



# HUMAN RIGHTS POLICY



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**CAT**<sup>®</sup> Lift Trucks

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Cat® Lift Trucks is a brand of Caterpillar Inc. that stands for durability, performance and innovation in the material handling sector. Cat Lift Trucks collaborates with Mitsubishi Logisnext Europe B.V., (MLE further in this document), the official licensee tasked with producing and marketing Cat forklifts and warehouse equipment throughout Europe, Africa, CIS and the Middle East.

## SCOPE OF THE POLICY

Mitsubishi Logisnext Group Human Rights Policy provides a clear framework so that we, as a company and through each of our employees, continue to protect and uphold human rights.

Acknowledgement of the freedom of each individual, and the trust in others that this implies, are fundamental to the respect for human dignity. Freedom and trust underpin the Universal Declaration of Human Rights. MLE is committed to respect and protect human rights in line with the Universal Declaration of Human Rights, the UN Guiding Principles on Business and Human Rights, the OECD Guidelines for Multinational Enterprises, and the International Labour Organization's Declaration on Fundamental Principles and Rights at Work (ILO Declaration).

This Human Rights Policy applies to all employees of Mitsubishi Logisnext Group (hereinafter called "MLE"), including its branch offices, its subsidiaries and any other persons who provide, have provided, or will provide MLE with services (such as self-employed persons, (sub)contractors and suppliers) (hereinafter "employees"). It also extends to the first tier of workers in the value chain within Europe, both upstream and downstream.

Local policies can supplement this Human Rights policy to address specific local requirements, provided they align with the principles set out in this document.

## LIST OF DEFINITIONS

**Religion:** religion is a structured system of faith or worship that typically includes a belief in a higher power or deity, along with associated doctrines, practices, rituals, and moral codes.

**Belief:** belief refers to the acceptance or conviction that certain ideas or propositions are true or real. Beliefs can be religious, philosophical, or based on personal principles and values.

**Diversity:** refers to the presence of differences within a given setting. These differences can encompass a wide range of human attributes and characteristics, including but not limited to race and ethnicity, gender, gender identity, age, sexual orientation, physical abilities and disabilities, religious and spiritual beliefs, cultural backgrounds.

**Inclusion:** ensuring that diverse groups are not only present but also valued and integrated into all aspects of society or an organization. This means creating an environment where everyone feels respected and has equal access to opportunities and resources.

**Partners:** refers to individuals, groups, or entities that collaborate with an organization to achieve common goals.  
**Equality:** equality means providing the same resources or opportunities to all individuals or groups. It focuses on treating everyone the same, regardless of their needs, circumstances, or starting points.

## PRINCIPLES AND COMMITMENTS

MLE is dedicated to establish and uphold the highest standards of human rights and human resources practices in all its European entities and throughout its value chain. This policy outlines our commitment to freedom of speech, freedom of religion and belief, gender equality, equal pay for work of equal value, training and skills development, measures against violence and harassment in the workplace, inclusion and diversity, and health and safety. We firmly believe that all individual employees are critical to our success and are essential to create a culture of innovation, collaboration and respect. When people feel seen, heard, valued, respected, and connected, they can make a positive difference.

The primary objective of our human right policy is to promote equity and fairness in all aspects of employment. This includes ensuring that opportunities for recruitment, hiring, promotion, compensation, and career advancement are accessible to all individuals, regardless of their race, ethnicity, gender, sexual orientation, age, disability, religion, or other protected characteristics. By fostering a culture of equity, we aim to create a level playing field where every employee has an equal opportunity to success based on their skills, abilities, and contributions.

Another key objective of our human rights policy is to build a workforce which reflects the varied spectrum of human experiences. Diversity encompasses not only visible differences such as race, gender and ethnicity but also less visible dimensions such as cognitive styles, socio-economic backgrounds, and cultural perspectives. By actively recruiting and retaining employees from diverse backgrounds, we aim to tap into a wide range of talents, insights, and ideas that drive innovation, creativity, and problem-solving.

## DIVERSITY AND INCLUSION

We do not tolerate unfair treatment and discrimination towards our employees due to a person's racial and ethnic origin, age, colour, gender, religion, gender identity, ancestry, disability, pregnancy, marital status, national extraction or social origin, sexual orientation and identity, chronic illness, political opinion and/or any other status.

Employment decisions should be based on individual merit, ability, and performance and should be in line with the principles of equal employment opportunity. This ensures a fair and just workplace where all employees have an equal opportunity to succeed regardless of factors such as race, gender, age, religion, sexual orientation or disability. Our human rights policy is committed to fostering an inclusive and equitable workplace by actively supporting and implementing positive actions for individuals from groups at particular risk of vulnerability, ensuring they receive the necessary support and opportunities to thrive within our workforce.

## EQUAL TREATMENT AND PAY FOR WORK OF EQUAL VALUE

We promote that all individuals in the value chain with different skills and backgrounds feel equally valued, have equal opportunities to progress their careers and feel the freedom to be themselves at work. This equal and fair treatment should be integral to all personnel actions, including but not limited to compensation, benefits, promotions, transfers, layoffs, return from layoffs, education, and training.

