



Turbine Surface
Technologies

Operate Openly with Customer Focus People – Human Rights



Human Rights

Policy	Our Human Rights Policy is based on our 3 Principles – Operately Safely, Openly and with Respect and Integrity and is part of our Code of Ethics.
Why do we need this policy?	Our position on human rights is communicated to our employees and our employees are expected to uphold these standards.
How does the principle apply and what does it apply to?	Our principle is that where national law and international human rights standards differ, we will follow the higher standard; where they are in conflict, we will adhere to national law, while seeking ways to respect international human rights to the greatest extent possible.
Which parts of TST are affected?	This policy applies to all workers: • all permanent employees • fixed term employees • internal secondees (TST employees on internal secondment) • agency employees
Worker Definition	Worker – Any person who does work activities and is under the control of the company. This would include employees, contractors, summer student workers, temporary workers, etc.
What support is available to help TST implement this policy?	Support and advice on the Human Rights Policy are available from HR Ethics Helpline: www.rolls-royce.com/ethicsline
Important Note:	This document covers our approach to Human Rights. You need to take the time to read and understand the policy to ensure we comply with any specific legislation The terms of this policy apply worldwide. In the event of a conflict between this policy and applicable local laws, local laws shall prevail. In the event there is no conflict between the policy and applicable local laws but the policy imposes a higher standard and/or more onerous requirements than local laws, the higher standard and/or more onerous requirements of the policy shall prevail.

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Approved by and date:	Ruth Wattam	01 st February 2021
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Human Rights Policy

1. Introduction

At Turbine Surface Technologies (TST) we have a responsibility to be a good, ethical corporate citizen in everything that we do. That means we must act in a socially responsible manner, comply with applicable laws and respect the societies in which we operate. We'll never knowingly contravene any regulation or policy in this document and hope that our approach will help to advance the welfare of our employees and society as a whole.

Our approach to human rights is touched upon in other policies and standards covering business ethics, health and safety, the environment, employees and community investment, but this brings those aspects into a single human rights policy.

We believe that our employees should be treated with respect and dignity and work in an environment that is free from harassment and unlawful discrimination and should be treated fairly and with dignity regardless of their background or categorisation, or any views they may hold.

Our employees have access to an ethics helpline through which, concerns can be raised and resolved effectively. Employees are encouraged to raise relevant issues and report suspected violations of applicable laws, regulations and policies.

Failure to follow this policy could result in disciplinary action being taken against you

2. Purpose

Human rights are basic rights inherent to all human beings, regardless of nationality, place of residence, sex, sexual orientation, national or ethnic origin, colour, religion, language, or any other status.

This policy covers our commitment to:

- a high standard of business ethics
- employment standards
- working with local communities for mutual benefit
- making sure our suppliers uphold similar standards of working
- encouraging you to tell us when you think we are not complying with this policy.

Specific to this policy, employees and suppliers are expected to:

- Never infringe on human rights.
- Be alert to any evidence of human rights infringements in our direct operations or in the operations of our business partners and report any situation in which a human rights infringement is suspected

3. An ethical business

As a good corporate citizen, we should always maintain the highest ethical standards and act with integrity in everything we do.

That means making every effort to make all our operations comply with legal requirements and adopting a proper approach in all business dealings.

An example of this is being opposed to any form of corruption or bribery.

3.1 Protecting the environment and improving sustainability

We know that our products and processes have an impact on the environment, so we are doing our best to minimise that impact.

3.2 A safe and secure place of work

We want everyone to be safe at work, so we are committed to having an environment that provides for the security and wellbeing of all employees, contractors and visitors. We promise to comply with all legal and regulatory requirements.

3.3 Looking after your health and safety

It is our highest priority to look after the health, safety and welfare of you, your colleagues, visitors and those in the community we work.

While at the very least we meet legal requirements, we are also striving to raise standards much higher. We are doing this through a company-wide health, safety and environmental management system and by using a structured risk management approach.

We also recognise the link between physical and mental health and being happy and productive at work. A preventative occupational health strategy is in place to support this.

Our Occupational Health and Safety team is accountable for delivering consistent and coherent standards across our business in line with our policy and local legislation. The Occupational Health team provides professional expertise.

4. Employment standards

Our future success relies on attracting, motivating, developing and retaining talented people.

