

## Anti-Harassment and Forced Labour Policy

At Print Best, we are committed to ensuring a workplace free from harassment, discrimination, and forced labour for all employees. Everyone deserves to work in a respectful, inclusive, and safe environment.

Print Best adheres to the following principles:

We provide a work environment in which all employees are treated with dignity and respect, regardless of their race, colour, religion, sexual orientation, gender, gender identity, nationality, age, disability, or any other status protected by law.

We strictly prohibit all forms of harassment, including sexual harassment, bullying, verbal abuse, and any conduct that creates an intimidating, hostile, or offensive work atmosphere. Sexual harassment occurs when there is any unwelcome verbal, non-verbal, or physical conduct of a sexual nature that has the purpose or effect of violating a person's dignity, particularly by creating an intimidating, hostile, degrading, humiliating, or offensive environment.

We are firmly opposed to any form of forced labour. We do not tolerate coercion, deception, or involuntary service. Employees have the right to work voluntarily, free from threats or pressure. We are committed to complying with all applicable laws and regulations in the Republic of Estonia and the European Union concerning harassment, discrimination, and forced labour, both locally and internationally.

We encourage employees who experience or witness harassment or forced labour to report the incident immediately to their direct supervisor, the HR manager, the CEO, or through the anonymous complaint box or online form.

All reports will be investigated promptly and thoroughly. Confidentiality will be maintained to the extent possible.

Any employee whose behaviour violates this policy or breaches Print Best OÜ's workplace regulations may face the following consequences:

- A formal warning;
- Reassignment or relocation to another department or workspace;
- Termination of the employment contract in accordance with Estonians Employment Contracts Act § 88 - 1;
- A claim for compensation if the employee's actions have caused financial damage to the company.

We offer support to all employees who have experienced harassment or forced labour, including access to counselling and legal assistance.

This policy is regularly reviewed and updated to ensure its effectiveness and compliance with legal requirements and best practices.

Print Best leadership culture and management principles encourage open expression of opinions, fostering an inclusive and collaborative work environment where everyone has the opportunity to apply their expertise and grow within their field.

Tanel Venderström  
CEO  
02/04/2025

