

## 1. Objective

To establish NOVA CERT's institutional commitment to respecting, protecting, and promoting human rights in all its activities and business relationships.

The purpose of this policy is to integrate human rights considerations into validation and verification processes, prevent negative impacts on individuals or communities, and ensure a dignified and safe work environment, free from all forms of discrimination or exploitation.

At NOVA CERT, we recognize that respect for Human Rights is a fundamental responsibility of all organizations. As a Validation and Verification Body, our role in providing impartial, transparent, and credible services gives us a unique responsibility to ensure that our activities not only meet the highest technical standards but also uphold internationally recognized human rights principles.

We are committed to ensuring that our business practices, decision-making processes, and relationships with stakeholders reflect our respect for human dignity, equality, and fairness.

## 2. Scope

This policy applies to:

- All NOVA CERT employees, contractors, and collaborators, regardless of their employment status or geographic location.
- NOVA CERT's internal activities, including labor practices, working conditions, and human resources management.
- Validation and verification processes, with regard to the integration of human rights considerations into decision-making and interactions with stakeholders.
- Suppliers, subcontractors, and business partners, who must align with the standards established in this policy.
- Communities and external stakeholders who may be affected by NOVA CERT's activities.

NOVA CERT is committed to:

- Integrating human rights considerations across our validation and verification activities to ensure impartiality, fairness, and ethical conduct.
- Proactively preventing, mitigating, and, where necessary, remediating adverse human rights impacts connected to our operations or business relationships.

## 3. Development

### 3.1. Principles of conduct

#### 3.1.1. Non-discrimination and Equal Opportunity

We are committed to maintaining a workplace and service environment free from discrimination based on race, ethnicity, gender, age, religion, disability, sexual orientation, social origin, political opinion, or any other status. Equality of opportunity and treatment are essential to our operations and corporate culture.

#### 3.1.2. Fair Labor Practices

We respect the rights of workers to fair wages, safe and healthy working conditions, reasonable working hours, and the freedom of association and collective bargaining. We

categorically prohibit child labor, forced labor, modern slavery, or any form of exploitation within our operations and supply chain.

### **3.1.3. Health, Safety, and Well-being**

We prioritize the health, safety, and well-being of all our employees, contractors, and partners. This includes compliance with occupational health and safety standards and the continuous improvement of our working conditions.

### **3.1.4. Gifts**

NOVA CERT has a zero-tolerance policy towards gifts and incentives that could compromise or be perceived as a threat to impartiality. The acceptance of gifts is strictly restricted and subject to risk-based assessment.

The following is strictly prohibited:

- Accepting cash or cash equivalents.
- Accepting gifts during active validation or verification processes.
- Accepting hospitality that exceeds reasonable and necessary conditions.
- Requesting gifts or benefits.
- Accepting benefits directly or indirectly linked to the outcome of the evaluation.
- Receiving commissions, percentages, or incentives for issuing favorable results.

NOVA CERT prohibits the offering or acceptance of gifts, hospitality, benefits, or any other incentives that could influence, or be perceived to influence, professional judgment or decision-making. Any attempt by clients or other interested parties to improperly influence the outcome of activities shall not be tolerated. The auditor shall report immediately when a case is presented to any member of NOVA CERT (Preferable the project coordinator) and it will be managed according to the OP-03 Risk assessment (Impartiality tab).

### **3.1.5. Integrity and Impartiality**

As a validation and verification body, impartiality and independence are at the heart of our work. We ensure that human rights considerations are embedded in our services, preventing any undue influence or conflict of interest that could compromise ethical standards.

### **3.1.6. Respect for Communities and the Environment**

We recognize the interdependence between human rights and environmental protection. Our activities are carried out with respect for local communities, seeking to avoid negative social or environmental impacts, and promoting sustainable practices aligned with the protection of human rights.

### **3.1.7. Transparency and Accountability**

We are committed to open communication, integrity, and transparency in all our actions. We will provide clear and accessible information regarding our human rights practices and make available channels for stakeholders to raise concerns or grievances.

## **3.2. Implementation and governance**

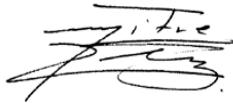
To ensure the effectiveness of this policy:

- **Integration into Business Processes:** Human rights considerations are systematically integrated into decision-making, risk management, validation, and verification processes.
- **Training and Awareness:** We provide ongoing training to our employees to ensure understanding and application of human rights principles in daily work.
- **Supplier and Partner Engagement:** We expect our suppliers, subcontractors, and business partners to share our commitment to respecting human rights and to align with the standards set out in this policy.
- **Grievance Mechanisms:** NOVA CERT has established mechanisms through which employees, clients, partners, or other stakeholders can report concerns related to human rights, with the guarantee of non-retaliation.
- **Monitoring and Continuous Improvement:** We regularly assess the effectiveness of this policy and its implementation, identifying areas for improvement and updating our practices as required.

### 3.3. Review and approval

This Human Rights Policy is reviewed periodically by the senior management of NOVA CERT to ensure its relevance and alignment with evolving international standards and stakeholder expectations.

Effective date: 04/05/2024



Raul G. Mitre, PhD

**CEO**  
**NOVA CERT**