



# BAILLY International

Corporate Social Responsibility

Policy & Procedure

Version 2016

International Services for household goods and personal effects

We at BAILLY understand that our organization, our business, our workforce our suppliers and customers are a part of the communities that we operate in and hence we do have a responsibility to ensure the sustainability, betterment of the community as a whole and also abide by the rules and regulation of the community.

We are committed to building positive relationships that contribute to the economic development and social wellbeing of communities where we operate. We believe that our strong commitment to the highest standards of corporate citizenship and sustainability strengthens our business, our workforce and the communities where we operate. To this effect we have developed implemented and will continuously improve a Corporate Social responsibility policy to guide us in our day to day work.

## **OUR SOCIAL ENVIRONMENT**

We at BAILLY realize that we are an integral part of the communities that we operate in and that it is our responsibility to ensure the sustainability and overall betterment off the community.

- We identify and assess our contributions/impacts to social and cultural changes in the areas where we operate and develop appropriate strategies to respect the rights and cultures of local communities.
- We are committed to respecting all human rights where we operate.
- We are aim to develop strong relationship with our suppliers and to support them in their growth and development.
- We are committed to provide our customers with quality services ensuring that all the requirements of the customers are collected and are met wherever its reasonably possible...

## **PROFESSIONAL STANDARDS & BUSINESS CONDUCT**

The main principles of our professional standards and Business Conduct are as below:

- We conduct our business to the highest standards of business and personal integrity.
- We are committed to transparency and good governance. We believe in fair and honest competition, and endorse and participate in all efforts which are designed to combat corruption and promote the rule of law (Please also refer to Anti bribery and anti-corruption policy and procedures)
- We endorse and respect the Universal Declaration of Human Rights (UDHR).
- We endorse and implement international voluntary initiatives designed to protect the environment (please refer to our Environmental policy and procedure).
- We expect our contractors and suppliers to respect our Code of Business Conduct and Ethics and related policies, or to adopt equivalent standards, and to train their employees accordingly.

## Procedures

BAILLY undertakes that those associated with the organization will conduct themselves ethically and in accordance with what are generally accepted as "standard business practices." The increasingly multifaceted relationships that have evolved between Bailly and the numerous individuals, companies, and other groups, with which it deals, require that persons representing Bailly exercise a high degree of personal responsibility, integrity, and sound judgment.

Each employee should be familiar with the policies and procedural guidelines that cover the business activities that are his/her responsibility. This requirement will vary significantly depending on the employee's position.

It is hoped that by clearly setting forth the standards of behavior that Bailly expects from its employees, any misunderstandings will be minimized, and any doubtful situation can be brought to the attention of the responsible administrator and resolved.

## Our people

Bailly realize that our people are the most important asset that our organization has and also believes that the growth of our company should also result in the growth of our employees both socially as well as intellectually.

The main principles of our people's policy are as below:

- We are committed to diversity and provide equal employment opportunities to all employees and job applicants regardless of race, color, sex, age, sexual orientation, creed, national origin or disability.
- We do not tolerate any form of workplace harassment including sexual harassment of an employee or employment candidate.
- We recognize and respect our employees' right to join associations and choose representative organizations for the purpose of engaging in collective bargaining in a manner that is consistent with applicable laws, rules, regulations and local customs.
- We are committed to providing challenging and rewarding career opportunities to ensure that we have a skilled, capable and energized workforce.
- We provide learning opportunities for employees to maximize their potential and ensure that the company achieves its business objectives.
- The health and safety of our employees and neighbors is a paramount concern.

## Policy against Workplace Harassment & discrimination

Bailly is committed to providing a work environment for all employees that is free from sexual harassment and other types of discriminatory harassment. Employees are expected to conduct themselves in a professional manner and to show respect for their co-workers.

Bailly commitment begins with the recognition and Acknowledgment that sexual harassment and other types of discriminatory harassment are, of course, unlawful.