## HEALTH AND SAFETY

Safety is of the highest priority of MLE. MLE believes that all employees, internally and in the value chain, contractors, customers and members of the public entering working areas controlled by MLE are entitled to a safe and secure environment where people and property are not exposed to unnecessary risk. The first priority and immediate reaction upon the identification of a health and safety issue with our services and/or products must always be preventing the occurrence or spread of damage and/or personal injury.

MLE shall take immediate action to resolve any identified health and safety issues together with the relevant parties. All employees in the value chain at all levels are expected to conduct themselves in accordance with the law and applicable procedures. They should never expose themselves or others to unacceptable safety risks, whether at an MLE site or another party's site. All employees in the value chain are required to report all incidents in which they are directly involved, or that they witness, to their managers, local Compliance or the Whistleblowing helpline.

We expect all entities of MLE and the entities we work with to have their own Health, Safety and Quality policies in place, in accordance with local laws and regulations. Regular risk assessments and safety audits can be conducted within MLE or by MLE to identify and mitigate potential hazards.

Our company will guarantee our employees a proper work-life balance by offering measures for personal and family reconciliation and will ensure digital disconnection, through the development of corporate and local policies and measures.

## MEASURES AGAINST VIOLENCE AND HARASSMENT IN THE WORKPLACE

MLE is set to prevent discrimination, harassment, and bias-based behaviours in the workplace. Every MLE operation and every operation in the value chain should be characterized by mutual trust and respect for the individual.

Therefore, MLE will not tolerate:

- Sexual harassment,
- Bullying, violence, and aggressive behaviour,
- Any other kind of harassment, whether direct or indirect, physical or psychological, verbal or non-verbal, and
- Any other action or activity that creates a hostile working environment for its employees or workers in the value chain.

By establishing clear policies and procedures for preventing and reporting and addressing such incidents, we aim to create safe and supportive environments where all employees feel respected and protected. At MLE a whistleblowing portal is in place where reports can be made in case of breaches of these policies. Any reports made in line with the whistleblowing procedure are treated seriously and followed up by the Whistleblowing Committee.

This entails providing training and education on topics such as unconscious bias, micro aggression, and bystander intervention, equipping employees with the knowledge and skills to recognize and address discriminatory behaviours effectively.

Support services, including counselling and legal assistance, are available for affected employees. We will also conduct regular training to raise awareness and prevent such incidents.

## TRAINING AND SKILLS DEVELOPMENT

We invest in the learning and development of our employees and expect the same from our partners in the value chain. This includes providing access to training programs, workshops, and educational resources. Employees are encouraged to pursue career advancement opportunities. Training programs will be accessible to all employees, ensuring no discrimination based on gender, race, disability, or other protected characteristics.

## FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING

We respect the rights of all employees in the value chain to form, join, or not join trade unions and other associations of their own choosing. We support constructive dialogue and negotiation with employee representatives and engage in good faith in collective bargaining processes.

## CHILD LABOUR AND FORCED LABOUR

MLE is strongly committed to human rights and the rights of employees in the value chain as expressed in the relevant international conventions.

MLE does not use forced, bonded, compulsory, or child labour, and all its employees are free to terminate their employment at any time, by providing reasonable notice. Additionally, MLE is dedicated to preventing and addressing trafficking in human beings within its operations and value chain.

We maintain reasonable working hours to not overburden our employees. We recognize the right of our employees to disconnect and rest. We comply with labour laws in all countries where we are operational and allow at least the locally prescribed time off to our employees.

We expect our partners in the value chain to adhere to the same legislation and prohibit child labour and forced labour.

## DATA PRIVACY AND PROTECTION

MLE is committed to safeguarding the privacy of the personal information that we process concerning our prospective, current and former employees, freelancers, remotes or other persons working for, or on behalf of, MLE Group, including persons that have the right to report breaches of Union law under the Whistleblowing legislation (hereafter "you").

We are committed to protecting the personal data of our employees and stakeholders. We comply with all relevant data protection laws, including the General Data Protection Regulation (GDPR). We expect our partners in the value chain to also respect the privacy of the individuals they work with, in line with local regulation or beyond. Personal data is handled securely and confidentially, with access limited to authorized personnel only.

## REPORTING INAPPROPRIATE CONDUCT

If an employee, customer or supplier believes that they or someone else has experienced behaviour that violates this policy, they are urged and expected to promptly report the relevant details. Reports can be submitted either verbally or in writing. Concerns can be raised to the direct or higher Manager, local HR advisor/HR Business Partner or to the trusted person of your local entity (if available).

## CONSEQUENCES

Any employee found to violate this policy will be subject to appropriate disciplinary action, up to and including termination of employment. We expect our partners in the value chain to also take appropriate measures if human rights are being violated.

## ADMINISTRATION OF THE POLICY

This MLE Human Rights Policy is effective as per October 1, 2024.

We are committed to continuously improving our human rights and human resources practices. Feedback mechanisms are in place to ensure we learn and adapt based on experiences and evolving standards.

## REFERENCES

[Universal Declaration of Human Rights | United Nations](#)

[Guiding Principles on Business and Human Rights: Implementing the United Nations "Protect, Respect and Remedy" Framework | OHCHR](#)

[ILO Declaration on Fundamental Principles and Rights at Work | International Labour Organization](#)

[OECD Guidelines for Multinational Enterprises on Responsible Business Conduct \(oecd-ilibrary.org\)](#)

