

## NOVO BANCO Human Rights Policy

### Background

It is part of **novobanco's** standards of excellence to develop a culture of respect for the human being: respect for employees, respect in the way we work with customers, suppliers and other stakeholders, respect in the relations established with the communities in which the Bank operates.

**novobanco** is represented in different countries, some with a great economic and cultural affinity with Portugal, in areas where the Bank has particular competences, such as corporate banking and the Business area in general, Private Banking and the Household market segment, Trade Finance and International Business

The novobanco Human Rights Policy is applicable to all its employees and these shall be provided with regular training, regardless of where they carry out their activity.

### 1. Scope

This Policy applies to novobanco and all its Employees.

### 2. Policy

**novobanco** respects and supports the United Nations (UN) “Global Compact” principles, the Universal Declaration of Human Rights, the Organization for Economic Co-operation and Development (OECD) Guidelines for Multinational Enterprises and the main conventions of the International Labour Organization (ILO).

This Policy intends to explain what novobanco establishes, in terms of respect for human rights, as well as to define the procedures in case of breach of the latter.

The Bank respects and demands that the following principles be respected in its business and corporate citizenship activities:

- Safeguarding of human life;
- Safety and health, where the Bank commits itself to provide adequate health services to its employees and to ensure their safety;
- Social and environmental responsibility;
- Freedom of association;
- Elimination of all forms of forced labour;
- Prohibition of child labour;
- Equality and non-discrimination preventing discrimination and differential treatment based on ethnic or social origin, gender, sexual orientation, age, creed, marital status, disability, political orientation, opinion, place of birth or trade union association.
- Respect for the Human Person.



**novobanco** acts in full compliance with the laws and regulations of the places in which it is represented, promoting respect for Human Rights and decent work practices within its sphere of influence, especially among its employees, partners, suppliers and other stakeholders.

Human Rights issues are the responsibility of the Board of Directors, and those directly related to labour issues are the responsibility of the Human Resources Director.

Based on a commitment to transparency and in order to verify that the policy is being complied with, the novobanco Human Capital Department is responsible for establishing policies related to human capital in the different countries where it is operates.

## **2.1 Regulations and Documentation associated with the Policy**

- UN Global Compact Principles
- Universal Declaration of Human Rights
- OECD Guidelines for Multinational Companies
- Main ILO Conventions

## **2.2 Monitoring of Policy**

The Human Capital Department of novobanco, S.A. shall be responsible for ensuring compliance with this policy, the monitoring of the procedures set forth therein and for the management of complaints regarding its non-compliance, which, depending on their content, may be subject to further analysis by the Legal Department of Novo Banco, S.A.

## **3. Contacts**

Anyone who is a victim or who has knowledge of practices that violate the principles set forth in this Policy, who has doubts or wants to give suggestions, can use a specific email of the novobanco Human Capital Department - [dch.politicas@novobanco.pt](mailto:dch.politicas@novobanco.pt) .