To reinforce this commitment, Bailly has developed a policy against harassment and a reporting procedure for employees who have been subjected to or witnessed harassment. This policy applies to all work-related settings and activities, whether inside or outside the workplace, and includes business trips and business-related social events. Bailly property (e.g. telephones, copy machines, facsimile machines, computers, and computer applications such as e-mail and Internet access) may not be used to engage in conduct that violates this policy.

**Prohibition of Sexual Harassment :** Bailly policy against sexual harassment prohibits sexual advances or requests for sexual favors or other physical or verbal conduct of a sexual nature, when: (1) submission to such conduct is made an express or implicit condition of employment; (2) submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual who submits to or rejects such conduct; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, humiliating, or offensive working environment.

While it is not possible to list all of the circumstances which would constitute sexual harassment, the following are some examples: (1) unwelcome sexual advances -- whether they involve physical touching or not; (2) requests for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment; or (3) coerced sexual acts.

Depending on the circumstances, the following conduct may also constitute sexual harassment: (1) use of sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; (2) sexually oriented comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess; (3) displaying sexually suggestive objects, pictures, cartoons; (4) unwelcome leering, whistling, deliberate brushing against the body in a suggestive manner; (5) sexual gestures or sexually suggestive comments; (6) inquiries into one's sexual experiences; or (7) discussion of one's sexual activities.

While such behavior, depending on the circumstances, may not be severe or pervasive enough to create a sexually hostile work environment, it can nonetheless make co-workers uncomfortable. Accordingly, such behavior is inappropriate and may result in disciplinary action regardless of whether it is unlawful.

**Prohibition of Other Types of Discriminatory Harassment:** It is also against Bailly policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, gender, religion, sexual orientation, age, national origin, disability, or other protected category (or that of the individual's relatives, friends, or associates) that: (1) has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Depending on the circumstances, the following conduct may constitute discriminatory harassment: (1) epithets, slurs, negative stereotyping, jokes, or threatening, intimidating, or hostile acts that relate to race, color, gender, religion, sexual orientation, age, national

origin, or disability; and (2) written or graphic material that denigrates or shows hostility toward an individual or group because of race, color, gender, religion, sexual orientation, age, national origin, or disability and that is circulated in the workplace, or placed anywhere in Bailly premises such as on an employee's desk or workspace or on Bailly equipment or bulletin boards. Other conduct may also constitute discriminatory harassment if it falls within the definition of discriminatory harassment set forth above.

**Reporting of Harassment:** If you believe that you have experienced or witnessed sexual harassment or other discriminatory harassment by any employee of Bailly, you should report the incident immediately to your supervisor or to the HR manager. Possible harassment by others with whom Bailly has a business relationship, including customers and vendors, should also be reported as soon as possible so that appropriate action can be taken.

Bailly will promptly and thoroughly investigate all reports of harassment as discreetly and confidentially as practicable. The investigation would generally include a private interview with the person making a report of harassment. It would also generally be necessary to discuss allegations of harassment with the accused individual and others who may have information relevant to the investigation. Bailly goal is to conduct a thorough investigation, to determine whether harassment occurred, and to determine what action to take if it is determined that improper behavior occurred.

If Bailly determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination. Employees who report violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, Bailly will inform the employee who made the complaint of the results of the investigation.

Compliance with this policy is a condition of each employee's employment. Employees are encouraged to raise any questions or concerns about this policy or about possible discriminatory harassment with the Manager or Executive Director. In the case where the allegation of harassment is against the Executive Director, please notify the staff member designated as Manager.

## **Promotions and Transfers**

In filling positions at Bailly, preference is given whenever possible to qualified persons currently employed at Bailly, with factors such as ability, experience, potential for growth, and the affirmative action goals taken into consideration. Employees are encouraged to express interest in positions for which they believe they are qualified.

## **Employment of Relatives**

Employment of relatives is permitted, except in circumstances where an appointment would place related people in supervisory and subordinate roles within the same office or department, or in a situation where influence could be exerted, directly or indirectly, on future decisions concerning the status of employment, promotion, or compensation.

REFERENCE

Approved by Christian Guinnebault

Managing Director Date: 21/11/2016