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Human Rights and Building Responsibly

Supplier Training Course



This training guide is designed for suppliers to understand the principles of modern slavery and building responsibly in the supply chain industry. It integrates key policies and procedures including Wood's Human Rights Policy and the Building Responsibly Worker Welfare Principles.



Human Rights Policy Overview

Objective: Understand Wood's commitment to upholding human rights, our actions focussed on preventing modern slavery and our expectations of our business partners in this regard.

The Universal Declaration of Human Rights (UDHR) is a milestone document in the history of human rights.

Drafted by representatives with different legal and cultural backgrounds from all regions of the world, the Declaration was adopted by the UN General Assembly in 1948.

The Declaration sets out the fundamental freedoms and rights to equality and dignified treatment we all have, not because of nationality or other characteristics or status, but just simply by virtue of being a human being.

Wood's Commitment to Human Rights

Wood is dedicated to upholding the UDHR, however, our commitment to upholding the highest standards of human rights goes beyond this. As a member of the UN Global Compact, Wood commits to applying the UN Global Compact Principles including principles 1 and 2 that specifically address human rights as follows:

Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and

Principle 2: Make sure that they are not complicit in human rights abuses.



Human Rights Policy Overview

How we apply these principles

Applying these principles is incorporated into our sustainability approach which includes our aims to:

- protect, respect and enhance human rights
- ensure that we remain ethical in all that we do by promoting fairness and transparency in business practice
- partner with our supply chain to deliver sustainable growth and development

We believe that partnership and collaboration are fundamental to address human rights risks and drive improvements in the protection of fundamental freedoms and rights. Working with our stakeholder base, in particular our supply chains, we can help protect and enhance human rights across our business and value chain.

Supporting policies

Key Wood policies that support our Human Rights Policy include:

- The Code of Conduct
- Equal Opportunities Policy
- Inclusion and Diversity Policy
- Bullying and Harassment Policy
- Supply Chain Code of Conduct
- Modern Slavery & Human Trafficking Statement.

These policies and documents collectively ensure that human rights are respected and upheld across all operations. These policies are supported by our **‘Speak Up’ resources** including an Ethics Helpline and our Business Ethics Reporting and Anti-Retaliation Policy, enabling our employees and third parties to raise concerns in good faith without fear of retaliation.

Human Rights Policy Requirements.

Our human rights policy applies globally to Wood and all individuals and organisations, including suppliers, working with or for Wood.

It sets out our expectations for the upholding of human rights in our own operations and by our business partners, as follows:

No Forced Labor

Strictly prohibit the use of forced, bonded, or involuntary labor and prohibit the condoning of use of such labor.

This means that all work must be conducted voluntarily, and employees should not be coerced into working through threats or other forms of pressure. We also require the overall terms of employment to be voluntary.

Compliance with Wage and Working-Time Laws

All employees are paid fairly and in accordance with all applicable wage and working-time laws and other relevant local laws or regulations.

This includes adhering to regulations regarding working hours and overtime pay.

Protection Against Retaliation

All employees are protected from retaliation if they invoke their employment rights or report non-compliance with employment legislation.

This encourages a culture where employees feel safe to speak up about any issues.

Harassment-Free Environment

Create a workplace free from harassment, including discrimination, victimization, and bullying and we require appropriate steps to be taken to redress complaints of harassment or discrimination.

This ensures that all employees are treated with mutual respect and dignity.

Freedom of Association

Employees have the right to freedom of association and join trade unions and engage in collective bargaining.

Non-discrimination

Commit to ensuring that everyone is entitled to the rights and freedoms set out in the UDHR, without distinction of any kind.

Prohibition of Child Labor

Strictly prohibit the use of child labor and prohibits the condoning of the use of child labor.

Require that all employees meet the legal working age requirements.

Supply Chain Code of Conduct.

Our Supply Chain Code of Conduct formalizes the expectations set out in our Human Rights Policy.

The key aspects of the Supply Chain Code of Conduct relating to human rights are shown opposite and we require our supply chain partners to adhere to these principles and also to reflect these same principles upon their suppliers.

Suppliers must:

Compliance with Labour Laws

Comply with all applicable labour laws, including the United Kingdom's Modern Slavery Act 2015.
This ensures that workers are treated fairly and ethically.

Fair Wages and Working Conditions

Set working hours, wages, and overtime pay in compliance with all applicable laws.
Ensure workers are paid at least the legal minimum wage or a wage that meets local industry standards.

Non-discrimination

Employ workers on the basis of their ability to perform the job, not discriminating on any basis or status protected by applicable law and comply with all applicable laws regarding harassment and abuse of employees.

