



Human Rights Policy of Transition Technologies MS S.A.

Back in 2014, today's Transition Technologies MS S.A. (TTMS) was a team of several dozen operating within the structures of Transition Technologies (TT). The division of TTMS in 2015 was a turning point. Today, we serve the most demanding global organizations, employ over 600 people, and continuously increase our turnover, number of our customers and projects. We use the latest technology to offer customers services in a niche *managed services* model. We specialise in supporting the pharmaceutical industry, technological support for the digitisation of industry and, more recently, the armament sector.

Thus, on the one hand, we are present in the chain of creating values that are crucial for ensuring the protection of people's health, well-being and safety, but also hypothetically burdened with the risk of violating human rights. On the other hand, we are a large, international, multicultural and sustainable team. A team for which it is fundamental to respect the dignity of every individual, regardless of their origin, skin colour, sex, age, religion, worldview or any other characteristic that differentiates people. They differentiate, but do not make them unequal. All of them, regardless of their position or seniority, have the same inalienable dignity, due to them by birth.

The purpose of this policy is to better understand what human rights are and how they can and should be understood in the company's activities. This policy is intended to complement the Code of Conduct in place at TTMS. The human rights indicated therein benefit from the protection and protection mechanisms provided by the Code of Ethics (*Code of Conduct*).

Bearing in mind the provisions of the Universal Declaration of Human Rights and the fact that they apply to both social life and business, at TTMS, we believe that

- 1.1 *"All human beings are born free and equal in dignity and rights [...]" (Article 1) "Everyone is entitled to all the rights and freedoms [...], without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status" (Article 2)*, therefore, TTMS is committed to building an organizational culture and work atmosphere in which all employees will feel accepted members of one diverse team.

At the same time, TTMS will not accept any form of discrimination, unequal treatment or inappropriate behaviour towards any of its employees, associates or third parties. TTMS will provide mechanisms for reporting, including anonymous reporting, of potential violations and will combat such behaviour.

- 1.2 *“Everyone has the right to life, liberty and security of person.” (Article 3) (right to life)*, therefore, TTMS is committed to minimising threats to the life and health of employees and associates in the place of their work. At the same time, being aware of the importance of the activities conducted by its Customers for the life, liberty and security of people in the context of threats present in the modern world (terrorism, cyber attacks), TTMS will make every effort to ensure the proper and stable functioning of the IT systems it manages on behalf of its Customers.
- 1.3 *“No one shall be held in slavery or servitude; slavery and slave trade shall be prohibited in all their forms.” (personal freedom and security) (Article 4)*, therefore, TTMS will each time analyse the risk of violating human rights when considering cooperation with a Customer from one of the countries where personal freedoms and security are at risk (regimes). It will also not knowingly accept the practices of suppliers that involve any form of slavery, forced labour, child labour or human trafficking. If TTMS becomes aware and confirms information about such practices of suppliers, it will take action to change the supplier’s behaviour or, if this fails, will seek to terminate the cooperation.
- 1.4 *“No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.” (prohibition of torture) (Article 5)*, therefore, TTMS will condemn any form of degrading treatment, mobbing or other form of physical or psychological harassment among employees or associates. There will be consequences for those found guilty, including reporting to law enforcement authorities. TTMS will also not knowingly accept this type of practices of suppliers. If TTMS becomes aware and confirms information about such practices of suppliers, it will take action to change the supplier’s behaviour or, if this fails, will seek to terminate the cooperation.
- 1.5 *“Everyone has the right to recognition everywhere as a person before the law.” (Article 6), “All are equal before the law and are entitled without any discrimination to equal protection of the law. All are entitled to equal protection against any discrimination in violation of this Declaration and against any incitement to such discrimination.” (Article 7)*, therefore, TTMS will promote

protection against discrimination, creation of appropriate tools and procedures, including mechanisms for anonymous reporting.

- 1.6 *"No one shall be subjected to arbitrary interference with his privacy, family, home or correspondence, nor to attacks upon his honour and reputation. Everyone has the right to the protection of the law against such interference or attacks."* **(Article 12) (right to privacy)**, therefore, TTMS will protect not only the personal data and privacy of its employees and associates, but will exercise the utmost care to protect their data, including particularly sensitive data held by Customers (e.g. regarding clinical trials and the health of people participating in them), through proper care in the management of Customers' IT resources.
- 1.7 *"Everyone has the right to own property alone as well as in association with others. No one shall be arbitrarily deprived of his property."* **(Article 17) (right to property)**, therefore, TTMS will strictly protect property, including intellectual property, by ensuring, among other things, that copyrights and licences for the software used are respected, and will protect the intellectual property of the Customers, through proper management of the entrusted IT resources (e.g. data regarding the products being developed).
- 1.8 *"Everyone has the right to freedom of thought, conscience and religion; this right includes freedom to change his religion or belief, and freedom, either alone or in community with others and in public or private, to manifest his religion or belief in teaching, practice, worship and observance."* **(freedom of conscience and religion) (Article 18)**, therefore TTMS, when recruiting and employing employees and associates from different countries, different cultural backgrounds, different religions and different worldviews, will respect these differences and counteract any practice that could violate the rights and dignity of individuals.
- 1.9 *"Everyone has the right to freedom of opinion and expression; this right includes freedom to hold opinions without interference and to seek, receive and impart information and ideas through any media and regardless of frontiers."* **(freedom of speech) (Article 19)**, therefore, TTMS will not restrict the freedom to express private opinions in the workplace, subject to respect for the rights and freedom of others, as well as a clear distinction between private opinions and the official statement of TTMS.

