



## Opta Group LLC.

### Policy: Employment and Hiring Practices

Opta recognizes that as a Company we have the responsibility to uphold all legal requirements as it pertains to employment and employee and/or candidate welfare. This policy has been implemented to ensure that the Company conducts itself accountably, fairly, and openly.

Our employment and hiring practices ensure that:

- Wages paid meet applicable country legal requirements.
- Working hours and other service conditions are designed for better health, environment and social conditions of employees and are in accordance with the prevailing applicable local laws.
- Employees are free to cancel their work contracts at any time with no financial penalty, subject to giving reasonable notice in accordance with local law.
- Employees have the right to form and join trade unions of their own choosing, to bargain collectively, and to engage in peaceful assembly in conformance with local law.

Age and eligibility:

- In no circumstances will any person below 18 years of age be employed.
- An employee's age shall be verified against a government issued identification.
- Ensure document checks are being conducted for all employees to confirm they are allowed to work according to legal standards in the applicable country. (i.e. US Form I-9 completion)

The following items are strictly prohibited in any capacity within the Company:

- Child labour.
- Forced labour and human trafficking.
- Discrimination of any kind either before hiring, on the job, or upon leaving; including creed, gender, religion, race, colour, national origin, disability, sexual orientation, family status, political opinion, or any other legislated grounds for discrimination in the applicable country.
- Withholding immigration documents or workers identity.
- Use of recruiters that do not comply with local labour laws of the country in which the recruiting takes place.
- Charging employees or potential candidates recruitment fees.

#### **Reporting**

Report any conduct that you believe to be in violation of this policy to the Company's HR department. Employees who fail to report actual or suspected misconduct may be deemed in violation of this policy.

#### **Disciplinary Actions**

Opta will not tolerate retaliation against an employee for reporting a concern in good faith or for cooperating with a compliance investigation, even when no evidence is found to substantiate the report.

Any violation of this policy may be grounds for disciplinary action, up to and including termination of employment for cause.

Any violation of a government policy against any of the above listed items may also result in criminal prosecution of the responsible parties.