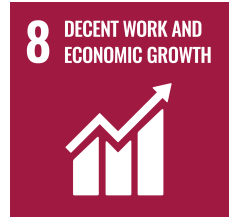


RESPONSIBLE MANUFACTURING: RECRUITMENT POLICY

Logitech's framework for sustainability management is the Responsible Business Alliance (RBA) Code of Conduct. The RBA Code of Conduct is regularly reviewed and updated to ensure it reflects international norms and good practice, including the Universal Declaration of Human Rights, ILO International Labour Standards, OECD Guidelines for Multinational Enterprises, ISO 45001, ISO 14001, and SA8000. We have adopted the RBA Code in full and it provides our framework for sustainability management, including adherence to international norms and good practice standards governing recruitment and avoidance of all forms of forced labor. The RBA Code helps us to apply the precautionary principle, look beyond our legal obligations, and continuously improve our performance to ensure our way of working is aligned with our values.



In relation to recruitment, the RBA Code includes a number of requirements, which are summarised below, along with our company-specific expectations. We uphold these requirements at our production facility, and require recruitment agencies and suppliers to uphold the same standards and requirements at their own facilities, in line with our expectations.

Age-Appropriate Recruitment

- Zero tolerance for child labor and recruitment of children. Child labor is defined as work by any person
 - (a) under the age of 15; or
 - (b) under the age for completing compulsory education in the country of origin, or
 - (c) under the minimum age for employment in the country of origin.
- Young workers (under the age of 18) shall not perform work that is likely to jeopardize their health or safety, including night shifts or overtime.
- Student workers
 - The rights of student workers shall be protected in accordance with all relevant legal requirements.
 - Employers shall carry out rigorous due diligence of educational partners prior to engaging student workers to verify the authenticity and legal status of educational partners.
 - Student workers shall be provided with appropriate support and training
 - Student workers shall be paid at least the same wage rate as other entry-level workers performing equal or similar tasks
 - Appropriate records shall be maintained e.g. records of due diligence process, partnership agreements etc.
- Identification documents shall be checked periodically and worker interviews carried out to verify worker age. If child labor is identified, assistance and remediation including a health checkup, wages checks, assistance for continued education and other relevant support shall be provided.

Freely Chosen Employment

- Zero tolerance for any type of forced, involuntary, or exploitative recruitment and employment, including use of prison labor, indentured labor, bonded (including debt bonded) labor, human trafficking, or slave labor.
- Withholding employee documents (e.g., IDs, passports, work permits, etc.) from workers is prohibited.

Recruitment Fees

- No workers shall pay recruitment-related fees to Logitech, Logitech agents, or sub-agents. The same requirements apply to our supply chain. We require all parties to uphold the "Employer Pays Principle" i.e., the costs of recruitment (i.e., recruitment fees and related costs) shall be borne by the employer.
 - Recruitment agencies shall carry out reasonable due diligence to verify workers have not paid recruitment-related fees and shall be contractually obliged to do so.
 - Logitech shall carry out worker interviews as part of new-hire orientation at our production facility to double-check and verify that workers have not paid recruitment fees.
 - Checking for recruitment fees is covered in the scope of Logitech auditing protocols.
 - If a worker is found to have paid such fees, the worker shall be reimbursed by the employer. In the case of a supplier nonconformance, the employer shall provide evidence to Logitech that fees have been repaid to workers.

Employment Agreements & Other

- As part of the hiring process, workers shall be provided with a written employment agreement in their native language, describing the terms and conditions of employment.
- All work must be voluntary, and workers shall be free to leave work at any time or terminate their employment without penalty, subject to reasonable notice is given, as per worker's contract.
- Logitech shall not terminate an employment agreement without giving reasonable notice and notice periods are defined in employment contracts.
- Instructions or operational processes shall be established to prevent discriminatory hiring practices and provide equal opportunities to all candidates entering the recruitment process e.g., standard operating procedures, audits to ensure accessible job posting language, a recruitment policy, and training materials for recruiters.
- Social insurance shall be paid in accordance with all legal requirements and audit programs shall include checks to ensure social insurance is paid by any Dispatch Agencies.

Supply Chain Requirements

- Major Suppliers* shall disclose the recruitment agencies and Dispatch Agencies that they are using, as part of quarterly reporting or at Logitech's request.
- Major Suppliers shall attend and complete RBA Forced Labor E-learning. All other suppliers are encouraged to attend same or equivalent training.
- Compliance with the RBA Code, including the requirements set out in this policy is embedded into the contracts of any recruitment companies working for, or on behalf of, Logitech.
- The Logitech Ethics Hotline (a whistleblower mechanism) shall be communicated as part of new employee orientation training and can be used by any Logitech worker to report any breach or noncompliance with this policy in a confidential way, without fear of retaliation.
- Suppliers shall establish equivalent whistleblowing mechanisms to ensure the confidentiality, anonymity, and protection of whistleblowers is maintained and workers can raise any issues without fear of retaliation. The availability of this mechanism shall be communicated as part of new employee orientation training.
- Periodic and routine audits shall be carried out to verify supplier and Dispatch Agency compliance with this policy. Suppliers shall carry out audits of recruitment agencies and Dispatch Agencies working for or on their behalf, to verify same.

Advocacy

- As an RBA member, Logitech shall participate and review any proposed changes to the RBA Code of Conduct and advocate and vote for updates that align with our values and evolving best practice.
- Logitech shall also participate in the following RBA initiatives, promoting responsible recruitment and broader labor management:
 - [Responsible Labor Initiative](#) (RLI) is a multi-stakeholder initiative, which is focused on ensuring that the rights of workers vulnerable to forced labor in global supply chains are consistently respected and promoted. Through our membership of the RLI, we gain access to the RLI Responsible Recruitment Due Diligence Toolkit to drive and inform responsible recruitment across Logitech and our supply chain.
 - The [Responsible Factory Initiative](#) (RFI) provides a framework for factories to advance their performance beyond RBA code compliance and establish their facility as a Factory of Choice. Through our membership of the RFI, we aim to improve our production facility and supplier facilities to achieve RFI certification through RBA Code Compliance, leadership training, and employee engagement.

This policy is subject to annual review to ensure any updates to RBA or good practice requirements and expectations are captured and reflected. Any queries in relation to this policy can be directed to sustainability@logitech.com.



Robert O'Mahony
Head of Sustainability, Global Operations

First established: 2022
Last updated: May 2024

* Major Suppliers are the suppliers that account for 80% of Logitech's direct spend and also all Joint Design Manufacturers.