



KNORR-BREMSE

Human Rights Due Diligence Guideline





KNORR-BREMSE

February 2024

Version 1.0

Copyright © Knorr-Bremse AG

Knorr-Bremse AG
Moosacher Straße 80
80809 Munich

Table of Contents

1	Objective.....	4
2	Scope of Application.....	4
3	Roles and Responsibilities	4
4	Reasonable Working Times	5
4.1	Minimum Standards and Preventative Measures.....	5
4.2	Remediation.....	5
5	Wages and Benefits	6
5.1	Minimum standards and preventive measures for Wages and Benefits	6
5.2	Required Documentation for Wages and Benefits	7
6	Prohibition of Forced or Compulsory Labour, Modern Slavery or Human Trafficking.....	7
6.1	Minimum Standards for Employment Agreements with own workers	7
6.2	Minimum Standards for Contracts with Employment Agencies	8
6.3	Remediation.....	9
7	Prohibition of Child Labour and Protection of Youth	9
7.1	Minimum Standards and Preventative Measures.....	9
7.2	Remediation.....	10
8	Grievance Mechanism.....	10
8.1	Minimum Standards and Preventative Measures.....	10
9	Documentation and Evidence.....	11
9.1	Minimum Standards and Preventative Measures.....	11
9.2	Documentation and Evidence include:	11
9.3	Corrective Action Plans:	11
10	Processes and Mechanisms to Monitor Compliance with this Guideline	11
11	ANNEX. Official CSRD Definitions	12

1 Objective

Knorr-Bremse AG and its affiliates (hereinafter referred to as the “KB Group”) respect and support internationally recognised Human Rights wherever they operate. KB Group’s commitment is based on the International Bill of Human Rights, the UN Guiding Principles on Business and Human Rights (UNGPs), the Ten Principles of the UN Global Compact, the ILO Declaration on Fundamental Principles and Rights at Work and its Follow-up, the OECD Guidelines for Multinational Enterprises the OECD Due Diligence Guidance and the German Supply Chain Due Diligence Act.

KB’s commitment to Human Rights is anchored in the group wide KB Human Rights Policy, which provides an overview of the company’s material impacts and risks and describes KB’s processes to monitor compliance.

The general objective of this Human Rights Due Diligence Guideline is to provide minimum requirements for implementing the standards outlined in the KB Human Rights Policy, and to lay out the Human Rights Due Diligence measures to be taken by management boards to identify, prevent, mitigate, and account for human rights risks and impacts caused by their business activities and operations on their workforce. The management board is responsible for implementing outlined minimum standards to ensure that the rights of their employees, non-employees and affected communities are respected and protected.

Specific consideration is given to the protection of vulnerable groups such as children, youth and migrant workers. Therefore, this guideline includes specific measures to provide and remedy for negative human rights impact affecting these vulnerable groups.

This guideline covers the following topics from the KB Human Rights Policy:

- Reasonable Working Times
- Wages and Benefits
- Prohibition of Forced Labour and Modern Slavery
- Prohibition of Child Labour and Protection of Youth (15-17 years old)
- Grievance Mechanism

2 Scope of Application

This Group guideline is mandatory for Knorr-Bremse AG and its globally affiliated companies.

Where provisions of this document go further than local laws, KB affiliate companies are expected to operate according to this guideline. Where conflicts arise between this guideline and local laws, KB affiliate companies shall follow the law. Stricter legal requirements under local law take precedence over the provisions of this guide.

The management boards shall ensure that the provisions of this guideline are duly adapted in order to comply with such local legal requirements.

3 Roles and Responsibilities

Managing Directors are accountable for ensuring that KB’s Human Rights Policy is adhered to within their countries of responsibility and implemented in accordance with this guideline.

The management board is accountable and responsible to ensure that the guideline is incorporated into their company's own regulations and processes, and that its requirements are assigned and communicated to designated functions responsible for the implementation of this guideline.

At KB Group, Human Rights Due Diligence is embedded in each relevant business process. Therefore, the department responsible of identified processes is responsible for implementing the KB Human Rights Policy. This guideline focuses on processes owned by the local Human Resources functions. However, Managing Directors are responsible for the adherence and implementation of the standards set forth in this guideline by Corporate HR.

4 Reasonable Working Times

The KB Human Rights Policy states:

“We are committed to reasonable working times in order to ensure sufficient time for rest and recovery. Working time must not exceed the maximum set by local law. In any event, a typical working week should not exceed 48 hours and in exceptional weeks, working and overtime together should not exceed 60 hours. Overtime will be compensated in accordance with local laws. Rest breaks and meal breaks must fall within legal requirements.

