

Labor and Human Rights Policy

1 | Introduction

TDA is committed to conducting business ethically and responsibly, including preventing modern slavery, forced labor, human trafficking, discrimination, and exploitation throughout our operations and supply chain.

2 | Scope

This policy applies to all TDA employees across all levels of the organization, including contractors, interns, suppliers, clients, business partners and all global operations and subsidiaries.

3 | Core Principles

3.1 Human Rights

- Support and respect the protection of internationally proclaimed human rights.
- Avoid complicity in human rights abuses.
- Promote dignity, fairness, and respect in all interactions.

3.2 Labor Standards

- Respect the freedom of association of employees and recognize the right to collective dialogue and bargaining in accordance with local laws.
- Eliminate all forms of forced and compulsory labor.
- Prohibit child labor.
- Eliminate discrimination in employment and occupation.
- Prohibit all forms of modern slavery, human trafficking, debt bondage, and exploitative labor practices

3.3 Equality and Non-Discrimination

- Ensure equal opportunities regardless of age, gender, race, religion, disability, sexual orientation, or any other characteristic, and prohibit unfair or discriminatory treatment in any form.
- Prevent harassment, victimization, bullying, and retaliation, regardless of the reason or personal characteristics of the individuals involved.
- Promote inclusive recruitment and career development practices.

3.4 Fair Employment Practices

- Offer fair wages and benefits
- Ensure transparent and merit-based recruitment, promotion, and termination processes.
- Accommodate reasonable adjustments for employees with disabilities.
- Comply with applicable laws regarding working hours, overtime, rest periods, and leave entitlements

4 | Supplier and Community Engagement

- Require suppliers to adhere to Supplier Code of Conduct (TDA-D142).
- Collaborate with suppliers and community stakeholders to promote human rights.
- Address and mitigate any adverse human rights impacts in our supply chain.

5 | Reporting and Whistleblowing

- Employees can report concerns via the Whistleblowing Policy (TDA-D139).
- Reports will be treated confidentially and investigated promptly.
- **Violations of this policy may result in disciplinary action, up to and including termination of employment or contract, where permitted by applicable law.**

6 | Governance and Accountability

- The HR and Quality & Compliance teams are responsible for implementing and monitoring this policy.
- Annual reviews will ensure relevance and effectiveness.
- Updates will be communicated through internal channels and training.
- Management is expected to lead by example and ensure compliance within their respective departments

7 | Monitoring and Evaluation

- Monitor diversity metrics via employee feedback.
- Use anonymized data to identify and address gaps in equality and representation.
- TDA is committed to continuous improvement in labor and human rights. performance through periodic reviews, employee engagement, and corrective action initiatives.

This policy is in accordance with TDA's Supplier Code of Conduct (TDA-D142) and calls for Whistleblowing Policy (TDA-D139) where necessary.