



LABOR AND HUMAN RIGHTS POLICY

Policy Number: 128.1
Effective Date: April 2023
Revision Date: May 2023
Applies To: All TTI, Inc. ("Company") locations

Created By: Human Resources
Approved By: Senior Staff
Reviewed Date: May 2023

SCOPE: At TTI, Inc., we are committed to conducting business with integrity, honesty and fairness. This Labor and Human Rights Policy ("Policy") applies to TTI, Inc. and TTI's subsidiaries referred to as the TTI Family of Specialists (FOS) (collectively "the Company"). TTI expects our third-party agents such as business partners, suppliers, sub-contractors, consultants, and their workers (collectively referred to as "Third Parties") to adhere to all applicable labor and human rights laws and standards.

PURPOSE: To define the labor and human rights standards for the Company setting forth compliance requirements applicable to all workers and entities doing business with or on behalf of TTI. This Policy is in addition to the compliance requirements in the Company's Global Code of Conduct, Supplier Code of Conduct, Supplier Requirements Manual and Berkshire Hathaway's Code of Conduct. The Company respects labor and human rights standards, laws and regulations applicable to where we operate. In addition to our policies, procedures and practices, we recognize the principles of ISO 26000, the International Labor Organization (ILO) and the United Nations Global Compact (UNGC).

SUMMARY: The Company conducts global business in a manner that respects labor and human rights. The Company supports internal efforts to promote and protect human rights, including efforts to eradicate slavery, forced labor, child labor, discrimination, employing underage children, human trafficking, and any form of punishment and abuse. Management is accountable for appropriately training and documenting the training of personnel

POLICY: The Company respects labor and human rights recognizing the civil and political rights to which all human beings are entitled economically, socially, and culturally.

The Company recognizes that governments have the primary responsibility to promote and protect labor and human rights. The Company will comply with the laws of governments and regulatory agencies to support and respect labor and human rights within our sphere of influence defined within Core Procedure 60 – Sustainability Management System.

The Company will not tolerate labor and human rights abuses and will not engage or be complicit in any activity that solicits or encourages such abuse. The Company will strive to build trust, deliver mutual advantage, and demonstrate respect for human dignity and rights in all relationships it enters, including respect for cultures, customs and values of individuals and groups. The Company will ensure that all labor and human rights matters are considered and supported in our operations and administrative matters are consistent with the Company's stakeholders' best interests.

This Policy is focused on, but is not limited to, the following existing and emerging standards and expectations of our stakeholders:

○ **Respecting Fundamental Labor and Human Rights**

Violating the following labor and human rights will not be tolerated:

- Bonded, compulsory, forced, or slave labor – any form of forced labor including modern slavery, bonded labor, indentured labor, compulsory labor, slave labor or human trafficking. Workers must be allowed to move freely and leave their place of work when their working hours end.
- Child labor – the hiring of child labor under any circumstances. The minimum age for employment must meet the legal minimum age for employment under applicable law.
- Discrimination and harassment - any form of discrimination or harassment against our workers based on race, color, gender, language, religion, national or social origin, property, caste, union affiliation, sexual orientation, age, disability, or any other class or status protected by applicable country, state/province or local law. Any employment related decisions, from hiring to termination and retirement, must be based on lawful, non-discriminatory criteria. The Company will protect workers from any acts of physical, verbal, sexual, or psychological harassment, bullying, abuse or threats.
- Excessive working hours, overtime, fair wages, benefits, and compensation – Workers must not be required to work more than 60 hours a week, including overtime, on a regular basis and must provide workers with weekly rest and paid annual leave. Compensation for overtime must be in accordance with laws, regulations or collective agreements. When requesting workers to work overtime, the safety and well-being of the workers shall be considered.
- Fair hiring and recruitment practices – The Company will ensure that its employment practices are free from discrimination based on race, color, gender, language, religion, political or other opinion or association, national or social origin, property, birth, union affiliation, sexual orientation, age, disability, or other distinguishing characteristics.
- Freedom of association and collective bargaining – workers' rights to form, join or not join a labor union, or other organization of their choice, and to bargain collectively in support of their mutual interests without fear of punitive actions (e.g., intimidation, harassment or termination of employment).
- Healthy, safe, and accessible working conditions – The Company will comply with applicable environmental, health and safety (EHS) regulations. The Company commits to continual improvement of its operations and activities by focusing on the health, safety and productivity of workers and processes.
- Minimum Wage – We comply with local minimum wage laws of the applicable region/location in which business is conducted. We use market and industry standards to offer appropriate wages where no wage law is in existence.

The Company will conduct business in an open, honest, and ethical manner recognizing the importance of protecting all human, financial, physical, informational, social, environmental, and reputational assets.

The Company will advise appropriate Third Parties of our policies and will work with them to achieve consistency with applicable policies and core procedures within the affected area, region, or country.

○ **Reporting Mechanisms**

The Company provides a reporting mechanism that allows anyone affected by our operation or the operations of Third Parties to report a potential violation of Labor and Human Rights. We expect Third Parties to have a reporting mechanism.

- All workers or a worker of a Third Party should report potential violations of this Policy or other company policies through our Ethics and Compliance Hotline available by Phone or Web at 800-261-8651/ <http://brk-hotline.com>.

- **Transparency and providing remedy to Labor and Human Rights violations**
When The Company or a Third Party has caused or contributed to a violation of this Policy, we will take necessary and appropriate steps to remedy any negative impacts and avoid any future negative impacts.

The Company regularly monitors and evaluates compliance to this and other policies, laws and regulations using risk analysis tools and reports defined in applicable core and standard operating procedures.

Where labor and human rights risks materialize into severe negative impacts, we will effectively communicate strategies for remedying the negative impact to all necessary internal and external stakeholders.

Failure to comply with global labor and human rights laws and regulations can result in severe consequences for The Company and any individual(s) involved, including, but not limited to, government investigations, disruptions to business operations, reputational harm, criminal penalties, and significant monetary fines including loss of customers.

Associated Policies and Procedures

- Core Procedure 60 – Sustainability Management System
- Policy 905:2 – Environmental, Health and Safety Management
- Berkshire Hathaway Code of Conduct
- TTI Global Code of Conduct
- TTI Global Supplier Code of Conduct
- Policy 135:1 – Combatting Modern Slavery and Human Trafficking

Document Revision Control

The document is reviewed annually, or when significant changes in the regulatory environment require a review. The following is a history of the revisions to this document.

Revision No.	Revision Date	Description of Modification	Approver
Initial	12/28/2022	Document Created	Joe Hall
1.0	3/31/2023	Modified to include Global TTI logo, and wording changes	John Archer
2.0	5/23/2023	Consistent application across policies	John Archer