4.1 Minimum Standards and Preventative Measures

The management board shall meet the following minimum requirements:

- Workers should receive 24 hours rest within a time frame of 7 consecutive days throughout the entire scope of operations.
- Ensure overtime work follows local legislation or agreed upon local Collective Bargaining Agreement stipulations.
- In cases of extraordinary circumstances, the management board is entitled to order overtime hours and additional work, which may include night, weekend and/ or holiday shifts, as well as on-call work to the extent permitted by law.
- Overtime requests shall not consistently be directed at the same workers.
- Communicate the right of the workers to report non-compliant excessive overtime via unions, workers 'council or the KB' Integrity Line.
- Assign the responsibility to monitor working hours and rest breaks to an appropriate function within the company.
- Have a functioning attendance tracking mechanism to record worker attendance and hours of work with an appropriate back-up mechanism, along with an established mechanism to determine, monitor and control overtime hours.
- Communicate defined work weeks to all workers and provide sufficient notice of overtime work to allow for alternative arrangements to be made if a worker cannot perform.
- Ensure daily production targets (if used) are achievable within standard working hours.
- Document force majeure events that result in the use of non-compliant excessive overtime (if any) and of all changes to normal working hours.

4.2 Remediation

In cases where continuous working hours violations are identified, the management board should ensure that the following remedial actions are taken:

- Conduct a root cause analysis to determine whether the problem is systematic or whether it constitutes an exception.

- Devise a time-bound plan with the objective of reducing working hours and guaranteeing rest periods as required by local law or collective bargaining agreement (if applicable).
- It is recommended that the business form a cross functional team with workers from various roles and functions, whose purpose is to keep working hours within agreed upon limits.

5 Wages and Benefits

The KB Human Rights Policy states:

“We provide wages and benefits in line with local laws and industry standards. We strive to pay an appropriate wage, above the national minimum wage.”

5.1 Minimum standards and preventive measures for Wages and Benefits

Management Boards must ensure timely **payment of the minimum legally required** with any other legally mandated benefits or contractually required benefits.

- All workers, including Contract Workers, piece rate workers, workers on probation, must be paid at least the legally mandated minimum wage.
- Trainees and apprentices must be paid the legally mandated wage.
- If legally required, workers should be paid during work stoppage(s).
- Wages and benefits should cover the basic needs of workers and their families, which is understood to include essential expenses such as food, clean water, clothes, shelter, transport and education, and some discretionary income.
- Management Boards must post all legally required compensation related notifications in the facility's common areas and in language(s) easily understood by workers.

Management Board must ensure to accurately record and calculate working hours (both regular and overtime, as legally required) and associated wages and payments for all workers, making correct deductions from wages as may be required by law or contract.

- Such records must be kept onsite.
- Deductions required by law, such as for taxation and social security, must be deposited into the legally required accounts or transmitted to the legally required agencies, as applicable.

Management Board must ensure the prompt and correct payment of earned wages directly to workers in compliance with local laws, in cash or through other secure form of payment such as check or wire transfer. This must include:

- Compensation for overtime hours at the legally required premium rate or, if not required by applicable law, or internationally recognized overtime rate, whichever is higher.
- Payment for all legally paid time off (breaks and leave)
- Cash payments should generally not be paid to anyone other than the worker unless the worker has fully consented to payment to another person in writing. This includes spouses or family members employed at the same facility.

Wage and payment information, incentive systems, benefits and bonuses must be transparent and provided in a language well understood by workers.

- Workers should receive pay statements showing earned wages, wage calculations, and wage deductions.

- Management Boards should ensure workers have the right to choose whether to use (or not use) employer-provided services (such as Dormitories or Canteen services).

