



WORKING CONDITIONS POLICY

APRIL 2020
OCP GROUP



I. PURPOSE

As a major contributor to the global fertilizer market, OCP Group supports the transition towards a more prosperous, sustainable, and resilient agriculture. The Group is vertically integrated, from phosphate rock extraction to phosphoric acid and fertilizer production, and therefore strategically positioned to deliver its mission: contribute to sustainably feeding a growing world population. This implies considering the environmental, social and governance impacts in every decision that is made.

The success of OCP Group's business comes from the accomplishments and well-being of its employees. OCP Group's goal is to build a workplace culture that fosters leaders and allows every person to thrive, contribute and grow. This policy reflects the commitment to provide all employees all over the world with good working conditions, a safe and healthy work environment, and flexible employment possibilities that support a better work-life balance.

This Working Conditions Policy lies under the General Human Capital Policy and further develops the commitment stated on it related to this matter.

In addition, this policy is aligned with the 2030 Agenda and the Sustainable Development Goals (SDG) and specifically with SDG 3: "Ensure healthy lives and promote well-being for all at all ages", SDG 8: "Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all", and SDG 10: "Reduce inequality within and among countries".

II. SCOPE

This policy relates to all of OCP Group's employees worldwide. OCP Group will always comply with applicable laws and collective labour agreements that are in force. In situations where there is a potential discrepancy with international norms, OCP Group shall seek to uphold its company values - defined in its Code of Ethics – and develop a response on a case-by-case basis.

III. COMMITMENTS

The Group is committed to:

- Respect, promote and fulfil the four fundamental rights in the eight International Labour Organization (ILO) core conventions as set out in the Declaration on Fundamental Principles and Rights at Work. This includes:
 - Freedom of association and effective recognition of the right to collective bargaining.
 - Elimination of all forms of forced or obligatory labour.
 - Effective abolition of child labour.
 - Elimination of discrimination in employment and occupation.
- Align with relevant ILO conventions related to the specific issues covered in this policy.



3.1. WORKING TIME

The Group is committed to:

- Ensure decent working hours in compliance with all local laws applicable for working hours and overtime. Overtime shall not be excessive, do not be regular, and remain voluntary and always compensated, in compliance with applicable regulations & laws.
- Paid national and religious holidays for all employees. Additional days off during important events (marriage, birth, and death of relatives) are provided.
- Provide its employees with annual paid holidays.
- Ensure adapted working conditions whenever possible to encourage employees to have outside interests, especially community involvement.
- Implement gradually work-life balance initiatives among its own employees.
- Encourage employees to volunteer and contribute to Act4Community - an initiative of corporate volunteering and skills sponsorship- by providing four paid weeks for community engagement to all employees.

3.2. PHYSICAL & MENTAL WORKING CONDITIONS

The Group is committed to:

- Protect the safety and health of all OCP Group's workers by preventing work-related injuries, ill health, diseases and incidents.
- Comply with relevant Occupational Health & Safety (OH&S) national laws and regulations, applicable international norms – including but not limited to ILO conventions on OHS – voluntary programs, collective agreements on OHS and other requirements to which OCP Group subscribes.
- Ensure that workers and their representatives are consulted and encouraged to participate actively in all elements of the OH&S Management system.
- Continually improve the performance of the OH&S Management system in line with the best available standards ISO 45001 and develop customized framework to ensure a healthy workplace and workers.
- Promote a workplace environment that supports and encourages the mental well-being of all employees.

