HUMAN RIGHTS POLICY

Company: ioffice

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1. Purpose

ioffice is committed to respecting and protecting human rights in all areas of its business operations. This Human Rights Policy defines ioffice's responsibilities toward employees, partners, suppliers, and the communities in which it operates.

This policy is based on:

- The UN Universal Declaration of Human Rights
- International Labour Organization (ILO) Conventions
- UN Guiding Principles on Business and Human Rights (UNGP)
- OECD Guidelines for Multinational Enterprises

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2. Scope

This policy applies to:

- all ioffice employees
- external collaborators and contractors
- suppliers and business partners
- all business activities of ioffice

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3. Human Rights Principles

3.1. Non-Discrimination and Equal Opportunity

ioffice does not tolerate discrimination based on:

- gender, age, race, ethnic origin
- nationality, language, religion
- disability, health condition
- sexual orientation or gender identity
- political opinion, social background, or any other status

All employees must have equal access to employment, promotion, and development opportunities.

3.2. Prohibition of Forced Labour

ioffice strictly prohibits all forms of forced labour, including:

- debt bondage

- forced overtime
- human trafficking

Work must be voluntary, and employees must have the right to terminate employment in accordance with the law.

3.3. Prohibition of Child Labour

ioffice does not allow child labour and respects the minimum employment age defined by Croatian law and international labour standards.

3.4. Fair Working Conditions

ioffice ensures:

- safe and healthy working conditions
- compliance with working hours regulations
- legally defined breaks and rest periods
- fair and transparent compensation

3.5. Freedom of Association

ioffice respects employees' rights to:

- freedom of association
- union membership
- collective bargaining

3.6. Privacy and Data Protection

ioffice is committed to protecting the privacy of employees and customers and ensures lawful processing of personal data in compliance with GDPR and applicable regulations.

3.7. Health and Safety

ioffice provides a safe working environment and implements preventive measures to reduce the risk of injuries and occupational diseases.

3.8. Zero Tolerance for Harassment and Abuse

ioffice has zero tolerance toward:

- sexual harassment
- verbal abuse
- threats
- bullying and mobbing
- physical violence

Every employee has the right to work in a respectful and dignified environment.

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4. Responsibilities and Implementation

The management of ioffice is responsible for implementing this policy. Team leaders must ensure that human rights principles are respected in everyday operations.

Employees are expected to comply with this policy and report any violations.

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5. Reporting and Whistleblowing

Employees and external stakeholders may report suspected human rights violations:

- anonymously or openly
- without fear of retaliation

ioffice guarantees confidentiality and protection of whistleblowers in accordance with applicable laws.

Reports can be submitted through:

- HR/Compliance email address
- direct supervisor
- internal reporting channels

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6. Remediation

Any violation of this policy may result in:

- disciplinary action
- termination of employment
- termination of contracts with suppliers or partners
- reporting to competent authorities if required

ioffice will implement corrective actions to prevent future violations.

7. Suppliers and Business Partners

ioffice expects its suppliers and business partners to:

- respect human rights
- provide fair working conditions
- prohibit child and forced labour
- prevent discrimination

ioffice reserves the right to terminate cooperation with any supplier or partner who violates these standards.

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8. Monitoring and Review

This policy is reviewed regularly and updated according to:

- legal changes
- international standards
- internal business needs

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9. Effective Date

This Human Rights Policy becomes effective on the date of approval by ioffice management.

Date: September 1st, 2025

CEO/Management: Mirko Mihaljević _____

CEO/Management: Damir Čeko _____