



Ethical Labour Practices

Child Labour

GRI 408-1

At Celestica, we take an active role in preventing child labour in our workforce, as well as protecting child and youth workers from injury and promoting educational development. Stakeholders are involved in the process of identifying impacts, as well as receiving updates on how the material topic affects our operations. Celestica examines contextual issues that can occur as a result of our operations. Examples of contextual issues that are examined which may have actual or potential impacts on our operations:

- Location of our operations and future establishments
- Legal
- Ethical
- Reputational

Through the completion of employee training, labour condition inspections and internal audits and assessments, Celestica aims to prevent any instance of child labour within our organization.

Our Management Approach

- Maintain the [Child Labour Prevention Policy](#)
- Publish the [Business Conduct Governance Policy \(BCG\)](#) and [Responsible Business Alliance \(RBA\) Code of Conduct](#) on the internal intranet page and external website
- Secure BCG training and annual certification by all employees
- Provide annual ethics training
- Complete site-level risk assessments
- Develop action plans for potential risks
- Conduct internal audits and assessments
- Review labour and ethics actions and status at management review meetings
- Monitor labour conditions at each of our sites
- Ensure that our supplier responsibility management system adheres to the RBA labour and ethics standards

Foreign Migrant Workers

GRI 409-1

At Celestica, we take an active role in ensuring that there are no unreasonable restrictions for foreign migrant workers in our workforce. Stakeholders are involved in the process of identifying impacts, as well receiving updates on how the material topic affects our operations. Celestica examines contextual issues that can occur as a result of our operations. Examples of a contextual issues that are examined which may have actual or potential impacts on our operations:

- Abusive treatment of migrant workers (e.g. lower wages, fee payments, retention of passport)
- Human Rights abuse (e.g. potential for human trafficking and violence)
- Business Ethics risks involved when companies claim ignorance about abusive practices on migrant workers in their supply chain

Through the communication of our Ethics hotline program; open door policy; communication of our Ethics hotline program; RBA third party audits ; and internal audits and assessments, Celestica aims to prevent any instance of harm against foreign migrant workers within our organization.

Our Management Approach

- Maintain internal policies and practices based on international labour and human rights standards through the [Slavery and Human Trafficking Policy Statement](#)
- Complete site-level risk assessments, including monitoring our migrant worker population
- Minimize migrant workforce turnover by creating a supportive place to work with the help of our site labour and ethics representatives, in partnership with the site Leadership team
- Ensure we meet local regulations and abide by local government approvals for each applicable site
- Monitor labour conditions and conduct internal audits and assessments
- Audit sites to the RBA Code of Conduct to ensure compliance with freely chosen employment
- Review labour and ethics actions and status at management review meetings

Working Hours

WH

Celestica is committed to protecting the well-being of our employees. We partner with customers and suppliers to avoid excessive overtime hours and limit consecutive workdays through our Hours of Work Policy, which complies with the Responsible Business Alliance Code of Conduct. Working hour targets are set for each operations site on an annual basis. Metrics are reviewed and presented on a monthly basis to Human Resources site leads, Human Resources directors, and the Chief Operating Officer. Stakeholders are involved in the process of identifying impacts, as well receiving updates on how the material topic affects our operations. Celestica examines contextual issues that can occur as a result of our operations. The following are examples of contextual issues that are examined which may have actual or potential impacts on our operations:

- Meeting customer demands
- Employee work-life balance
- Equal opportunity of overtime hours
- Proper compensation for overtime

Celestica measures the effectiveness of our Hours of Work policy by ensuring compliance to the Responsible Business Alliance Code of Conduct and achieving site-specific working hours targets on an annual basis.

Our Management Approach

- Maintain Celestica's Global Hours of Work Policy and communicate requirements to all employees
- Allow for complementary site-specific working hour policies for stricter limits related to local laws
- Create an annual global target metric for measuring and tracking employees' work week hour limits and consecutive work days, reviewed monthly
- Align site-specific annual target metrics for measuring and tracking employees' work week hour limits and consecutive work days, reported monthly
- Conduct monthly reviews of site working hours with the Chief Operating Officer and corporate Human Resource segment leads
- Establish an audit schedule in which sites investigate employee working hours and create corrective action plans for non-compliance
- Strive to understand and report the key root causes and corrective actions of excessive working hours at non-compliant sites
- Share best practices with sites, customers and RBA for monitoring and complying with working hour policies