To find out more about the Occupational Health & Safety Policy, consult OCP Group's website
<https://www.ocpgroup.ma/en/sustainability/policies-and-standards>

3.3. REMUNERATION

The Group is committed to:

- Ensure a competitive and consistent compensation system across all locations, considering applicable collective agreements.
- Define remuneration equally and not tolerate any discrimination related to origin, nationality, religion, race, gender, disability or age.
- Employees who individually and/or collectively and extensively contribute to the development and the success of the company, should be able to benefit from this through any kind of compensation and/or benefits in a transparent and standardized



manner. OCP Group is committed to provide them with a fixed remuneration considering the level of responsibility, experience, degrees and market conditions, which is reviewed annually according to the evolution of the level of control, the employee potential, and market evolutions. The fixed remuneration is completed by a variable remuneration linked to the individual and collective performance. Individual performance variable compensation programs are linked to company and/or individual performance to retribute and recognize individual contributions.

- Provide all its employees with extra-social benefits to foster employee engagement.
- Ensure that part-time workers receive the same protection, basic wage and social security, as well as employment conditions equivalent to those agreed to comparable full-time workers.
- Continuously improve the relevance of OCP Group remuneration system by defining fixed pay, variable pay, benefits, and personal growth in close collaboration with the employees and employee representatives.

3.4. PERSONAL DATA PROTECTION

The Group is committed to:

- Responsibly, fairly and transparently collect, use, and disclose personal data (any information that relates to an individual who can be directly or indirectly identified) of employees, in line with the applicable laws, standards and norms.
- Process data for the legitimate purposes specified explicitly to the data subject when OCP Group collected it.
- Collect and process only as much data as necessary for the purposes specified. Personal data is mainly used for human resources, IT, occupational health & safety, labour relations, infrastructure management and audits.
- Keep personal data accurate and up to date.
- Store personally identifying data for as long as necessary for the specified purpose.
- Use reasonable organizational, technical, and administrative measures to protect personal data under its control.
- Allow employees to exercise rights under applicable data protection laws such as the right to be informed, the right to access, the right to rectification, the right to erasure, the right to restrict processing, the right to data portability, the right to object and rights in relation to automated decision making and profiling through the HR portal "MyOCP" or the HR entities.

3.5. SOCIAL DIALOGUE

The Group is committed to:

- Respect the right of its workforce to freedom of association and rights to collective bargaining.
- Consider trade unions as constructive role players in the organization.
- Implement formal communication channels, systems and grievance mechanisms in all its operations.



- Regularly monitor and assess the effective application of OCP Group's social dialogue mechanisms.

To find out more about the Social Dialogue Policy, consult OCP Group's website <https://www.ocpgroup.ma/en/sustainability/policies-and-standards>

3.6. RETIREMENT

The Group is committed to:

- Guarantee competitive pension schemes.
- Provide medical insurance and care for both employees and retirees as well as coverage of heavy and long-term disease.
- Offer to any OCP Group retiree the opportunity to join existing mentoring programs to transfer their knowledge, know-how and expertise to the new generations.

IV. IMPLEMENTATION

OCP Group will transversally engage the relevant departments to ensure the implementation of these commitments and to communicate this policy to its employees and interested external stakeholders.

V. ESG GOVERNANCE

The responsibility of this policy lies under the ESG / Ethics committee that reports at least twice a year to the Board of Directors / Chief Executive Officer.

VI. REPORTING

OCP Group will monitor and report, whenever it is possible, on a regular basis various labour KPIs related to the related issues covered along this policy – health & safety, remuneration and freedom of association, among others – mainly using the related GRI standards.

For more information on OCP Group's approach to working conditions, please consult OCP Group's Sustainability reports available on its website at <https://www.ocpgroup.ma/en/investors/annual-report>.

For consulting all the above-mentioned policies, please visit OCP Group's website <https://www.ocpgroup.ma/en/sustainability/policies-and-standards>.



VII. REVIEW

OCP Group will periodically review this policy on a regular basis to evaluate continued relevance, to monitor compliance and to drive continual improvement. OCP Group welcomes feedback and encourages dialogue with any interested party. All feedback and comments on this policy should be sent to sustainability@ocpgroup.ma.

Signature: Chief Human Capital and Services Officer

A handwritten signature in black ink, appearing to read "D. J." or "DJ".