

HUMAN RIGHTS POLICY

The principles of respect of human rights are hereby equal for all the employees and to all interested parties.

We are committed to respecting and safeguarding all human . If anyone notices omissions or has any comments on this policy they are asked to report it. We have set high goals and we want to get better all the time.

Anonymous complaint system

Lactea A.E. listens to the complaints, concerns and complaints of each employee, without retaliation or sanctions. The complaints are made to the Human Rights Officer, Mr. Tasios Panagiotis.

If someone does not want personal contact, we have installed a box of complaints, available to anyone who has anything to report (complaints, concerns, proposals, human rights issues, issues of non-compliance with this policy, discrimination, inequalities, health and safety issues, cruel/inhuman treatment, ethical trade issues). The report shall **be** made anonymously on the anonymous complaint form placed in the box. The box and the corresponding forms are placed in the canteen area next to the bulletin board. Each report/complaint is treated as confidential.

1. **Land rights:** We respect land rights and commit ourselves not to violate them.
2. **Local society:** We respect the society in which we operate.
3. **Free work:** It is forbidden to coerce anyone into unintentional work.
4. **Trade union freedom:** All employees are free to join or form trade unions of their choice, to freely elect their representatives and to negotiate collectively.
5. **Hygiene and Safety:** Lactea A. E. provides a safe, and in accordance with the rules of hygiene, environment for all persons entering our premises. Employees and visitors must comply with health and safety rules and wear Personal Protection Equipment.

At LACTEA S.A. we take into account to control the health safety and well-being of our employees, guests and suppliers likely to be affected by its operations and activities. We work hard to maintain a healthy and safe environment to all people involved in our business.

- We make sure all employees are competent to do their job
- Adequately control the health and safety risks related to our work activities and maintain safe and healthy working conditions.
- Continually informing our employees concerning health and safety by providing information, give instructions and supervise.
- Prevent any accidents, injuries or work-related illness as much as possible

- Comply with applicable legislation and other requirements concerning health and safety; we will review and update this policy according to any (new) applicable laws
- Regularly have safety checks and controls of the evacuation plan, fire equipment and alarm system Have safety signage across Company to protect customers from being at risk.

6. **Child labor:** Work is prohibited for persons below 15 years of age.

7. **Documents:** The retention of the employee's original documents is prohibited.

8. **Personal data:** Any employee information/information held by the company is treated as confidential and not made public.

9. **Wages and benefits:** The employee is paid legally according to his/her position and the corresponding collective agreements. Staff remuneration for working hours and overtime comply with or exceeds the legal threshold. Under no circumstances are unauthorized or disciplinary reductions in salaries made. The payroll of the staff is defined in detail and at predetermined regular intervals. All of the above meet the requirements of ILO 26 and 131

10. **Working hours:** do not exceed legal hours: 48 hours per week in a permanent basis, 12 hours per week in the form of overtime. All staff have at least 1 day off per week. Overtime is done voluntarily and is remunerated with additional remuneration. All of the above meet the requirements of ILO Conditions 1 and 14.

11. **Equality:** Everyone is equal within our company with the same rights and obligations. We are committed to the absence of any discrimination in recruitment, payroll, compensation, access to education, promotion, dismissal or retirement, based on race, social class, nationality, religion, age, disability, gender, marital status, sexual orientation, union membership and political beliefs.

12. **Cruel or inhuman treatment:** Physical abuse or discipline, threat of physical abuse, sexual or other harassment, verbal abuse or other forms of intimidation by anyone within the company is prohibited.

The Company Manager

Panagiotis Tasios

01/06/2023