



COOK GROUP INCORPORATED  
750 DANIELS WAY,  
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PHONE: 812.331.1025 FAX: 812.331.8990  
WWW.COOKGROUP.COM

## **Global Labour Standards Policy**

*Effective January 2024*

Cook has a Global Labour Standards Policy which supports and aligns with the Cook Group Global Code of Conduct and Supplier Code of Conduct. This policy promotes dignity and basic individual rights. Cook strives to ensure that its actions do not harm fundamental human rights either directly or indirectly through the actions of companies with which Cook does business.

This policy outlines the principles and guidelines to which Cook requires compliance by its employees, and by companies with which Cook does business. This helps Cook maintain ethical and sustainable labour standards throughout its supply chain, in accordance with national and international External Applicable Standards (EAS).

### **Freedom of Association**

Cook recognizes the right of employees to form, join, and participate in lawful activities of employee organizations and the right of employees to refuse to form, join, or participate in employee organization activities, and there shall be no unlawful discrimination as a result of the exercise of this right.

### **Forced and Compulsory Labour**

Cook will not use or engage in any form of coerced, bonded, indentured, or prison labour. All employees will be free to leave or terminate their employment without fear of physical, psychological, sexual, or verbal abuse.

Cook prohibits the use of slavery, prostitution, human trafficking, and drug trafficking in Cook facilities or by its Employees.

### **Child Labour**

Cook does not allow child labour at any Cook facilities or by its Employees. Child labour includes but is not limited to all forms of slavery including the sale and trafficking of children for use in compulsory labour, conflict, or debt bondage.

Furthermore, the procurement or use of children for illicit activities including prostitution, pornography, drug trafficking, or work which by its nature is dangerous to the health, safety, and morals of children is also banned.

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### **Discrimination**

Cook does not tolerate any form of discrimination. This includes but is not limited to gender, gender identity, race, caste, ethnicity, color, national origin, religious or political affiliation, union membership, age, sexual orientation, pregnancy status, marital or family status, civil status, disability, veteran status, membership of the travelling community or other protected classes.

### **Diversity, Equity, and Inclusion**

Cook values diversity, equity, and inclusion and bases its hiring decisions, employee development, promotions, and compensation on an individual's qualifications, skills, and performance. Cook does not base these decisions on personal characteristics, such as gender, gender identity, race, caste, ethnicity, color, national origin, religious or political affiliation, union membership, age, sexual orientation, pregnancy status, marital or family status, veteran status, disability, or any other protected class.

### **Compensation**

Cook complies with applicable minimum wage, overtime, and maximum hours rules established by EAS in the regions in which Cook operates.

### **Working Conditions**

A safe and hygienic working environment shall be provided to all employees. Health and safety guidance will be developed and maintained and training on this guidance will be carried out as frequently as required.

### **Working Hours**

Working hours will comply with national and international EAS. Standards on working time provide the framework for regulated hours of work, daily and weekly rest periods, and annual holidays. These instruments help to ensure high productivity while safeguarding workers' physical and mental health.

### **Reporting Grievances**

Please report concerns or suspected violations of Cook Group Written Standards (CWS) or EAS to your manager or supervisor, Human Resources representative, or by following the steps on the Cook Global E&C Helpline: <https://cook.ethicspoint.com>