5.2 Required Documentation for Wages and Benefits

Management Boards shall ensure that below listed documents are kept on file for Human Rights Assessments by KB Group Clients or other relevant external stakeholders. Documentation must meet data privacy law requirements, where applicable

- Complete and accurate payroll documents, journals and reports from the last twelve (12) months for all workers
- Compensation policies and matrices
- Social security contributions for each worker
- Bank wire documents and pay stubs
- Contracts of employment or engagement for all workers (including Contract Workers, Migrant Workers, and temporary workers)
- Records of all deductions from wages and proof deduction deposits to required funds/accounts
- A cash payment ledger, showing wages and benefits paid in cash (with cash receipts signed by workers)
- Attendance records with time stamps, work hours, leave and vacation records
- Letters and notification of worker termination(s) and dismissal(s)

6 Prohibition of Forced or Compulsory Labour, Modern Slavery or Human Trafficking

The KB Human Rights Policy states:

“We do not accept any form of forced or compulsory labour, modern slavery or human trafficking at any of our global sites. Practices such as forced overtime, retention of identity documents and debt bondage could constitute modern forms of slavery and are therefore prohibited. We commit to the ethical recruitment of workers, especially high-risk groups like migrant workers. Employees at Knorr-Bremse are free to terminate their employment upon reasonable notice.”

6.1 Minimum Standards for Employment Agreements with own workers

The management board shall ensure that employment agreements concluded by the company meet the following minimum requirements:

- **Free Consent:** Employment shall be granted solely based on the free consent of the individual, without any coercion or threat of penalty.
- **Transparency:** Written contracts shall be provided in an easily understandable language, with terms of payment made transparent to all parties.
- **Freedom to Terminate:** Every worker shall possess the freedom to terminate their employment without incurring any form of penalty.
- **Disciplinary Measures:** Disciplinary actions must follow local legislation and/or local Collective Bargaining Agreement stipulations
- **Complaint Mechanism:** Easily accessible information regarding KB's complaint mechanism shall be provided to all workers.
- **Ban on Confiscation:** It is strictly prohibited to confiscate workers' identification documents, work permits, credit cards, or any personal belongings.

6.2 Minimum Standards for Contracts with Employment Agencies

Migrant workers and contract workers tend to be more vulnerable to forced labour practices. KB Group respects the rights of non-employees who work for KB Group indirectly or temporarily via employment agencies or service providers (e.g. security, canteen staff, cleaning staff, gardening etc.). Non-employees must be able to enjoy the same rights outlined in KB's Human Rights Policy as directly employed workers.

Therefore, the management board must ensure that adequate Human Rights Due Diligence is conducted of existing and prospective employment agencies and service providers, to ensure compliance against the applicable law and KB's Human Rights Policy.

Furthermore, management boards shall ensure that the following standards and requirements are included in contracts between the company and any employment agency and/or service provider providing labour to KB:

- **Contractual Assurance:** Employment agencies and service providers must provide contractual assurance that the employment contracts between the employment agency and contracted workers adhere to the standards outlined in the KB Human Rights Policy and local legal requirements.
- **Recruitment Fees:** Migrant workers shall not be charged any fees or deposits for recruitment or job placement.
- **Free Consent:** Employment shall be granted solely based on the free consent of the migrant workers, without any coercion or threat of penalty.
- **Transparency:** Written contracts shall be provided in a language understood by the migrant worker, with terms of payment made transparent to all parties.
- **Freedom to Terminate:** Every migrant worker shall possess the freedom to terminate their employment as stipulated by local law without incurring any form of penalty.
- **Disciplinary Measures:** Disciplinary actions must follow local legislation and/or local Collective Bargaining Agreement stipulations.
- **Complaint Mechanism:** Easily accessible information regarding KB's complaint mechanism shall be provided to all migrant workers.
- **Ban on Confiscation:** Migrant workers must have free and complete access to their identification documents, work permits, residency papers, credit cards and must be able to enjoy freedom of movement.
- **Working Time:** Migrant workers' working time shall not exceed local law or Collective Bargaining Agreement stipulations.
- **Wages:**
 - Migrant workers shall be compensated in accordance with locally applicable wage regulations.
 - Migrant workers shall be guaranteed prompt and correct payment of earned wages directly in compliance with local laws, in cash or through other secure form of payment such as check or wire transfer.
- **Living Conditions:** Any housing provided to migrant workers shall meet local safety and sanitary requirements.
- **Prohibition of Child Labour:** Employment agencies and service providers shall strictly adhere to the ban on child labour, confirming the age of individuals prior to employment.
- **Audit Rights:** Employment agencies and service providers must agree to be audited by KB or their representatives and ensure cooperation and the provision of necessary information.
- **Termination:** The company reserves the right to terminate its relationship with the employment agency or service provider if they fail to adequately address confirmed violations.

