



## GLOBAL HUMAN RIGHTS POLICY

**Policy Owner:** Legal

**Effective Date:** 16 December 2021

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### I. SUMMARY

IFF respects the fundamental human rights of all, and each member of our organization is expected to follow the rules described in this Global Human Rights Policy (the “Policy”).

IFF is committed to providing fair and equitable wages to employees around the globe. As part of this commitment, IFF recognizes employees’ rights to freedom of association and collective bargaining.

IFF forbids the use of child labor, forced labor and human trafficking, and this prohibition extends to all IFF Business Partners.

### II. APPLICABILITY & SCOPE

This Policy applies to all IFF Personnel, as well as contractors, consultants and temporary employees or secondees.

This Policy and other relevant policies and procedures set a minimum standard that must be followed. Where local laws, regulations or rules impose a higher standard, that higher standard must be followed.

### III. DEFINITIONS

**Business Partner:** Any agent, distributor, joint venture and equity investment partner, customs broker, consultant or any other third party that is authorized to act for, or on behalf of, IFF.

**Code:** IFF’s Code of Conduct

**IFF:** International Flavors & Fragrances, Inc. and its subsidiaries and affiliates and any company that is directly or indirectly wholly or majority-owned or otherwise controlled by it.

**IFF Personnel:** Any worldwide employee, officer or director of IFF.

### IV. POLICY REQUIREMENTS

#### Human Rights - Generally

Human rights are rights, freedoms and standards of treatment regarded as belonging to all persons. IFF respects and supports internationally recognized human rights, and this Policy is guided by the principles found in the [U.N. Guiding Principles for Business and Human Rights](#), [Universal Declaration of Human Rights](#) and the [International Labor Organization’s Declaration on Fundamental Principles and Rights](#)

[at Work](#). All IFF Personnel, consultants and suppliers must respect and support these standards.

### **Labor Practices**

IFF Personnel are required to comply with all applicable labor laws, regulations and guidelines, including those related to hiring, wages, hours worked, overtime and working conditions.

### **Freedom of Association & Collective Bargaining**

IFF recognizes and respects employees' rights to form and join trade unions and to bargain collectively.

### **Diversity & Equal Opportunity**

IFF values, honors and respects differences and diversity. IFF expects all IFF Personnel to provide a work environment that

- offers equal opportunity to its workers;
- is free from unlawful discrimination or harassment; and
- in which each worker is treated with dignity and respect.

IFF expects IFF Personnel to hire and promote workers based on their merits, without regard to race, color, creed, religion, gender, sexual orientation, gender identity or expression, intersex, national origin, marital or civil union status, pregnancy, ancestry, citizenship, age, military or veteran status, disability, genetic characteristic, HIV status, or any other characteristic protected by law.

### **Forced Labor & Coercement**

Employment with IFF must be voluntary. The use of involuntary labor of any kind, including prison labor, debt bondage, indentured servitude or forced labor is strictly prohibited. IFF does not tolerate involuntary labor of any kind and will not do business with any person or entity that is involved with or facilitates human trafficking. The use of physical acts to punish or coerce workers, the use of psychological coercion, or any other form of physical or non-physical abuse is prohibited.

### **Child Labor**

IFF prohibits the exploitation of children and use of illegal child labor. IFF Personnel must ensure that all employees are legally eligible for employment and meet the applicable minimum legal age. Verifiable documentation of each employee's date of birth or some legitimate means of confirming each employee's age must be maintained, as required by law.

### **Wages & Hours**

All employees are provided with wages and benefits that, at a minimum, comply with applicable laws. While it is understood that overtime is often required in production areas, IFF requires that operations be carried out in ways that limit overtime to a level that ensures humane and productive working conditions and in accordance with local legal requirements. Employees will be paid overtime that meets all legal requirements.

## Working Conditions

IFF Personnel are expected to treat all employees with respect and dignity, and to ensure compliance with all applicable laws regarding working conditions, including worker health and safety, sanitation, fire safety, risk protection and electrical, mechanical and structural safety. At a minimum, IFF will provide potable drinking water, clean and accessible restrooms, adequate lighting and ventilation, fire and emergency exits, essential life safety equipment, emergency aid kits and access to emergency medical care.

## V. WHERE TO GO FOR HELP

If you have questions about this Policy, please contact IFF's Legal Department at [law.department@iff.com](mailto:law.department@iff.com).

If you believe that someone may have violated this Policy, please contact IFF's Global Ethics & Compliance team at [compliance@iff.com](mailto:compliance@iff.com).

You may also report a concern or violation at <http://iff.com/speakup>.

IFF strictly forbids reprisal, retaliation or subsequent discrimination against any person who in good faith raises a concern or reports possible misconduct.

IFF will investigate alleged misconduct in relation to this Policy in accordance with internal procedures on investigations. Any IFF Personnel who violates this Policy may be subject to disciplinary measures, up to and including termination of employment.

## VI. REFERENCE DOCUMENTS

The following policies and procedures provide additional guidance and direction:

- IFF Code Conduct
- IFF Vendor Code of Conduct
- IFF Slavery & Human Trafficking Statement

All IFF policies, procedures and guidelines can be found in the Policies & Procedures section of IFF Connect.

## VII. DOCUMENT HISTORY

Issue Date	Version	Description for Changes
1 December 2016	1.0	Initial release.
1 February 2021	2.0	Revisions for clarity and consistency with IFF's Code and other policies and procedures.
16 December 2021	3.0	Updated section Diversity & Equal Opportunity to add "intersex" as a protected category.