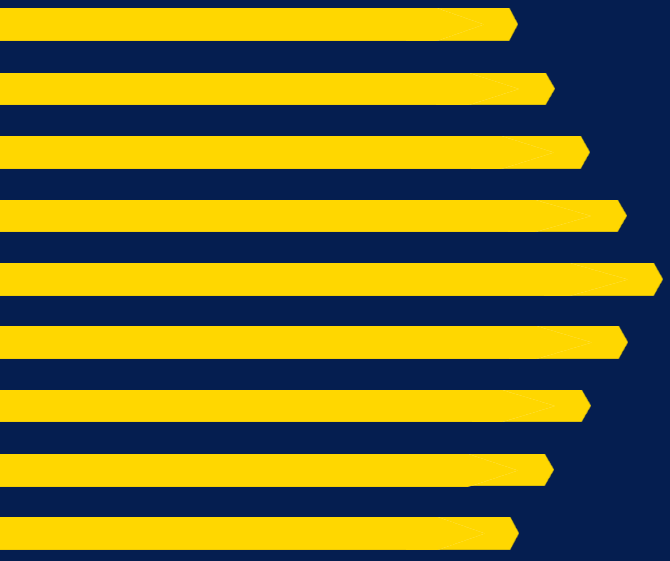
RUBIX

Responsible Recruitment Policy

November 2026



RUBIX

Contents

1. Scope 3
2. Introduction 3
3. Our commitment to Responsible Recruitment 3
4. Responsibilities and Process 3
5. Responsible Recruitment Practices 4
6. Recruitment Agency Acknowledgement 6

RUBIX

1. Scope

This Policy applies worldwide to all employees, consultants, individual contractors, interns, agents, joint ventures, business partners and customs agents ("Rubix Personnel") acting for Rubix Limited and/or its subsidiaries (together, "Rubix"). This Policy should be read in conjunction with Rubix's Whistleblowing Policy, Group Code of Conduct and Ethics, and Supplier Code of Conduct.

2. Introduction

This statement outlines the actions taken by Rubix Group ("Rubix" or "the Group") to identify, mitigate, and prevent risks related to modern slavery, human trafficking, and child labour within its recruitment activities. It also describes the measures in place to ensure that neither slavery nor human trafficking occurs in our business or in the recruitment of workers through third parties.

This policy applies solely to recruitment activities, including those undertaken directly by Rubix and those carried out through third-party recruitment agencies. The identification, mitigation, and prevention of related risks in other areas of our business are addressed in separate policies, including the Rubix Group Code of Conduct and the Supplier Code of Conduct.

3. Our commitment to Responsible Recruitment

We recognise our responsibility to take a robust and proactive approach to preventing slavery, child labour, and human trafficking.
Rubix is fully committed to ensuring that its corporate activities and recruitment practices are free from slavery, child labour, and human trafficking.

4. Responsibilities and Process

Responsibility for the Group's anti-slavery, child labour, and human trafficking initiatives is as follows:

- **Policies**: Group HR is responsible for continuously updating and improving the responsible recruitment policy, ensuring alignment with international best practice on labour conditions and human rights, including standards published by the International Labour Organization (ILO). Group HR also regularly consults with the Group ESG team, and seeks input from customers and suppliers during policy reviews.

- **Investigations** and due diligence: The Group Internal Audit team is responsible for investigations and due diligence relating to known or suspected instances of child labour, modern slavery, or human trafficking.

- **Communication**: This Responsible Recruitment Policy is shared with all country leaders and their local HR teams, who are accountable for its implementation within their respective countries. The policy is also

accessible to all Rubix employees on the Group intranet under the HR policy section.

5. Responsible Recruitment Practices

The following measures describe our approach to identifying and mitigating risks of modern slavery, child labour, and human trafficking, and outline the preventative steps in place within our operations:

- We encourage all workers, customers, and business partners to report concerns related to our operations or supply chain, including any circumstances that may indicate a heightened risk of modern slavery, child labour, or human trafficking.
  Our whistleblowing procedure, available in local languages and designed to protect individuals from retaliation, supports this. Concerns may be raised via the confidential whistleblowing hotline, with local Safecall contact details displayed at your Rubix location , through the reporting link on our website, or directly to a local Rubix HR representative. All reports are handled in accordance with the Whistleblowing Policy.

- We work only with reputable recruitment agencies and verify their practices before accepting workers from them. Agencies are required to review and sign our Responsible Recruitment Policy and commercial terms and conditions before supplying any permanent or temporary workers.

- We hire individuals based on merit and suitability for the role. Where third-party recruitment agencies are used, and regardless of contract type or duration, agencies must conduct the following minimum checks—alongside any other requirements under local employment law—to mitigate risks of child labour and modern slavery:

    - Verification of passport or identification documents
    - Verification of a recent utility bill
    - Verification of work permit status where the candidate’s nationality differs from the country of employment

- Recruitment agencies must maintain verifiable (photocopied, not original) records of all workers placed at Rubix. These records must be retained and made available for 12 months following the worker’s recruitment.

- Neither Rubix nor any recruitment agency will hold original worker documentation or wages. Rubix employment contracts, issued at country level, include transparent clauses on mutual notice periods for separation.

- Where local legislation permits the employment of individuals under 18 for specific duties—such as apprenticeships—Rubix will fully comply with local legal requirements, ensure adherence to health and

safety standards, and guarantee that young workers undertake only age-appropriate tasks.

- Recruitment agencies are responsible for ensuring that workers have not been asked to pay fees to any intermediary in exchange for employment. If such an incident is identified, Rubix will reimburse the worker and recover the cost from the agency, deducting the amount from the agency's professional fees.

- If a case of child labour is identified on Rubix premises, we will notify local authorities, social services, and the police.

- If a case of modern slavery is identified, the affected worker will be removed from the situation immediately, and Rubix will notify local authorities, the police, and—where possible—a local NGO. Where we have an established relationship with an NGO, Rubix will maintain contact to monitor and support the individual's wellbeing.

- If a child labour or modern slavery victim is found to be outside their country of origin, Rubix is committed to sponsoring their safe repatriation as soon as it is appropriate to do so.

RUBIX

6. Recruitment Agency Acknowledgement

Date, Location: _____

To the recruitment team at Rubix,

Recruitment company name_____ hereby confirms having read the Rubix Responsible Recruitment Policy and having put appropriate actions and checks in place to ensure Recruitment company name_____ complies with said policy.

We commit to reviewing and signing this document on an annual basis and to resubmit the signed document to the relevant Rubix employee who manages the long-term commercial relationship with our company.

We hereby agree and accept that Rubix reserves the right to audit our responsible recruitment practices at any time. We understand that non-compliance to this policy may result in the cancellation of our commercial relationship with immediate effect.

(Name of the person signing) _____

(Job Title of the signatory) _____

(Company name and address) _____

Signature: _____