



# Labor & Human Rights Policy

Revision	Date	Description	Issued By
0	11/30/23	New Policy	Julie Price

## Introduction

Human Capital is E Tech Group's most important asset. Companies that can attract, develop, and retain diverse talent have a competitive advantage and key factors to achieve this include building a corporate culture that values integrity, empathy, career growth, and inclusion. Successful strategies in these areas have become increasingly important in the context of greater expectations of flexibility and hybrid work. All activity related to our workforce, including employment development, compensation, and benefits will be conducted without discrimination and with equal opportunity for all.

This policy will cover E Tech Group's focus areas, commitments, and goals, to create a work environment where our associates can reach their full potential.

## Health, Safety and Wellbeing

The health, safety, and wellbeing of our associates is our number one priority. E Tech Group's Safety Committee focuses on keeping our Safety Manual up to date, monitoring workplace hazards, and setting and monitoring monthly Safety training.

E Tech Group also has a Wellness Committee specifically focused on our associate's wellbeing including physical, mental, social, and financial wellbeing.

Commitment: Provide a safe and healthy workplace, complying with all applicable safety laws and regulations.

Goals:

- Train 100% of associates on workplace safety and track training results.
- Reduce incident rate to zero for lost days away from work.
- Provide educational webinars and wellness challenge opportunities in our wellness focus areas throughout the year.

## Work Environment

E Tech Group is committed to a work Environment that is flexible, fair, and free from violence, harassment, or intimidation. *Reference E Tech Group's Flexible Work Environment policy and Harassment section of the E Tech Group Handbook.*

We compensate associates competitively relative to the industry and local labor markets using our salary benchmarking tool. E Tech Group provides a comprehensive benefit package that includes health, life & AD&D, disability income replacement, and retirement benefits.

E Tech Group complies with all applicable wage, hour, overtime, and benefit laws and have all required State, Federal, and Federal Contractor posters in all offices as well as all required posters to remote workers. *Reference Employment Relationship, all sections, in the E Tech Group handbook.*

Commitment: Provide a respectful and inclusive workplace environment for all associates and maintain a competitive total rewards package.

Goals:

- Provide all new hires with harassment training upon hire and then every two years.
- Update Affirmative Action plan annually with compensation analysis.
- Maintain State, Federal, and Federal Contractor posters in all offices and for remote associates.

## Social Dialogue

E Tech Group strives to create a workplace culture that encourages transparency at all levels. We promote the fundamental values of mutual respect and open communication. *Reference the Open Door Policy in the E Tech Group Handbook.* We encourage our associates to bring their ideas, questions, suggestions, and complaints to our attention. Associates may contact Human Resources and/or another member of the Management team at any time. Associates may also submit questions to our CEO (Ask Matt) via our intranet, E Tech on Deck.

E Tech Group will not unlawfully restrict an associate's right to engage in any of the rights guaranteed to them by Section 7 of the National Labor Relations Act.

Commitment: We are committed to creating effective and open communication within the organization.

Goals:

- Have at least two CEO Business Update meetings each year.
- Conduct at least one Associate/Wellness survey each year.
- Invite communication participation in both public and private forums, Pulse Survey's and Ask Matt, CEO videos.

## Career Management and Training

E Tech Group believes providing associates with opportunities to develop their skills is essential to both the success of the organization and to the successful careers of our associates.

We are committed to providing the tools and support to our associates, so they may reach their full potential and achieve success.

Commitment: We are committed to providing both internal and external educational opportunities to our associates.

Goals:

- Offer tuition reimbursement for attending accredited educational institutions. *Reference Tuition Reimbursement Policy in the E Tech Group handbook.*
- Provide internal educational opportunities within our Learning Management System, E Tech University.

- Provide external educational opportunities through other vendors for specific technical training or certifications.
- Ensure all performance reviews are completed timely.

## Child Labor, Forced Labor & Human Trafficking

E Tech Group respects and supports the dignity, well-being, and human rights of our associates. There is both a business and moral case for working to ensure that human rights are upheld across our organization. We are dedicated to, and have a reputation for, the highest ethical standards.

Commitment: We prohibit the use of all forms of forced labor, including indentured labor, bonded labor, military labor, modern forms of slavery and any form of human trafficking.

We prohibit the hiring of individuals that are under the age of 18 years old for positions in which hazardous work is required.

Goals:

- Keep all office postings up to date containing Child and Forced labor laws.
- Periodically review the Labor and Human Rights policy to ensure that it is up to date and relevant to our business.

*If you have concerns about any of these topics, please contact HR, [hr@etechgroup.com](mailto:hr@etechgroup.com) at any time. Anyone can become a victim of human trafficking. To report suspected human trafficking, call the U.S. Department of Homeland Security (DHS) tip line: 866.347.2423.*

## Diversity, Equity & Inclusion

E Tech Group provides equal employment opportunities to all associates and applicants for employment without regard to race, color, sex, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, pregnancy, gender identity or expression, genetic information, status as a domestic violence victim, veteran status, uniform service member status or any other protected characteristic in accordance with federal, state or local law. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

We do not tolerate disrespectful or inappropriate behavior, unfair treatment, or retaliation of any kind.

Commitment: We are committed to equal opportunity, a diverse workforce, and inclusion of all in an environment that does not tolerate any form of discrimination and / or harassment.

Goals:

- Provide anti-harassment and discrimination training to all associates.
- Continue to utilize JobTarget to improve diverse applicant pool, including local veteran/disability organizations. (JobTarget pulls job postings automatically from our website)

and distributes the job postings to state job banks and sites that reach minorities, women, veterans, and individuals with disabilities)

- Update Affirmative Action Plan annually.

## Communication

E Tech Group will communicate our Labor and Human Rights Policy, commitments, and goals to all associates and customers by providing a copy of this policy to all associates, sharing with customers via EcoVadis, and posting to our internal Intranet and external website.

## CEO Commitment

E Tech Group and I are committed to continually providing opportunities for our associates in an environment that promotes Health & Wellness, Safety, and Career Development, so every associate can reach their full potential. I support this policy and our goals.



Matt Wise, CEO

## Acknowledgement

I acknowledge that I have read this policy and agree to treat co-workers, vendors, and customers with respect at all times. I will contact Human Resources if I have questions regarding this policy.

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Associate Printed Name

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Associate Signature

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Date