

# PawCo Foods Human Rights Policy Guide

## Introduction

PawCo Foods is committed to maintaining a workplace that respects and promotes human rights as defined by internationally recognized standards, including the United Nations Universal Declaration of Human Rights (UDHR) and the UN Guiding Principles on Business and Human Rights (Ruggie Principles). This Human Rights Policy is based on the principles outlined in the International Bill of Human Rights and the International Labour Organization's (ILO) Declaration on Fundamental Principles and Rights at Work. Our commitment to human rights reflects our dedication to ethical business practices, the well-being of our employees, and the communities in which we operate.

We uphold all articles of the UDHR as essential and equally important but particularly resonate with Articles 1, 2, 3, 7, 16, 19, 23, 24, and 25 as they align with PawCo's mission to lead the pet food industry in sustainability and ethical practices.

## 1. Policy Statement

PawCo Foods is dedicated to:

- Respecting all internationally recognized human rights as per the UDHR and ILO standards.
- Preventing and mitigating adverse human rights impacts that are directly linked to our operations, products, or services.
- Promoting the UN Sustainable Development Goals through our business practices and supporting animal welfare initiatives.

## 2. Scope

This policy applies to all employees, contractors, suppliers, and business partners of PawCo Foods. We expect our partners and suppliers to uphold these standards and ensure compliance within their own operations.

## 3. Highlighted Articles from the UDHR

- **Article 1: Right to Equality and Dignity**  
All human beings are born free and equal in dignity and rights. At PawCo, we believe in fostering an inclusive environment where everyone is respected.

- **Article 2: Freedom from Discrimination**  
Everyone is entitled to the rights and freedoms of the UDHR without distinction. We promote equal opportunity and actively prevent discrimination in all forms.
  - **Article 3: Right to Life, Liberty, and Security of Person**  
PawCo ensures a safe and secure working environment, providing for both the physical and mental well-being of our employees.
  - **Article 7: Right to Equality Before the Law**  
We guarantee that all employees and stakeholders are treated fairly in all aspects, promoting a just and equitable work environment.
  - **Article 16: Right to Marriage and Family**  
PawCo supports employees in maintaining a work-life balance, offering flexible arrangements and parental support.
  - **Article 19: Freedom of Opinion and Expression**  
We encourage open communication, ensuring that all voices are heard and respected in the workplace.
  - **Article 23: Right to Work and Fair Pay**  
PawCo provides fair wages and favorable working conditions, ensuring that all employees are compensated justly for their contributions.
  - **Article 24: Right to Rest and Leisure**  
We promote work-life balance by offering reasonable working hours and ample rest periods, ensuring the well-being of our employees.
  - **Article 25: Right to Adequate Living Standards**  
PawCo commits to providing benefits that support employees' health and financial stability, ensuring a standard of living that promotes well-being.
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#### 4. Commitment to Human Rights

- **Accessibility for Persons with Disabilities:** Ensuring that our workplace is accessible to all employees, including those with disabilities.
- **Child Labour/Minimum Age Workers/Worst Forms of Child Labour:** Strictly prohibiting child labour and adhering to minimum age laws.
- **Employment Relationship:** Promoting stable and fair employment relationships.
- **Equality:** Ensuring equal treatment and opportunities for all employees, reflecting Article 1 (Right to Equality and Dignity) and Article 7 (Right to Equality Before the Law).
- **Fair Wages/Compensation:** Providing fair wages and compensation that meet or exceed legal standards, in alignment with Article 23 (Right to Work and Fair Pay).

- **Forced/Bonded/Compulsory Labour:** Prohibiting all forms of forced, bonded, or compulsory labor.
  - **Health and Safety:** Maintaining a safe and healthy work environment for all employees, consistent with our commitment to Article 3 (Right to Life, Liberty, and Security of Person).
  - **Maternity Protection:** Providing maternity protection in accordance with laws and best practices.
  - **No Harsh or Degrading Treatment/Harassment:** Prohibiting harassment and ensuring no harsh or degrading treatment.
  - **Non-Discrimination:** Prohibiting discrimination in any form, in line with Article 2 (Freedom from Discrimination).
  - **Right to Form or Join a Trade Union and to Bargain Collectively:** Respecting the right to unionize and bargain collectively.
  - **Right to Strike:** Respecting the right to strike in accordance with the law.
  - **Working Conditions - Including Working Hours:** Ensuring fair and reasonable working conditions, including working hours, consistent with Article 24 (Right to Rest and Leisure).
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## 5. Implementation and Responsibilities