6.3 Remediation

In cases where occurrences of forced labour or modern slavery has been confirmed, the management board must ensure to develop a time bound correction action plan, which must contain the following immediate actions to provide remedy for this severe human rights impact:

- Prompt cessation of the forced work endured by the victim.
- Establishment of safe shelters ensuring confidentiality and well-being.
- No "Tipping-off" of the responsible business partner.
- Non-disclosure of information that could alert the responsible business partner.
- Immediate notification of relevant authorities.
- Comprehensive investigation into the existence of additional cases.
- Evaluation of the appropriateness of maintaining the business relationship with the relevant employment agency or service provide.

7 Prohibition of Child Labour and Protection of Youth

The KB Human Rights Policy states:

"We will not use child labour and comply with laws and international standards regarding minimum working age. KB Group supports the use of legitimate workplace apprenticeships, internships or other similar programs for youth aged 15-17 that comply with all relevant laws and regulations and where hazardous work is not involved."

7.1 Minimum Standards and Preventative Measures

7.1.1 The management board shall ensure that the following minimum standards are met during the hiring process to prevent the risk of child labour:

Have a written hiring and age verification procedure in place that prohibits the recruitment and hiring of child labour, including in-person or virtual (video) interviews with all applicants.

Maintain legally accepted age verification records and conduct regular verification of the validity and completeness of these records. Records must include date of hire, and where permitted under data privacy protection law, copies of age verification documentation

Regularly review control mechanisms, including a clearly written policy prohibiting child labour, and associated documented worker training, to ensure no child labour is hired.

7.1.2 Youth (aged 15-17) are considered a vulnerable group of workers. The management board shall ensure that the following minimum standards are met if they are employed or engaged:

- Have a system for identifying workstations and operations that are inappropriate for youth according to applicable law.
- Prohibit youth from performing any work, which by its nature of circumstances in which it is carried out, is likely to harm their health and safety. Examples include night work; conditions which may expose youth to work with dangerous equipment, machinery, or tools; work performed in dangerous locations, including at dangerous heights or in confined spaces; and work done in unhealthy or hazardous environments.
- Comply with working hour and overtime hour restrictions for youth as required by law.

- Where required by law, provide health examinations for youth prior to employment/engagement and on a regular basis thereafter, and pay expenses associated with registering youth with local authorities.
- Maintain a registry that lists all youth workers, apprentices and vocational students, their job descriptions and working hours.
- Comply with all regulations and requirements of apprentice or vocational education programs (student workers) and be able to document that these programs (if any) are legally recognized.

7.2 Remediation

In cases where child labour has been confirmed, the management board must develop a corrective time bound action plan, which must contain the following immediate actions to provide remedy for this severe human rights impact:

- Termination of the activities involving children.
- Provision of adequate care, supplies, and shelter for affected children.
- Establishment of contact with parents or legal guardians.
- Immediate notification of relevant authorities.
- Facilitation of children's transition to suitable training programs

8 Grievance Mechanism

The KB Human Rights Policy states:

“We encourage all employees who suspect any behaviour which is inconsistent with the commitments and requirements set out in this Policy to contact their line manager. If a conflict arises with your direct line manager, we recommend you contact a neutral third party such as the responsible HR department or the Works Council for support. Knorr-Bremse’s Works Council acts as a representative and agent for employees’ labour rights and can be contacted in case of arising grievances.

8.1 Minimum Standards and Preventative Measures

The management board shall ensure that following minimum standards are met to ensure alignment with the KB Human Rights Policy:

- All staff, including non-employees, such as freelancers, temporary workers and employees of services providers (e.g. security, cleaning staff etc.) are informed about KB’s whistleblowing procedures, reporting channels and the application of the non-retaliation policy to protect whistleblowers.
- KB’s Human Rights Policy must be posted in visible, common and accessible spaces, and in languages that workers can understand.
- Non-employees, such as employees of our suppliers, affected community members (e.g. indigenous communities), human rights defenders and consumers can raise concerns securely and, if desired, anonymously.
- KB’s Human Rights policy must be easily made available to external stakeholders
- Reports about human rights risks or compliance violations are followed-up, investigated and remediated where necessary in accordance with KB’s Rules of Procedure for internal investigations.

9 Documentation and Evidence

9.1 Minimum Standards and Preventative Measures

KB Group is required to report on its human rights due diligence process and on the efficacy of its human rights risk management. Furthermore, KB Group must be able to provide auditors with documentation and evidence to non-financial auditors and government bodies.

Therefore, management boards must ensure to maintain following documentation and evidence to demonstrate adherence to the human rights due diligence process and to prove the establishment of a human rights risk management system.

