



## OUE REIT –

# HUMAN RIGHTS & CHILD LABOUR POLICY

*Last Updated: 1 October 2024*

## 1. Introduction

OUE Real Estate Investment Trust (“OUE REIT”), managed by OUE REIT Management Pte. Ltd. (the “Manager”) is dedicated to conducting its business in a manner that respects and upholds human rights, including the prevention of child labour in all its operations.

OUE REIT is a supporter of the United Nations Global Compact (UNGC) since 2023, committing to uphold its Ten Principles. This reaffirms our dedication to respecting labour standards and human rights, operating with environmental responsibility, and maintaining a zero-tolerance policy toward corruption.

The Manager’s policy is formulated in accordance to the UN Sustainable Development Goals as well as the following principles of the UNGC on Human rights and Labour.

- Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and
- Principle 2: make sure that they are not complicit in human rights abuses.
- Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;
- Principle 4: the elimination of all forms of forced and compulsory labour;
- Principle 5: the effective abolition of child labour; and
- Principle 6: the elimination of discrimination in respect of employment and occupation.

The implementation of the policy is delegated to various departments, corporate functions and business units who are required to report any form of non-compliance to the CEO, Head of Department (HOD), direct manager and the Human Resources (HR) department.

## 2. Due Diligence Process and Assessment

HR carries out human rights due diligence process focuses on identifying, assessing, and managing human rights across our operations. Policies and procedures are implemented to aim at preventing, mitigating, and addressing any adverse impacts.

Regular engagement with key employees ensures that potential issues and concerns are identified early and addressed effectively. We continuously monitor and evaluate our efforts to uphold human rights standards and report transparently on our progress. In addition, grievance mechanisms are in place to ensure that any identified concerns are resolved promptly, with corrective measures implemented to prevent recurrence. This proactive approach reinforces the Manager’s commitment to maintaining ethical and socially responsible operations.

### **3. Key Areas of Focus**

#### **3.1 Equal Opportunity, Diversity and Inclusion**

The Manager embraces human rights in our relationships with our employees and within the communities in which we operate. We promote equal opportunity and adopt a zero-tolerance policy to workplace discrimination and harassment regardless of race, gender, ethnicity, national or social origin, religion, age, disability, sexual orientation, gender identification or expression, political opinion, or any other status protected by applicable law.

The Manager is also committed to being a diverse, equitable and inclusive workplace. The Manager adopts the Tripartite Alliance for Fair & Progressive Employment Practices (“TAFEP”) guidelines and sets out to provide equal opportunities to all individuals. We embrace and encourage the culture of inclusion by welcoming diversity, meaning people of all walks of life regardless of age, gender, marital status, socio-economic status, ability, culture, language, nationality, personality, education, colour, religion and ethnicity.

It is the Manager’s responsibility to always treat others with fairness and respect, compliance with applicable laws, regulations and policies in all jurisdictions and industry standards of our operations. This means that the recruitment, training and development, compensation and advancement with the Manager are based on qualifications, performance, skills and experience.

We have various policies in place to complement this policy, including:

- Code of Business Conduct and Ethics
- Occupational Health and Safety Policy
- Employment Conditions
- Whistle Blowing Policy
- Personal Data Protection Compliance Manual
- Harassment and Discrimination

#### **3.2 Compensation, Working Hours & Leave**

The Manager operates in full compliance with all applicable laws and regulations. Written employment contracts are required for all employees, and wages, benefits, pay structures, and pay periods are clearly stated, communicated and promptly fulfilled.

Every employee in Singapore, irrespective of their fulltime, part-time, or temporary status, will receive a monthly contribution to their Central Provident Fund (“CPF”) as mandated by statutory requirements.

The Manager promotes healthy working culture and work-life balance. All employees are granted mandatory rest days, annual leaves, sick leaves, and maternity or paternity leaves as stipulated by local laws without any form of repercussions.

### **3.3 Prohibition of Child Labour**

The Manager strictly prohibits the use of child labour, or exploitation of children in our operations. We comply with the Singapore Employment Act and the Employment (Children and Young Persons) Regulations and does not provide employment to children before they have reached the age of 16, as defined by the relevant authorities. Due diligences are conducted during the recruitment process to ensure the Manager employs candidates who are of the required age.

The Manager takes employees' feedback seriously and are committed to addressing and remediating any identified working condition risks of underage employee, accidents, injuries and health impacts, etc.

## **4. Reporting and Investigation Process**

### **4.1 Reporting**

Any form of non-compliance may be reported to the CEO, HOD, direct manager and the HR team. The Manager is committed to take reasonable actions to investigate all incidents and to protect the rights of all individuals.

The Manager encourages employees to report all concerns, and it is essential that reports are made in good faith. The Manager has in place a whistle-blowing policy, and procedures whereby employees and any other person may, in confidence and in good faith, raise concerns about possible improprieties in matters of human rights, as well as any misconduct or wrongdoing relating to its officers without fear of reprisals in any form. Deliberately making false or malicious complaints will be treated as a serious offense and may result in disciplinary action.

The Manager is committed to protecting and supporting anyone who raises genuine concerns. All reports will be handled with the utmost confidentiality, except where legal obligations require disclosure. The Manager strictly prohibits retaliation against employees who report violation of human rights or child labour and those who participate in the investigation. Retaliation includes any adverse action that could deter someone from reporting, such as demotion, exclusion from projects, or unjustified negative performance reviews. Retaliation will result in disciplinary action, up to and including termination.

### **4.2 Investigation Process**

Upon receiving a complaint, a preliminary assessment will be conducted to determine if an investigation is warranted. If an investigation is initiated, the Manager will promptly initiate a thorough and impartial investigation.

The process ensures that evidence collected is evaluated objectively and confidentially to protect the parties involved. The complainant(s), alleged victim(s) and alleged offender(s) will have the opportunity to provide their respective accounts of the incident. Detailed records of the investigation, including interviews, findings, and actions taken, will be maintained.

The CEO, HOD, direct manager and the HR team will review all findings / evidence before arriving to a conclusion and the appropriate actions to be taken, if any.

### **4.3 Outcome**

Outcome of the investigation will be shared with the complainant(s), the alleged victim(s) and the alleged offender(s) to ensure transparency.

Based on the investigation findings and result, the Manager will decide on the action(s) to be taken. This may include disciplinary measures, policy changes, training, or other remedies. Any form of disciplinary action decided will be documented in an official written document and clearly communicated. Should the complainant(s), the alleged victim(s) and the alleged offender(s) disagrees outcome, they may request an appeal within 7 days from receiving the official written notice of the outcome.