

HUMAN RIGHTS

POLICY

Commitment To Human Rights

- We support the principles of the United Nations' Universal Declaration of Human Rights, the United Nations' Guiding Principles on Business and Human Rights the International Labor Organization (ILO) Principles; ILO 87 Freedom of Association and Protection of the Right to Organise Convention, ILO 98 Right to Organize and Collective Bargaining Convention and the UN Global Compact.
- These principles help us to prevent adverse impacts on human rights.
- We have standards and processes that require all of our employees to act in a fair, ethical and lawful manner towards communities, customers, suppliers, colleagues, investors and other business partners.
- As well as having policies, processes and monitoring mechanisms within our own operations, we expect the same standards of our business partners.

Working Conditions

- We aim to create a working environment which allows everyone to perform at their very best, to innovate and create new products and processes and which gives access to training and development opportunities for everyone.
- We provide fair and equal compensation packages and benefits to all employees which are reflective of the nature and status of the role.
- We respect the right to vacation time and comply with all applicable laws and regulations relating to minimum wage and working hours.
- We respect the fundamental human right to water.
- Employees are encouraged to take on new challenges which can lead to development and career advancement opportunities.
- Innospec operate transparent recruitment processes appropriate to the location that are clearly and formally communicated to all candidates.

Diversity, Discrimination & Harassment

- Our policy is that no-one in Innospec will be favoured or disadvantaged because of characteristics such as race, ethnic origin, age, disability, religion, gender (including identity or expression), family status (including pregnancy), sexual orientation, physical characteristics, social origin or trade union membership and we recognise the protection of women's rights.
- Where work is of equivalent nature and value, and taking account of location, we provide equal compensation for comparable work.
- We expect all employees to be treated fairly and with respect and dignity. No worker is to be subjected to any physical, sexual, psychological, verbal harassment or abuse or other form of intimidation.

Freedom of Association

- Our employees are free to join organizations of their choice that represent them. These organizations may engage in collective bargaining according to the applicable legal regulations.
- We are committed to an open and constructive dialogue with our employees and their representatives.

Health, Safety & Security

- Everyone deserves to be safe at work and to return home safe and well. We provide our employees with a safe, clean and healthy working environment.
- We comply with all applicable law, regulations and rules relating to safety, health and the environment to prevent injury, ill health, damaged and loss arising from our operations.
- Innospec has processes to promote high standards in safety, health and environmental protection. Our standards are consistent across all of our global operations delivered by our policies, procedures and safety programs such as our 'Journey to Zero Harm'.
- We take appropriate steps to ensure that our sites and operations are secure, our employees are protected and our information security processes minimize the risk of disruption to the business and to our customers. We provide training and awareness to support these objectives.

Modern Slavery

- Innospec believes that work should be offered by adults of their own free will.
- We comply with all applicable laws on working time, paid leave and benefits.
- We prohibit any form of forced, compulsory, bonded, child labour or human trafficking and do not permit any form of unacceptable treatment of employees including exploitation of children or involuntary servitude.

- We publish annual statements summarising the steps we take to address the risk of potential modern slavery and conflict minerals in our supply chain.

Customers & Suppliers

- The success of Innospec is dependent on close working relationships with our customers and with our suppliers
- We undertake screening on suppliers, customers and partners prior to engaging with them to surface any issues of concern.
- We expect our suppliers and their subcontractors and partners to operate to the same high ethical standards to which we hold ourselves. More detail on this can be found in our [Supplier Code of Conduct](#).
- We work with our customers to promote the use of our products in a responsible, sustainable manner maximizing the benefit to society and minimizing any environmental impact.

Communities

- We are committed to working with the communities in the vicinity of our operations to add value and to minimize any adverse impact. We believe in communicating with our neighbours and working together to solve any grievances.
- Our social commitment includes our 'Innospec Cares' program which provides funds and volunteering days for charitable and other good causes.
- We respect the self-determination and rights of indigenous and local communities in the countries in which we operate. We support the UN Declaration on the Rights of Indigenous Peoples and ILO Convention 169 on Indigenous Peoples. Innospec supports the principles of the Nagoya protocol on the sourcing of biological ingredients and Free, Prior and Informed Consent (FPIC) to operations on lands to which they hold legal, community or customary rights.

Grievance

- All employees have access to clearly-defined grievance procedures that provide a mechanism for individuals to raise concerns about actual or potential violations of the principle contained in this document. If raised, such concerns are addressed in a fair and transparent way that protects confidentiality and prohibits retaliation against those who raise any concerns
- This includes the provision of a "whistle-blower" hotline.

Acquisitions

- Innospec's due diligence process includes an assessment of the key elements of this policy in relation to any acquisition target, prior to proceeding with the transaction.
- In the event that the transaction is completed, any acquired company would operate within this policy.

Innospec's Expectation of Employees

- We expect our employees to adhere to all of the principles and processes in this policy and maintain the high ethical standards described here.
- Should an employee become concerned about a potential non-compliance or in the event of uncertainty, they should contact their line management, Human Resources, Legal Compliance, or use the 'whistle-blower' hotline provided.

Policy Ownership, Management & Oversight

- Innospec's executive board members are ultimately responsible for this policy. In addition, the Nominating, Corporate Governance and Sustainability Committee (NCGSC) of the board has a key role in overseeing policy implementation and monitoring its effectiveness. The Executive Team (ET) ESG group owns the policy and is responsible on a day-to-day basis for managing its implementation and ensuring that adequate resources are deployed to underwrite the policy.