9.2 Documentation and Evidence include:

- Adopted policies and procedures to ensure adherence to the KB Human Rights Policy based on local law or CBA (if applicable)
- Procedures for identifying, mitigating, monitoring, and managing human rights risks outlined in the KB Human Rights Policy
- Documented communication and training of these policies and procedures to relevant staff and workers.
- Documentation supporting day-to-day work that clearly demonstrate how policies and procedures are being followed (e.g. checklists, sign-in sheets etc.)
- Documentation showing that adherence and efficacy of policies and procedures is being monitored by assigned personnel on an ongoing basis to ensure compliance against the KB Human Rights Policy and local law.
- Documentation of grievances raised, and their status (open, ongoing, resolved)
- Copies of Collective Bargaining Agreements (if applicable)

If significant violations against policies and procedures are being identified during internal or external monitoring, the management board shall ensure the issuance of a time-bound corrective action plan to address and end the violation.

9.3 Corrective Action Plans:

The corrective action plan must identify the root causes of issues, implement proper controls to prevent recurrences, and include a management board -level review of the overall system, as well as integration of changes in the day-to-day business.

10 Processes and Mechanisms to Monitor Compliance with this Guideline

The management board must implement a human rights risk management system at their location and assign local staff with the monitoring and adherence of human rights due diligence requirements. From time to time, management board may be asked by corporate HR, IA or ICS to provide evidence to demonstrate compliance. This may include certifications of compliance, as well as documented processes etc.

In cases where there is a conflict between local regulations and standards set forth in this guidance document, local regulations always prevail. However, management boards must then follow the principle of “comply or explain”. This includes the provision of a written explanation to corporate HR of why a requirement outlined in this guidance cannot be met. These explanations will need to be reviewed and approved by corporate HR and corporate Compliance.

**11 ANNEX. Official CSRD Definitions**

Affected Communities	People or group(s) living or working in the same area that have been or may be affected by a reporting undertaking's operations or through its value chain. Affected communities can range from those living adjacent to the undertaking's operations (local communities) to those living at a distance. Affected communities include actually and potentially affected indigenous people.
Business Relationships	The relationships the undertaking has with business partners, entities in its value chain, and any other non-State or State entity directly linked to its business operations, products or services. Business relationships are not limited to direct contractual relationships. They include indirect business relationships in the undertaking's value chain beyond the first tier, and shareholding positions in joint ventures or investments.
Child Labour	Work that deprives children of their childhood, their potential and their dignity, and that is harmful to physical and mental development. It refers to work that: i. is mentally, physically, socially or morally dangerous and harmful to children; and/or ii. interferes with their schooling by depriving them of the opportunity to attend school; obliging them to leave school prematurely; or requiring them to attempt to combine school attendance with excessively long and heavy work. A child is defined as a person under the age of 18. Whether or not particular forms of 'work' can be called 'child labour' depends on the child's age, the type and hours of work performed and the conditions under which it is performed. The answer varies from country to country, as well as among sectors within countries. The minimum age of work should not be less than the minimum age of completion of compulsory schooling, and, in any case, should not be less than 15 years according to International Labour Organisation (ILO) Convention No. 138 on Minimum Age. Exceptions can occur in certain countries where economies and educational facilities are insufficiently developed, and a minimum age of 14 years applies. These countries of exception are specified by the International Labour Organisation (ILO) in response to a special application by the country concerned and in consultation with representative organisations of employers and workers. National laws may permit the employment of persons 13 to 16 years of age in light work as long as it is not likely to be harmful to their health or development and does not prejudice their attendance at school or participation in vocational or training programmes. The minimum age for admission into work which by its nature or the circumstances in which it is carried out is likely to jeopardise the health, safety or morals of young persons shall not be less than 18 years.
Collective Bargaining	All negotiations which take place between an employer, a group of employers or one or more employers' organisations, on the one hand, and one or more trade unions or, in their absence, the representatives of the workers duly elected and authorised by them in accordance with national laws and regulations, on the other, for: 1. determining working conditions and terms of employment; and/or 2. regulating relations between employers and workers; and/or regulating relations between employers or their organisations and a workers' organisation or workers' organisations.
Confirmed incident (child or forced labour or human trafficking)	Incident of child or forced labour or human trafficking that has been found to be substantiated. Confirmed incidents do not include incidents of child or forced labour or human trafficking that are still under investigation in the reporting period