Any suggestion by unauthorised persons that an opinion or view is the company's position, or speaking supposedly on behalf of the company, is unacceptable. The list of persons authorised to speak on behalf of the company is strictly limited to the members of the Management Board and persons authorised by the Management Board to do so.

- 1.10 *“Everyone has the right to freedom of peaceful assembly and association. No one may be compelled to belong to an association.” (freedom of assembly and association) (Article 20)*, TTMS, while respecting the involvement of employees in public life, regardless of the nature of this activity, stipulates that this activity should be conducted in a way that clearly indicates its private nature and does not imply the company's support for a particular public activity, political party, or other organization of a similar nature that promotes certain worldview patterns. It is also unacceptable to conduct political agitation in the offices of the company, which is, by definition, an apolitical organization that accepts people with different views and treats them with the same respect. Cases in which a person holding a significant position at TTMS would like to engage in public life in a way and to an extent that could give rise to suspicions of a conflict of interest will be analysed individually in order to eliminate the conflict of interest.
- 1.11 *“Everyone, as a member of society, has the right to social security [...]” (Article 22)* *“Everyone has the right to work, to free choice of employment, to just and favourable conditions of work and to protection against unemployment. Everyone, without any discrimination, has the right to equal pay for equal work. Everyone who works has the right to just and favourable remuneration ensuring for himself and his family an existence worthy of human dignity, and supplemented, if necessary, by other means of social protection. Everyone has the right to form and to join trade unions for the protection of his interests.” (Article 23)*, *“Everyone has the right to a standard of living adequate for the health and well-being of himself and of his family, including food, clothing, housing and medical care and necessary social services, and the right to security in the event of unemployment, sickness, disability, widowhood, old age or other lack of livelihood in circumstances beyond his control. Motherhood and childhood are entitled to special care and assistance. All children, whether born in or out of wedlock, shall enjoy the same social protection” (Article 25)*, therefore, TTMS strives to offer fair employment conditions, including remuneration, while ensuring that the amount reflects the nature, quality and value in the given market of the work performed, and is not discriminatory due to non-substantial characteristics, such as sex. TTMS implements health-promoting programmes, including, among other things, taking care of employees’ mental hygiene, and offers subsidies for private medical insurance and sports cards enabling access to physical activities.

At the same time, TTMS declares that it will not hinder, if such an initiative arises, the establishment of trade unions or any other form supporting dialogue between the employees and the employer (e.g. an Employees' Council).

- 1.12 *"Everyone has the right to rest and leisure, including reasonable limitation of working hours and periodic holidays with pay." (Article 24)*, therefore, TTMS will not only rigorously comply with the regulations governing rest issues and encourage employees to use them, but also by subsidising sports cards and encouraging joint activities, as well as by preparing relaxation spaces in the office, it will take care to reduce employee fatigue and weariness.
- 1.13 *"Everyone has the right to education. Education shall be free, at least in the elementary and fundamental stages. Elementary education shall be compulsory. Technical and professional education shall be made generally available and higher education shall be equally accessible to all on the basis of merit." (Article 26)*, therefore, TTMS will support employees in the development of their professional competences, in a flexible and tailored manner. TTMS will also be committed to providing unique knowledge of the latest solutions to trainees who are just at the beginning of their career.
- 1.14 *"Everyone has the right freely to participate in the cultural life of the community, to enjoy the arts and to share in scientific advancement and its benefits. Everyone has the right to the protection of the moral and material interests resulting from any scientific, literary or artistic production of which he is the author." (Article 27)*, therefore, TTMS will protect the copyrights of authors, but will also, while respecting property rights, disseminate valuable solutions, promoting them, training in their use, etc.
- 1.15 *"Everyone has duties to the community in which alone the free and full development of his personality is possible. In the exercise of his rights and freedoms, everyone shall be subject only to such limitations as are determined by law solely for the purpose of securing due recognition and respect for the rights and freedoms of others and of meeting the just requirements of morality, public order and the general welfare in a democratic society. [...]" (Article 29)*, therefore, TTMS will expect all employees, associates and third parties dealing with the company to behave in such a way that, while exercising their legitimate rights, they will not violate the rights, freedoms or dignity of other people. Any such cases, reported personally or anonymously through the provided channels, will be analysed and, if confirmed, the consequences will be brought against the persons who committed the violation.