

BASF International Labor & Social Standards (ILSS)



Information for Agency Workers

This information is addressed to agency workers engaged at BASF, provided by temporary employment agencies.

We act responsibly towards our employees and agency workers. Part of this is our commitment to respecting ILSS. **You as agency worker shall be aware of the following BASF ILSS Key Principles.** We require you and the temporary employment agency you are employed at, 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 the agency you are employed at, 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 the agency you are employed at, 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 you and the agency you are employed at, 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 you and the agency you are employed at, 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 assembly and associate**. The rights to freedom of association and collective bargaining are a cornerstone of constructive social dialogue. We require you and the agency you are employed at, 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 you and the agency you are employed at, to ensure to **strictly prohibit any form of inhuman, degrading, or humiliating treatment**.

Fair Disciplinary Measures

Every agency worker working for BASF is entitled to a **fair assessment of the need for and type of disciplinary action** arising from misconduct in the workplace. We require the agency you are employed at, to ensure to base disciplinary measures on the principles of proportionality and dignity, and reasonably consider the personal situation of the agency's employees and their families.

Decent Office Place and Housing

We require the agency you are employed at, 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 the agency you are employed at, 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 the agency you are employed at, to ensure to **inform all agency workers of their terms and conditions** of employment in an easily accessible and understandable manner.

Responsible Working Time

Working time is handled on a local level according to national law. We require the agency you are employed at, to ensure to **let the working time of agency workers 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 the agency you are employed at, to ensure to pay wages and benefits to its employees not less favorable than those offered by comparable employers in the respective country/market. Where comparable employers do not exist, the agency shall **provide the best possible wages and benefits**. This shall cover the basic needs of agency workers and their families.

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!



Talk to your supervisor or find your Compliance Officer to raise your concerns.



Find your respective Compliance Hotline to raise your concerns.

Contact us:



Send us an email (compliance@basf.com) or use our suggestion box to share your comments and ideas.



[basf.com/compliance](https://www.basf.com/compliance)