



**FREEDOM OF ASSOCIATION AND
COLLECTIVE BARGAINING POLICY**

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PURPOSE AND OBJECTIVE

FIVE is committed to ensure the freedom of association and the right to collective bargaining for its employees enabling them to find and join committees of their own choice with the aim of collectively defending their interests in the company. It ensures that every individual is free to organize and form and participate in groups, either formally or informally.

FIVE is a signatory to the United Nations Global Compact (UNGC) supporting its ten principles on human rights, labour, environment, and anti-corruption. In accordance with the principle 3 of the UN Global Compact, FIVE endeavours to uphold the freedom of association and the effective recognition of the right to collective bargaining.

All colleagues are free to voluntarily establish and join groups or the promotion and defence of their occupational interests. Further, genuine negotiations between employers and such groups are encouraged in good faith to arrive at an agreement.

Freedom of association refers to workers' right to create committees / unions that represent them. Collective bargaining is the process of negotiation between unions and employers, usually on working conditions and terms of employment. Collective bargaining cannot work without freedom of association because workers' views cannot be properly represented. Workers must be free to choose how they are to be represented and employers must not interfere in this process.

The UNGC does not require the establishment of means to facilitate these rights in situations where they are restricted under law (e.g., works councils). However, FIVE has implemented a mode through which colleagues can collectively express their concerns and have a dialogue with the management.

An important part of the effective recognition of the right to collective bargaining is the "principle of good faith". This is important for the maintenance of the harmonious development of colleague relations.

Freedom of association is one of the rights-based pillars– along with freedom of expression, freedom of peaceful assembly, right to participate in the conduct of public affairs, freedom of movement, and access to information.

APPLICABILITY

This policy applies to all colleagues of FIVE and its related group entities. The applicability of the policy is determined based on the local laws and regulations of promoting freedom of association and collective bargaining.

As on date, the UAE law does not permit the creation of worker unions. Hence, compliances with legal laws and regulation should be adhered by employees.

This policy will be reviewed and amended as and when any changes are observed in local laws regulations or guidelines of the ILO.

OBJECTIVES

The objectives of this Freedom of Association and Collective Bargaining Policy are as follows:

- to ensure compliance with locally applicable legislation governing the freedom of

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association of its employees or form committees

- to encourage all forms of collective employee expression in our company
- not to prohibit or obstruct any process of founding an internal employee representative body
- to respect the timetable for consulting stakeholders and employee representatives particularly in the case of reorganizations or disciplinary procedures
- to ensure that employees can express themselves freely within the company on issues to do with their working conditions

MEASURES TO UPHOLD FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING

The right to freedom of association involves the right of individuals to interact and organize among themselves to collectively express, promote, pursue, and defend common interests

In cases where union formation is not permitted by law, FIVE encourages its employees to express themselves in form of grievances or suggestions which benefit the larger community. FIVE has created employee engagement committees for colleagues. The Ethics and Compliance Committees will extend support to any grievances or concerns which may come up under collective bargaining.

Collective bargaining is a key means through which employers and their organizations and trade unions/ committees can establish fair wages and working conditions and ensure equal opportunities for all genders. It also provides the basis for sound labour relations. Typical issues on the bargaining agenda include wages, working time, training, occupational health and safety and equal treatment. The objective of these negotiations is to arrive at a collective agreement that regulates terms and conditions of employment.

Collective agreements may also address the rights and responsibilities of the parties thus ensuring harmonious and productive workplaces. Enhancing the inclusiveness of collective bargaining and collective agreements is a key means for reducing inequality and extending labour protection.

FIVE upholds the right to freedom of association and collective bargaining through the following measures –

- All workers have a right to form and join a trade union of their choice without fear of intimidation or reprisal, in accordance with national law
- FIVE does not interfere with an employee's decision to associate. We recognize that all workers are free to form and/or join a trade union of their choice
- FIVE has formulated a detailed anti-discrimination policy which includes the aspect of anti-union discrimination to ensure that company policies, procedures and practices do not discriminate against individuals because of their views on trade unions or for their trade union activities in such areas as applications for employment and decisions on advancement, dismissal, or transfer
- FIVE does not interfere with the activities of workers' representatives while they carry out their functions in ways that are not disruptive to regular company operations
- In case of applicable trade unions, FIVE will provide a distinct space for posting union notices and distribute union documents
- FIVE has included the aspect of 'Promotion of Freedom of Association and Collective Bargaining' and 'Providing support to the migrant workers' as a part of the Supplier Code of Conduct' document to communicate with the supplier on why the company values respect for the right of freedom of association; and why it is also important and beneficial for the supplier to respect the right of workers to organize to the full extent permitted by law.
- FIVE aids the supplier to find ways to allow the migrant workers to collectively express their concerns. FIVE will support its suppliers to identify a local industrial relations specialist who knows

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the national labour law to provide more specific advice

- FIVE supports the idea of alternative employee participation through election of union employee representatives. The unions may choose to elect their own union representatives without any interference from FIVE.
- In case of ongoing concerns and discussions pertaining to labour working conditions, FIVE may encourage the conduct of periodic meetings between the Ethics and Compliance Committee members and the union team members.