Due Diligence	The process organizations take to identify, prevent, mitigate and account for how they address their impacts on human rights.
Employee	An individual who is in an employment relationship with the undertaking according to national law or practice.
Employment Agency	An employment agency refers to both private and public entities that offer labour recruitment services. These include labour intermediaries, middlemen, labour brokers, recruitment agents, among others. They recruit, hire, and/or manage workers.
End-users	Individuals who ultimately use or are intended to ultimately use a particular product or service
Forced labour	All work or service which is exacted from any person under the threat of penalty and for which the person has not offered himself or herself voluntarily. The term encompasses all situations in which persons are coerced by any means to perform work and includes both traditional 'slave-like' practices and contemporary forms of coercion where labour exploitation is involved, which may include human trafficking and modern slavery
Migrant Labor	Migrant workers are people who leave home to find work outside of their hometown or home country. Migrant workers include both foreign and domestic (internal) migrant workers.
Non-Employees	Non-employees in an undertaking's own workforce include both individual contractors supplying labour to the undertaking ("self-employed people") and people provided by undertakings primarily engaged in "employment activities" (NACE Code N78).
Overtime	The number of hours actually worked by a worker in excess of his or her contractual hours of work
Own workforce/own workers	Employees who are in an employment relationship with the undertaking ('employees') and non-employees who are either individual contractors supplying labour to the undertaking ('self-employed people') or people provided by undertakings primarily engaged in 'employment activities'. (NACE Code N78)
Pay	The ordinary basic or minimum wage or salary and any other remuneration, whether in cash or in kind which the worker receives directly or indirectly ('complementary or variable components'), in respect of his/her employment from his/her employer. 'Pay level' means gross annual pay and the corresponding gross hourly pay. 'Median pay level' means the pay of the employee that would have half of the employees earn more and half less than they do.
Recruitment Fees	Recruitment fees, in accordance with Guidance issues by the International Labour Organization, is any fees or costs incurred in the recruitment process in order for workers to secure employment or placement, regardless of the manner, timing or location of their imposition or collection.
Remedy/remediation	Means to counteract or make good a negative impact. Examples: apologies, financial or non-financial compensation, prevention of harm through injunctions or guarantees of non-repetition, punitive sanctions (whether criminal or administrative, such as fines), restitution, restoration, rehabilitation



Social dialogue	All types of negotiation, consultation or simply exchange of information between, or among, representatives of governments, employers, their organisations and workers' representatives, on issues of common interest relating to economic and social policy. It can exist as a tripartite process, with the government as an official party to the dialogue or it may consist of bipartite relations only between workers' representatives and management (or trade unions and employers' organisations)
Stakeholder engagement	An ongoing process of interaction and dialogue between the undertaking and its stakeholders that enables the undertaking to hear, understand and respond to their interests and concerns.
Stakeholders	Those who can affect or be affected by the undertaking. There are two main groups of stakeholders: a) affected stakeholders: individuals or groups whose interests are affected or could be affected – positively or negatively – by the undertaking's activities and its direct and indirect business relationships across its value chain; and b) users of sustainability statements: primary users of general purpose financial reporting (existing and potential investors, lenders and other creditors including asset managers, credit institutions, insurance undertakings), as well as other users, including the undertaking's business partners, trade unions and social partners, civil society and non-governmental organisations, governments, analysts and academics. Some, but not all, stakeholders may belong to the two groups.
Wage	Gross wage, excluding variable components such as overtime and incentive pay, and excluding allowances unless they are guaranteed.
Workers' representatives	Workers' representatives' means i. trades, namely, representatives designated or elected by trade unions or by members of such unions in accordance with national legislation and practice; ii. duly elected representatives, namely, representatives who are freely elected by the workers of the organisation, not under the domination or control of the employer in accordance with provisions of national laws or regulations or of collective agreements and whose functions do not include activities which are the exclusive prerogative of trade unions in the country concerned and which existence is not used to undermine the position of the trade union.
Work-related hazards	Work-related hazards can be i. physical (e.g., radiation, temperature extremes, constant loud noise, spills on floors or tripping hazards, unguarded machinery, faulty electrical equipment); ii. ergonomic (e.g., improperly adjusted workstations and chairs, awkward movements, vibration); iii. chemical (e.g., exposure to carcinogens, mutagens, reprotoxic substances, solvents, carbon monoxide, or pesticides); iv. biological (e.g., exposure to blood and bodily fluids, fungi, bacteria, viruses, or insect bites); v. psychosocial (e.g., verbal abuse, harassment, bullying); related to work organisation (e.g., excessive workload demands, shift work, long hours, night work, workplace violence).