



ADB Labor and Human Rights Policy

ADB is committed to respecting human rights and promoting a fair, equitable, and healthy workplace for all associates. This policy underscores our commitment to a corporate culture that embraces inclusivity, respects human rights, and targets aspects such as working conditions, social dialogue, and prevention of exploitative labor practices. Our qualitative and quantitative targets provide a roadmap to gauge our progress in achieving company goals.

1. Working Conditions

ADB is committed to providing fair and equitable working conditions for all associates. This includes paying competitive wages and benefits, providing reasonable and legally compliant working hours, and ensuring two-way communication between management and employees about working conditions.

1.1. Work-life balance

Our company recognizes the significance of a balanced work-life, we foster a supportive environment enabling everyone to harmonize personal and professional realms.

Our commitment includes:

- Offering feasible and appropriate flexible work arrangements (e.g. flexible working hours).
- Encouraging regular vacation usage and discretionary time off.
- Facilitating access to resources such as counseling services, employee assistance programs, and work-life balance guidance.

1.2. Right to disconnect

We respect our associates' right to disconnect after their regular working hours, prioritizing a balanced work-life. Recognizing the significance of disconnecting for well-being and efficiency, we:

- Encourage everyone to power down work-related devices (e.g. phones, laptops) beyond their working hours.
- Define explicit after-hours communication guidelines and encourage respectful adherence by managers and colleagues, eliminating the expectation of continuous availability.

1.3. Remuneration and Social Benefits

ADB is committed to providing fair and competitive remuneration and social benefits to all associates by:

- Offering a comprehensive benefits package that includes health insurance, retirement savings plans, and other benefits as appropriate and feasible.
- Conducting regular salary reviews to ensure that employees are fairly compensated for their work.
- Ensuring that our compensation and benefits policies are compliant with relevant laws and regulations.

1.4. Structured Relations with Employee Representatives

ADB recognizes the importance of employee representation and will work with indicated representatives to ensure that everyone's voices are heard, and their interests are represented. We ensure that employee representatives have access to the necessary resources and support to effectively represent everyone.



2. Child, Forced or Compulsory Labor

Our company is committed to upholding the highest standards of human rights and eliminating any form of child, forced, or compulsory labor within our company-owned operations and throughout our supply chain. We believe that this commitment is not only morally and ethically necessary, but also crucial to the long-term success and sustainability of our business. We strictly prohibit the use of such labor in any of our company locations and we expect all our suppliers and partners to uphold these same standards.

3. Objectives and targets

Qualitative Objectives	Quantitative Targets
<p>Competitive Remuneration and Benefits: Ensure competitive compensation and a comprehensive benefit package for all associates, complying with relevant laws and regulations.</p>	<ul style="list-style-type: none"> a. Maintain and ensure that 100% of full-time ADB global employees are covered by health insurance. b. Maintain and ensure that 100% of full-time ADB global employees are covered by mental health benefits. c. Maintain and ensure that 100% of full-time ADB global employees have a retirement plan/ saving d. Maintain and ensure 100% of full-time ADB global employees are paid at least a living wage.
<p>Equitable and fair conditions: Provide fair and equitable working conditions.</p>	<ul style="list-style-type: none"> a. Regular salary review, to ensure that employees are adequately rewarded. b. Offer feasible and appropriate flexible work arrangements, such as flexible working hours. c. 70% of employees taking at least 2 weeks' holidays during the vacation period.
<p>Open Communication and Accessibility: Create an environment where open lines of communication are established, and everyone is well-informed about their rights and working conditions.</p>	<ul style="list-style-type: none"> a. Annual surveys measure everyone's satisfaction with their working conditions, benefits, wages, and work-life balance. b. Schedule regular meetings with employee representatives to discuss employee feedback, workplace issues, and concerns.
<p>Eliminating Exploitative Practices on Child, Forced or Compulsory Labor: Strive to eradicate all forms of child, forced, or compulsory labor within our organization and supply chain.</p>	<ul style="list-style-type: none"> a. Maintain 100% adherence to the prohibition of child, forced, or compulsory labor within all company-owned operations. b. Uphold and comply with all local and international laws and regulations related to the elimination of child, forced, or compulsory labor, maintaining a 100% adherence rate. c. Uphold zero-tolerance policy for any suppliers or partners engaging in child, forced, or compulsory labor.