- **Senior Management:** Oversees the integration of human rights principles into business operations and ensures the allocation of resources.
  - **Human Resources:** Responsible for training employees on human rights, monitoring compliance, and addressing violations.
  - **Employees:** Expected to understand, adhere to this policy, and report any concerns to their supervisors or Human Resources.
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## 6. Reporting and Remediation

PawCo Foods encourages employees and stakeholders to report any human rights concerns or violations. Reports can be made confidentially to the HR Manager, Nakisa Azizi ([nakisa@mypawco.com](mailto:nakisa@mypawco.com)), or through our general inquiries email ([help@mypawco.com](mailto:help@mypawco.com)). PawCo is committed to promptly investigating and addressing any concerns, with corrective actions and remedies for affected individuals.

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## **7. Continuous Improvement**

PawCo Foods regularly reviews and updates this Human Rights Policy to reflect legal changes and best practices. Periodic assessments will be conducted to identify and mitigate human rights risks in our operations and supply chains.

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## **8. Commitment to Stakeholders**

PawCo Foods is committed to maintaining open communication with our stakeholders. We will publish regular updates on our human rights initiatives and engage with stakeholders to address concerns and feedback.

## **Year Plan Strategy to Address Human Rights Policy Areas**

### **Objective**

To systematically address and enhance human rights practices across all key areas identified in the policy.

### **Quarterly Plan**

#### **Q1: January - March**

##### **1. Accessibility for Persons with Disabilities**

- o Conduct an audit of current accessibility features.
- o Develop and implement an action plan to improve accessibility.
- o Train staff on accommodating employees with disabilities.

##### **2. Employment Relationship**

- o Review and update employment contracts to ensure fairness and clarity.
- o Conduct workshops on building positive employer-employee relationships.

##### **3. Health and Safety**

- o Perform a comprehensive safety audit.
- o Introduce enhanced safety training programs.
- o Update emergency response procedures.

#### **Q2: April - June**

##### **4. Non-Discrimination and Equality**

- o Conduct diversity and inclusion training.
- o Review hiring practices to ensure they promote equality.
- o Establish a diversity committee to monitor and promote inclusive practices.

##### **5. Fair Wages/Compensation**

- o Benchmark salaries against industry standards.

- o Review and adjust compensation packages as necessary.
- o Communicate transparent wage policies to all employees.

## **6. Working Conditions - Including Working Hours**

- o Review current working hours and conditions.
- o Implement changes to ensure fair working hours and conditions.
- o Educate employees on their rights regarding working hours.

### **Q3: July - September**

## **7. Maternity Protection**

- o Review maternity leave policies to ensure they meet or exceed legal requirements.
- o Introduce additional support programs for expectant and new mothers.
- o Conduct maternity leave rights awareness sessions.

## **8. Right to Form or Join a Trade Union and to Bargain Collectively**

- o Educate employees about their rights to unionize and bargain collectively.
- o Facilitate dialogue between management and employee representatives.
- o Support the formation of employee committees if desired.

## **9. Forced/Bonded/Compulsory Labour**

- o Conduct a thorough review of labor practices.
- o Ensure all employment is voluntary and fair.
- o Provide training on recognizing and preventing forced labor.

### **Q4: October - December**

## **10. No Harsh or Degrading Treatment/Harassment**

- o Implement a zero-tolerance policy for harassment and degrading treatment.
- o Provide mandatory harassment prevention training.
- o Establish clear reporting and investigation procedures.

## **11. Child Labour/Minimum Age Workers/Worst Forms of Child Labour**

- o Review and ensure strict compliance with child labor laws.
- o Educate suppliers and partners on our child labor policies.
- o Conduct regular audits of supply chains to ensure no child labor is used.

## **12. Right to Strike**

- o Educate employees about their right to strike.
- o Develop a clear policy on strikes that respects legal rights.
- o Ensure open communication channels for addressing grievances.

## **Conclusion**

By following this human rights policy guide, PawCo Foods aims to enhance our commitment to human rights, ensuring that our operations are ethical, fair, and respectful of all individuals. Regular monitoring and updating of these policies and practices will help us maintain a leading position in the industry and contribute positively to our employees and the broader community.

