

# BASF International Labor & Social Standards (ILSS)

## Information for Freelancers

**This information is addressed to freelancers contracting with BASF providing services and/or products.**

We act responsibly towards our freelancers as we do towards our employees and agency workers. Part of this is our commitment to respecting ILSS. You as a freelancer shall be aware of the following BASF ILSS key principles. We require you to have read, understood and to commit to adhering to them:

### No Child Labor

All children have the right to develop under conditions free from any form of violence, exploitation and abuse. We require everyone engaged at BASF to ensure to strictly prohibit child labor and any form of hardship for children, exploitation or harm compromising young workers' development, health, education or future.

### No Forced Labor

Everybody has the right to work in freedom and freely choose one's work. We require everyone engaged at BASF to ensure to strictly prohibit all forms of forced labor (including modern slavery and human trafficking), such as work which is undertaken involuntarily or under threat of a menace or penalty.

### Non-Discrimination

All human beings are born free and equal in dignity and rights without distinction of any kind, such as race, color, sex, language, religion, political or other opinion, national or social origin, property, birth, marital, parental or other status. We require everyone engaged at BASF to ensure to take the principles and rights related to non-discrimination and equal opportunities very seriously.

### Maternity Protection

Pregnancy and maternity bring about specific vulnerability for working women and their families. We require everyone engaged at BASF to ensure to treat pregnant women and mothers with respect regarding their situation and strictly protect them from all forms of discrimination based on their motherhood or pregnancy condition.

### Effective Recognition of the Rights to Freedom of Association and Collective Bargaining

Everyone has the right to freedom of opinion and expression and to peacefully assemble and associate. The rights to freedom of association and collective bargaining are a cornerstone of constructive social dialogue. We require everyone engaged at BASF to ensure to respect these rights carefully.

### No Harassment and other Forms of Workplace Distress

No one shall be subject to torture, cruel, inhuman, or degrading treatment or punishment. We require everyone engaged at BASF to ensure to strictly prohibit any form of inhuman, degrading, or humiliating treatment.

### Fair Disciplinary Measures

Everyone engaged at BASF is entitled to a fair assessment of the need for and type of disciplinary action arising from misconduct in the workplace. We require everyone engaged at BASF to ensure to base disciplinary measures on the principles of proportionality and dignity.

### Decent Office Place and Housing

We require everyone engaged at BASF to ensure to uphold decent working conditions, including hygiene and fair workplace rules and provisions, which are key to ensure a healthy work environment, dignity, and respect. A BASF minimum standard of rules on decent office place and housing is to be observed at all BASF premises.

### Fair Dismissal

Everyone as a member of society has the right to social security. We require everyone engaged at BASF to ensure to respect the workers' needs for social protection and to seek to operate in line with internationally recognized fair dismissal principles, including dialogues with employee representatives or unions, where applicable.

### Clearly Defined Working Conditions

We require managers and employees that are involved in the selection, contracting, onboarding or operating phase of freelancers, to ensure to inform everyone engaged at BASF of their terms and conditions of contract in an easily accessible and understandable manner.

### Responsible Working Time

Working time is handled on a local level according to national law. We require everyone engaged at BASF to ensure to let the working time not exceed the maximum set by local law or industry norms. Working time should be oriented towards that of comparable internal BASF employees.

### Fair Compensation





We require managers and employees that are involved in the selection, contracting, onboarding or operating phase of freelancers to ensure to pay comparable fees in the respective country/market.

#### **We treat people fairly and with respect!**

Because treating each other with respect and working together to create and maintain an environment where everyone feels valued and encouraged to perform at their best, is fundamental to the way we do business.

If you have any queries or become aware of any improper conduct, speak up!

## We are here to help! Contact us:

-  **Talk to your supervisor or find your Compliance Officer to raise your concerns.**
-  **Find your respective Compliance Hotline to raise your concerns.**
-  **Send us an email ([compliance@basf.com](mailto:compliance@basf.com)) or use our suggestion box to share your comments and ideas.**
-  **[basf.com/compliance](https://www.basf.com/compliance)**