Access to Documentation

Ensure workers have access to their passports and personal documentation, without restriction.
This ensures that they have the freedom to leave their employment if they choose.

Freedom of Association

Respect the freedom of association and the right of employees to join a trade union.
This ensures that workers can engage in collective bargaining.

Ethical Procurement Practices

Have adequate policies and reliable systems in place to prevent the use of illegally or unethically sourced materials.

Health, Safety & Security

Provide a safe and healthy work environment for their employees, including providing appropriate personal protective equipment and ensuring a workplace that has suitable temperature and washing/sanitation areas appropriate for both genders.
Where accommodation is provided this must be safe, sanitary and meet the basic needs of the workers e.g. temperature, food.

Speak-Up Culture

Promote a "speak-up" culture that does not tolerate retaliation.
This encourages employees to report any unethical behaviour or practices inconsistent with the principles of the Supply Chain Code of Conduct without fear of retaliation.

Building Responsibly Principles

Promote the Building Responsibly Principles, which aspire to be the leading standard for worker welfare in the engineering and construction industry.

Fair Recruitment and Employment Practices

Ensure all workers are provided with recruitment agreements and employment contracts in writing and in a language understood by them.
Ensure the work relationship between their workers and their suppliers is freely chosen and free from threats and that all workers are free to have time off, or to leave their employment or work after giving reasonable notice.
When using recruiters, ensure they use recruiters that uphold and respect the standards contained in our Supply Chain Code of Conduct and reflect best practices for recruiting in respect of human rights (including privacy) and labour standards.



Building Responsibly Principles

Objective: Learn about the Building Responsibly Principles and how they are integrated into Wood's supply chain.

Building Responsibly Worker Welfare Principles

As a founding member, Wood supports the Building Responsibly initiative and its 10 Principles for worker welfare, as it seeks to harness the power of cross-industry collaboration to set recognised standards for worker welfare in the built environment and energy sector.

Embedding the Building Responsibly Principles into our organisation and business interactions forms part of Wood's approach to upholding fundamental human rights and the interest of those who work for, or on our behalf.



Embedding Building Responsibly in Our Supply Chain

Our Supply Chain Code of Conduct requires our suppliers to comply with and promote the Building Responsibly principles and also to reflect the same upon their suppliers. In addition, we have incorporated worker welfare into our sustainability targets through our targets to:

- **Ensure 100% of our labour suppliers sign up and comply with the Building Responsibly Principles by 2025.**
- **Ensure 100% of our total suppliers sign up and comply with the Building Responsibly Principles by 2030.**

The 10 principles.



1. Workers Are Treated with Dignity, Respect, and Fairness
2. Workers Are Free from Forced, Trafficked, and Child Labor
3. Recruitment Practices Are Ethical, Legal, Voluntary, and Free from Discrimination
4. Freedom to Change Employment Is Respected
5. Working Conditions Are Safe and Healthy
6. Living Conditions Are Safe, Clean, and Habitable
7. Access to Documentation and Mobility Is Unrestricted
8. Wage and Benefit Agreements Are Respected
9. Worker Representation Is Respected
10. Grievance Mechanisms and Access to Remedy Are Readily Available

These principles are available in multiple languages at [**www.building-responsibly.org/worker-welfare-principles**](http://www.building-responsibly.org/worker-welfare-principles).



Summary and Additional Resources

Human rights abuse has no place in modern society. Failure by businesses to act to prevent the abuse of human rights can have significant consequences including financial and reputational harm. On the other hand, taking pro-active measures to uphold and promote human rights can result in improved relationships with employees, communities and other stakeholders in society, helping to build greater trust and deliver a stronger social license to operate.

Our policies, including our Human Rights Policy and Supply Chain Code of Conduct seek to establish clear expectations for our supply chain on the treatment of employees.

There are many resources available for businesses to assist with establishing, maintaining and continually improving their approach to human rights. Some suggested resources are listed below but this is not an exhaustive list:

- [United Nations Guiding Principles on Business and Human Rights](#)
- [Building Responsibly Guidance Notes](#)
- [International Labour Organization](#)



Conclusion

Wood's commitment to human rights, worker welfare, and ethical business practices extends across our operations and global supply chains. We require our supply chain partners to adhere to our policies and principles formalized through our Supply Chain Code of Conduct, and to reflect these same principles upon their suppliers.

**By working together, we
can ensure fairness,
dignity, and ethical
treatment for all
workers.**

To allow us to track our supply chain partners' engagement, please fill in the following questionnaire to confirm you have completed this training and agree to adopt and promote the Building Responsibly principles.

Please [Click Here](#)

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