

Human Rights Policy

Purpose

Sofap Ltd Human Rights Policy formalizes our long-standing commitment to uphold and respect human rights for all people.

We believe this policy reflects fundamental standards for business conduct and human rights, provides a cornerstone for Sofap Ltd to identify and manage its human rights impacts, mitigate risks and maximize opportunities for human rights to flourish, and fosters collaborative and transparent engagement with our stakeholders.

Human rights are the fundamental rights, freedoms, and standards of treatment recognized by a majority of governments, businesses, and individuals around the world as belonging to all human beings by virtue of being human.

Scope

The scope of Sofap Ltd's Human Rights Policy applies to all employees. Though Sofap Ltd cannot be held accountable for action of its stakeholders, we will strongly support organisations abiding to human rights principles policies and hence, would be given due consideration for various business avenues.

Main Objectives of the Human Rights Policy

Sofap Ltd strives to prioritise the management of the human rights impacts of our business activities based on the operational context, our leverage and business relationships. As a result, we concentrate on our own operations, although we aim to also prevent and mitigate adverse human rights impacts in the whole value chain. Due to the nature of our business, we are focusing our efforts on human rights related to labour conditions.

Sofap Ltd makes the following commitments to respect, support, and promote human rights. Our employees are expected to adhere to these commitments and are held accountable to them.

- a. Comply with applicable laws.

- b. Adopt a human rights governance structure and responsible business practices consistent with the **UN Guiding Principles** that promote respect for human rights.
- c. Assess and address any human rights issues occurring at the company and eliminate any breaches happening.
- d. Awareness on human rights is integrated into our induction program.
- e. Adopt business policies and practices that protect privacy and data security of Sofap Ltd's internal and external customers.
- f. Give preference to suppliers and partners who uphold these same values and implement similar policies and practices in the human rights protection area.

In the occurrence of Human Rights abuses occurring within the company, Sofap Ltd will commit to undertake appropriate actions to investigate on the matter and appropriate disciplinary actions will be undertaken against those implicated in the violation of this human rights policy.

This policy will be reviewed periodically due to the dynamic nature of employment within the organisation and to ensure operational accuracy.

Approved by

Eric Adam
Managing Director

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