As an international business supporting customers across the world, our employees have a range of nationalities and cultural backgrounds.

While differences in practices are inevitable, we have put together common standards that apply to all employees wherever they are in the world.

4.1. Employee Involvement

We want everyone to be happy at work, so we always look to develop constructive relationships with our employees and employee representatives.

That includes involving you in TST development and keeping you informed through effective communication.

Some employees seek collective representation and we respect the processes for doing this. TST recognises the rights of individuals to join trade unions or not. You will not be disadvantaged or discriminated against if you do or do not.

4.2 Diversity and equality

We are committed to promoting diversity and equality throughout our businesses, creating an environment where everyone has the chance to realise their potential.

We are totally opposed to discrimination or harassment of any kind and believe passionately in treating people equally and fairly regardless of race, colour, gender, religion, nationality, sexual orientation, age or disability.

Please take a look at diversity and equality of opportunity policy for more information on our commitment in this area.

4.3 Pay and benefits

We aim to reward employees fairly based on their skills and contribution to the business.

We are committed to ensuring that:

- our pay remains competitive in the labour market;
- we pay individuals in line with normal industry practice and standards;
- our pay is consistent and fair;
- we take into account the official data on inflation;
- we recognise individual performance and reward employees accordingly;

- individuals are not discriminated against because of gender, marital or civil partnership status, race, religion or belief, sexual orientation, age, disability, gender reassignment, pregnancy and maternity, or because they work part time or on a fixed-term contract;
- we prepare an annual gender pay gap report to identify any differences in the average pay between male and female workers, and publish that information on our website; and
- individuals are paid at the level of at least the relevant national living wage rate on average for each hour worked in a relevant pay reference period.

4.4 Working hours

Our annual leave arrangements are competitive and all employees have the opportunity to have at least one non-working day every week on average. We also meet national regulations on working time.

4.5 Forced labour

Everyone has the right to choose who they work for and we will never use any form of forced, involuntary or debt-bonded labour.

You have the right to resign at any time and then leave after meeting the conditions of your notice period.

4.6 Child labour

We are completely opposed to any form of child labour or practices that inhibit a child's development.

We comply with all child labour laws and will not employ anyone under the age of 15.

We are committed to child development and provide skills-based training programmes and apprenticeships.

5. Supply chain standards

We work with many companies through our supply chain and expect them all to work to similarly high standards, based on the principles set out in this policy.

For more information please see **Section 4.0** of the Code of Conduct booklet.

6. Monitoring and reviewing

If you feel we are not complying with this policy in some way, please report your concern to your Line manager in the first instance.

To make sure we are complying with this policy, we will monitor it on a regular basis at the People Meeting.

Governing our policy

7.1 Roles and responsibilities

Whilst our other policies covering business ethics, health and safety, the environment, employees and community investment, will provide you with a detailed overview of the roles and responsibilities involved – here are a few key ones we would like you to remember. Please take a look at our other policies for more information.

Who	Responsible for:
You	▪ maintaining the highest ethical standards in everything you do. For tips on how to deal with difficult ethical situations please read our code of conduct ▪ raising any concerns, you have regarding this policy, including any breaches of it, with your line manager, or if you do not feel able to speak to your manager by contacting the ethics helpline 0800 032 8483 or going online at www.rolls-royce.com/ethicsline ▪
Your Manager	▪ leading by example ▪ ensuring everybody in your team is aware of our policy and works in accordance with it ▪ never asking anyone in your team to work in a way which breaches this policy ▪ making sure any concerns regarding breaches of this policy are followed up and fully investigated ▪ ensuring your team is treated fairly and in accordance with the employment standards set out in this policy
Your Leadership Team	▪ leading by example ▪ making sure our policy is well communicated and ensuring our commitment to remaining a good corporate citizen is a top priority in everything we do
Your HR Representative (Manager or Advisor)	▪ assisting line managers in understanding the local employment standards we should be working to ▪ assisting managers in investigating any breaches of this policy

7. Where to find out more

If you are not sure about any points in this policy you can speak to your line manager or HR representative.

8. Related Policies

Compliance with all TST policies is a condition of employment and a breach of policy may result in disciplinary action. This policy is complementary to other TST policies and protocols and should be used in conjunction with them, but especially with the:

- Code of Conduct
- Environmental
- Occupational Health
- Occupational Health, Safety & Environmental
- Know your Partner