

KANO LABORATORIES LLC



Human Rights and Labor Statement

Human rights are the standards of treatment to which all people are entitled. The most widely recognized definition is the Universal Declaration of Human Rights, adopted by the United Nations in 1948. Although human rights are principally the responsibility of national governments, this has become an increasingly important issue for business.

Kano Laboratories LLC is committed to respecting our employees' human rights, including rights of employees in our global supply base. Managers are responsible for ensuring adherence to our worldwide personnel policies and guidelines. We will abide by our policies or local law, whichever sets higher standards.

Kano Laboratories LLC supports and respects the protection of international human rights within the sphere of our influence and is committed to ensuring that we are not complicit in human rights abuses. We hold our suppliers and partners to this same high standard.

The following are some of Kano Laboratories LLC's basic standards with regards to Human Rights:

- **Freely chosen employment.** Kano Laboratories LLC will not use forced, bonded or indentured labor or involuntary prison labor. All employment will be voluntary.
- **No child labor.** Kano Laboratories LLC will not use child labor. The term "child" refers to any person under the age of 16, or under the age for completing compulsory education, or under the minimum age for employment in the country, whichever is greatest. Kano Laboratories LLC supports the use of legitimate workplace apprenticeship programs, internship and other similar programs that comply with all laws and regulations applicable to such programs.
- **Wages and benefits.** Kano Laboratories LLC will, at a minimum, comply with all applicable wage and hour laws and regulations, including those relating to minimum wages, overtime hours, nonexempt or exemption classification and other elements of compensation, and provide legally mandated benefits.
- **Working hours.** Kano Laboratories LLC will not exceed maximum hours of work prescribed by law and will appropriately compensate overtime. Employees will not be required to work more than 60 hours per week, including overtime, except in extraordinary business circumstances with their consent or where the nature of the position requires such work, as for exempt employees and employees in executive, managerial or professional positions. In countries where the maximum work week is shorter, that standard shall apply. Workers should be allowed at least one day off per seven-day week.

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- **Humane treatment.** Kano Laboratories LLC will treat all employees with respect and dignity and will not use corporal punishment, threats of violence or other forms of physical coercion or harassment.
- **Non-Discrimination.** Kano Laboratories LLC is committed to a workforce free of harassment and unlawful discrimination, and will create a work environment free of discrimination based on race, color, religion, gender, sexual orientation, age, national origin, pregnancy, handicap, veteran status or political affiliation, or any other characteristic protected by applicable law.
- **Freedom of association.** Kano Laboratories LLC will respect the legal rights of its employees to join or to refrain from joining worker organizations, including labor organizations or trade unions. Kano Laboratories LLC complies with legal requirements worldwide regarding employee and third-party involvement. The company's belief is that the interests of Kano Laboratories LLC and its employees are best served through a favorable, collaborative work environment with direct communication between employees and management. Kano Laboratories LLC endeavors to establish such favorable employment conditions, to promote positive relationships between employees and managers, to facilitate employee communications, and to support employee.

Kevin Wall

A handwritten signature in cursive script that reads "Kevin Wall".

Quality / Regulatory Manager
Kano Laboratories LLC – Super Lube® Division