All colleagues of FIVE are expected to uphold the above principles and report any non-conformities which may arise.

At FIVE we promote innovation and increase ideation at work by letting our tribe know that all ideas are welcomed and encouraged by promotion of a stimulating atmosphere, building visibility into the decision-making process, and encouraging your approach.

At FIVE each of the below committee are in play looking after the colleagues and allowing them to let their voice out and be heard:

1. Ethics and Compliance Committee (for any concerns on working hours, minimum wages, and the other UNGC principles) – You may refer to the *Grievance policy, Whistleblower Policy, Human Rights Policy, Code of Conduct* for more details.
2. Colleague Engagement Committee
3. CSR Initiatives
4. Sports Committee
5. Special Events – part of Engagement committee

Colleague Engagement Committee must comprise of minimum 4 representatives from either of the following departments depending on the nature of the Committee requirement.

Participant	Frequency
Human Resources	Monthly
F&B Service	Monthly
Front Office	Monthly
Engineering	Monthly
Admin & General	Monthly
Finance & Purchasing	Monthly
Rooms	Monthly

The representatives from these committees may meet regularly and discuss necessary changes and improvisations to enhance colleague experience.

They keep in touch with pulse of their colleagues to ideate and implement most request changes.

PROTECTION OF UNIONS

FIVE commits to ensure that all union workers and representatives will be protected from any form of discrimination or retaliation for being a part of unions or lobbying with regard to prosecution of anti-union activists

HUMAN RIGHTS DUE DILIGENCE

FIVE acknowledges that human rights due diligence is an ongoing activity, and the guidelines need to be always adhered to. FIVE will monitor its own operations continuously to identify and assess any

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actual or potential adverse impacts and where necessary, respond effectively to resolve identified issues. FIVE has developed a detailed human rights due diligence process which covers the human rights risk and impact assessment. FIVE performs a periodic human rights risk and impact assessment which includes planning and scoping, data collection and baseline development, risk assessment, impact mitigation, and reporting and evaluation.

This is done through detailed internal review processes, external stakeholder assessments such as surveys to assess risk and impact of human rights and develop and implement any necessary mitigation plans through audits.

COMMUNICATION AND TRAINING

FIVE regularly communicates these policy guidelines to all its employees, third-party contracted labour and suppliers through the following modes –

- Periodic trainings and townhalls on the freedom of association and collective bargaining framework
- Code of Conduct signed off at the time of joining (available in local languages as per understanding of all our employees)
- Supplier Code of Conduct sign-off at the time of onboarding. Purchasing team is informed on being cognizant on the requirements of human rights and providing the information to the suppliers
- Purchasing team member trainings on the supplier standards in the Code of Conduct
- This policy is made publicly available on the FIVE Holdings website and hosted on the company intranet for easy access to all employees

GRIEVANCE REDRESSAL

FIVE aims to create workplaces in which open and honest communications among all colleagues are valued and respected. Colleagues and Workers have access to grievance reporting mechanisms and may report without prejudice, with anonymity respected.

If any colleague faces any conflict or issues which endangers their human rights or violates any existing guidelines related to harassment, bullying, abuse, or discrimination, then the colleague, contractor or any other related persons may report the Complaint(s)/Concern(s) to his immediate Supervisor or Line Manager, Any members of Discrimination policy Committee or the Ethics and Compliance Committee, or through the hotline number or available registered email ID of –

Ethics and Compliance Email ID: ethics@fiveglobalholdings.com;

Ethics Helpline Contact Number: **+971-42475270**

In case of an adverse human rights situation, FIVE shall take adequate measures by participating in effective operational-level grievance mechanism and resolving such complaints through investigation conducted by the Ethics and Compliance Committee.

All colleagues and third parties have an option to remedies to go forward and report such incidents to relevant local authorities in case of a severe infringement to any of the above fundamental human rights.

For detailed policy, refer 'Grievance Policy' for the complaint management process.

REVIEW

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The policy is reviewed by the Group Director of HR on an annual basis to make any amendments to this document.

In case you have any questions or concerns regarding this policy, please reach out to the Human Resources team for assistance.