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	Title:	Global Labour Standards Policy		

1.0 PURPOSE

The Global Labour Standards Policy supports and aligns with the Cook Group Global Code of Conduct which 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.

2.0 SCOPE


The Global Labour Standards Policy applies to all Cook Group companies (“Cook”) worldwide and companies with which Cook does business.

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

This policy does not apply to employees of CGI Resort Holdings, LLC, or any of its subsidiaries.

3.0 ROLES AND RESPONSIBILITIES

Role	Responsibility
Companies with which Cook does business	<ul style="list-style-type: none"> Comply with applicable local/international laws/regulations in relation to Labour standards Comply with Cook Group policies in relation to Labour standards.
Corporate Communications	<ul style="list-style-type: none"> Assist with the roll out of communications relating to this policy.
Environmental Health & Safety (EHS)	<ul style="list-style-type: none"> Align policies, procedures, and other instructions with this policy.
Employees	<ul style="list-style-type: none"> Complete required Labour Standards training. Complete yearly Code of Conduct training. Report any concerns or suspected violations of this policy to your manager or supervisor, Human Resources representative, or by following the steps on: https://cook.ethicspoint.com.
Ethics & Compliance	<ul style="list-style-type: none"> Monitor and audit programs associated with this policy. Assist with the roll out of communications and training around this policy. Periodically review and update this policy as required.
Executive Leadership	<ul style="list-style-type: none"> Define vision and expectations for the policy. Appoint process owner(s) as appropriate.

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Role	Responsibility
Global Supply Chain	<ul style="list-style-type: none"> Align functional policies, procedures, and other instructions with this policy.
HR	<ul style="list-style-type: none"> Support compliance with this policy. Assist employees that report any concerns or suspected violations of this policy.
Training Team	<ul style="list-style-type: none"> Assist with the development and roll out of training relating to this policy.

4.0 POLICY

4.1 Policy Statement

Cook strives to conduct its business in a manner that demonstrates a respect for human rights and the dignity of all people.

Cook requires the companies with which it does business to adhere to the policy elements set out below.

4.2 Policy Elements

4.2.1 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.


4.2.2 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.

4.2.3 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.

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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.

4.2.4 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

4.2.5 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, ability, or any other protected class.

4.2.6 Compensation

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

4.2.7 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.

4.2.8 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.

4.2.9 Reporting Grievances

Cook Employees are encouraged to 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: <https://cook.ethicspoint.com>.

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Companies with which Cook does business with can report concerns or suspected violations of Cook Group Written Standards (CWS) or EAS to their Cook contact or by following the steps on: <https://cook.ethicspoint.com>.

5.0 NONCOMPLIANCE

Cook Employees:


Failure to comply with this policy or the Global Code of Conduct or any related policies may result in disciplinary action up to and including termination.

Companies with which Cook does business:

Noncompliance with this policy or the Global Code of Conduct or any related policies may result in corrective action or termination of the partnership. Cook may work with companies with which Cook does business to help ensure corrective actions are implemented to resolve any instances of noncompliance.

6.0 REFERENCES

Reference Number	Title
N/A	Cook Group Global Code of Conduct
N/A	Cook's Human Rights Responsibility Statement

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7.0 DEFINITIONS

Term	Definition
Child Labour	Refers to children and young people admitted to work before the minimum age requirement that is in place within a given country. Working children must have conditions appropriate to their age and be protected against economic exploitation and any work likely to harm an individual's safety, health or physical, mental, moral, or social development. Such work should not interfere with their education. Source: EU Charter of Fundamental Rights.
Companies with which Cook does business	Any third party with whom Cook conducts business, usually subject to a contractual agreement. (e.g., Suppliers, Vendors, Service Providers, Distributors, and joint venture participants).
Cook Group Written Standards	Documents, such as policies and procedures, communicating requirements for mandatory activities, minimum expectations for employees, and organizational rules, which are developed internally to govern Cook's business activities (e.g., Cook Group Global Code of Conduct).
External Applicable Standards (EAS)	Laws, regulations, regulatory guidance, and standards (e.g., ISO, ANSI, AAMI), industry guidance and best practices, and ethical best practices applicable to Cook's business activities.

8.0 REVISION HISTORY

Version Number	Change Summary
01	Initial Approval