

Labor & Human Rights Policy



Introduction

Veritext is the leader in deposition and litigation support solutions, with a proven track record of industry excellence. Veritext is committed to respecting and promoting labor and human rights in all aspects of our operations. We recognize the inherent dignity and worth of every individual and acknowledge our responsibility to uphold their rights and protect against human rights abuses.

Purpose

Veritext's Labor and Human Rights Policy outlines our organization's commitment to respect and uphold our stakeholders' human rights. Our stakeholders include, but are not limited to, our employees, clients, business partners, supply chains, and the communities where we do business.

Commitment

Respect for human rights is a fundamental component deeply rooted within the Veritext culture. We are dedicated to maintaining the highest standards in business operations, putting people first in all areas of our organization, and prioritizing the rights of all stakeholders with whom we interact directly and indirectly.

Veritext complies with all provincial, federal, and state laws and respects the principles of internationally recognized labor and human rights throughout our operations, supply chains, and the communities in which we conduct business. As an organization committed to ongoing learning and innovation, our practices are aligned with [the Ten Principles on Business and Human Rights of the UN Global Compact](#), the [International Labour Organization Fundamental Principles and Rights at Work](#), and the [International Bill of Human Rights](#).

Veritext continuously assesses and improves its labor and human rights performance through regular monitoring, evaluation, and active stakeholder engagement.

Guidelines & Principles

The following guidelines and principles outline ethical and compliance standards for conducting business throughout the world and serve as a guide for Veritext employees, contractors, suppliers, and all other stakeholders within their respective roles in the organization. As such, we expect all individuals associated with our organization to adhere to the following guidelines and principles: *(see continued)*

Labor & Human Rights Policy *(continued)*



LABOR RIGHTS

No Child Labor or Young Workers

- Strictly prohibit the use of underage labor in production, distribution, or any part of the supply stream of services. A child is defined as any person under the minimum age of employment according to local and national laws or, in the absence of such laws, under the minimum age for completing mandatory education.

No Forced or Compulsory Labor

- Strictly prohibit the use of forced or compulsory labor in production, distribution, or any part of the supply stream of services. Veritext will not use or tolerate any form of slavery, servitude, indentured labor, bonded labor (including debt-bonded), involuntary prison, military or compulsory labor, or any form of human trafficking. This includes all services or work that a person has not offered to do voluntarily and is forced under threat of punishment or retaliation, or that is used as a means of debt repayment.
- Prohibit, as a condition of employment, requiring workers to hand over government-issued identification, passports, or work permits.

Fair Wages and Benefits

- Ensure employee wages and benefits comply with local and national laws and meet legal minimums and standards, including overtime pay/rate, equal remuneration, and legally mandated benefits.

Working Hours

- Ensure that working hours comply with local and national laws. Veritext and its partners may not require workers to work in excess of the hours defined in legislation or other national legal limits, unless the employee opts out and agrees, with supporting written evidence.



EQUAL OPPORTUNITY & NON-DISCRIMINATION

Equitable Access

- Uphold the principles of equal opportunity and non-discrimination in all aspects of operations. Promote awareness and training to ensure that every individual is treated with dignity and respect, regardless of race, color, religion, gender, sexual orientation, age, disability, or any other protected status or difference.
- Promote a workplace where all voices are heard, and every employee can contribute to their fullest potential by fostering an inclusive environment that reflects diverse communities.

Non-Discrimination

- Take action to prevent discrimination and ensure equal opportunity and treatment in respect to employment and occupation without discrimination. Veritext and its partners shall not tolerate discrimination against any employee based on age, gender, sexual orientation, race, ethnicity, color, disability, religion, political affiliation, union membership, national origin, marital status, or pregnancy status during any recruitment or employment activities.

Labor & Human Rights Policy *(continued)*

Anti-Harassment and Abuse

- Treat all workers with respect and dignity and ensure that they are protected from harsh or inhumane treatment, including violence, gender-based violence, sexual harassment, sexual abuse, corporal punishment, mental or physical coercion, bullying, public shaming, or verbal abuse of workers; nor should there be the threat of any such treatment.
- Take action to prevent and prohibit physical, mental, sexual, or verbal harassment, or the threat of harassment.



WORKPLACE HEALTH & SAFETY

Workplace Environment

- Provide facilities and equipment, including protective gear, that ensure the safety and health of all employees, contractors, subcontractors, and visitors, meeting both local and national regulatory requirements. Veritext is committed to providing a work environment that provides the safest surroundings, equipped with processes and procedures outlines in our Workplace Violence and Safety Prevention Policies.
- Enforce comprehensive policies, procedures, and training to control or prevent workplace hazards and risks to both physical and mental health, including occupational safety and emergency preparedness.
- Ensure working conditions are safe, clean, and conducive to the health and well-being of their workforce by, at a minimum, adhering to regulated health, safety, and well-being standards.

Workplace Health and Safety

- Provide a work environment and culture that offers and encourages the use of physical and mental well-being resources, health and safety, and adheres to the highest standards for maintaining a violence-free workplace.
- The Workplace Violence Prevention and Safety Committee is responsible for developing policies, procedures, learning resources and operational guidelines to ensure an environment that prioritizes safety and well-being as the top priority for all stakeholders.



ACCOUNTABILITY & REMEDIATION

Whistle-Blower Procedure

- Provide employees with a transparent grievance mechanism to anonymously raise workplace concerns without the threat of punishment or retaliation. Workplace concerns include, but are not limited to, regulatory compliance, bribery or improper payments, suspicious activity, money laundering, conflicts of interest, workplace hazards or unsafe conditions, or questionable behavior by employees, suppliers, or other third parties.

Labor & Human Rights Policy *(continued)*



ENVIRONMENTAL RESPONSIBILITY

Environmental Laws and Regulations

- Recognize the interdependence of human rights and environmental sustainability and strive to minimize any adverse human rights impacts associated with our environmental practices and policies.
- Conduct business operations that reflect a dedication to protecting both human and environmental health. Ensure compliance with all relevant provincial, federal, and international environmental regulations, taking proactive measures to prevent pollution, reduce waste, and promote the sustainable use of resources.

Environmental Practices

- Conduct business in a manner that minimizes environmental and social impacts and promotes sustainability. Design and promote business practices that protect the health and well-being of employees, communities, and the broader ecosystem.
- Strive to reduce carbon emissions, conserve natural resources, and implement sustainable practices across operations and supply chains.



SUPPLY CHAIN RESPONSIBILITY

Supplier Implementation of Labor & Human Rights

- Require all suppliers to adhere to internationally recognized labor and human rights principles, as outlined in the Veritext Supplier Code of Conduct.
- Vet and select suppliers that prohibit child and forced labor, ensure fair wages and safe working conditions, and promote non-discrimination and equal opportunity.
- Foster transparent and ethical practices throughout the supply chain to ensure continuous improvement and shared responsibility in advancing labor and human rights globally.