company will respect all legally mandated breaks, including time for prayer, and grant at least one day off within a seven-day period.

Anti-Discrimination and Fair Treatment

- All employees will be treated fairly, with dignity and respect.
- Discrimination, harassment or unfair treatment based on an individual's status protected by applicable law is prohibited.

Further, see the Company provisions as set forth in the [Dover Code of Business Conduct & Ethics](#), the [Dover Supplier Code of Conduct](#) and the local Employee Handbook as applies.

Slavery and Forced Labor

- Involuntary labor of any kind is prohibited, including but not limited to, trafficked, prison, indentured or bonded labor.

Freedom of Association and Collective Bargaining

- The right to freely associate, or not associate with, or form a labor union and collective bargaining in accordance with the law will be respected without fear of reprisal, intimidation, or harassment.
- Dialogue between the Company and any workers' representatives acting on behalf of a legally recognized Union or Works Council shall be approached in a constructive and open manner, and bargaining undertaken in good faith.
- The Company will safeguard workers representatives' ability to undertake their representative duties while in the workplace.



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Health and Safety

- Company standards promote a safe and secure workplace for all employees with management systems in place to detect and manage potential risks to workers.
- The Company is responsible to train workers, at no cost, on the relevant health and safety measures, consistent with their activity and location; to ensure proper storage of all hazardous materials and chemicals in line with legal regulations and Company policy, whichever is stricter; and to provide the appropriate protective person equipment.
- Employees have the right to refuse and report unsafe or unhealthy working conditions.
- Any housing, transportation, and food provided by the Company must be sanitary, hygienic and safe.
- The Company will look into to all work-related injuries and illnesses and ensure corrective and preventive actions are implemented to prevent recurrence.

Issue Reporting and Anti-retaliation

Workers will be familiar with how to report a grievance, and have access to the Company reporting hotline where available; see further the [Dover Code of Business Conduct & Ethics](#), [Dover Supplier Code of Conduct](#) and the local Employee Handbook as applies.

- The Company does not tolerate any form of retaliation against individuals who make reports in good faith.

Note: Our Company principle is that where national law and international human rights standards differ, we will follow the higher standard; where they are in conflict, we will adhere to national law, while seeking ways to respect international human rights to the greatest extent possible.