

## Responsible Recruitment Policy

### 1. Purpose

This policy outlines Logitech's commitment to responsible and ethical recruitment practices. It is essential to our sustainability efforts and aligns with our core values of integrity, fairness, and respect for human rights. By upholding high standards in recruitment, we aim to ensure that all workers involved in our operations and supply chain are treated fairly and ethically. This includes preventing any form of forced or child labor, ensuring safe and voluntary employment, and promoting transparency and accountability across our supply chain. Our focus on responsible recruitment helps safeguard the well-being of workers and mitigates risks in our operations. This approach enhances the long-term sustainability of our business and contributes to achieving UN Sustainable Development Goal 8 (Decent Work and Economic Growth).



### 2. Scope

This policy applies to Logitech's own operations and supply chain. Our requirements apply to all Logitech facilities (including our own production facility) and extend to our business partners and supply chain, including suppliers and recruitment agencies.

### 3. Objectives

Our objectives can be summarised as follows.

- Prevent child and forced labor by enforcing ethical hiring practices.
- Uphold fair and transparent recruitment aligned with international good practice standards, as defined by the United Nations Global Compact and the RBA Code of Conduct.
- Ensure worker rights through fair treatment, written contracts, and voluntary employment.
- Eliminate recruitment fees by enforcing relevant RBA Code of Conduct requirements .
- Hold suppliers accountable through disclosure, training, and compliance requirements.
- Strengthen oversight with audits, worker interviews, and reporting mechanisms.
- Promote continuous improvement by engaging in industry initiatives.
- Encourage the adoption and systemisation of good practice in our supply chain.

## 4. Requirements

Logitech's framework for sustainability management is based on the Responsible Business Alliance (RBA) Code of Conduct, which reflects international norms and best practices such as the Universal Declaration of Human Rights, ILO International Labour Standards, OECD Guidelines for Multinational Enterprises, ISO 45001, ISO 14001, and SA8000. We have fully adopted the RBA Code, which governs our approach to recruitment and the prevention of forced labor. It helps us meet legal obligations and continuously improve our practices in line with our values.

Our requirements reflect both the RBA Code and company-specific expectations, applying to our production facility and extending to recruitment agencies and suppliers. These include the following.

### **Age-Appropriate Recruitment**

- Zero tolerance for child labor. Child labor is defined as work by any person
  - under the age of 15; or
  - under the age for completing compulsory education in the country of origin, or
  - under the minimum age for employment in the country of origin- whichever is higher
- Young workers (under 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 the due diligence process, partnership agreements etc.
- Identification documents shall be checked periodically, and worker interviews shall be carried out to verify worker age. If child labor is identified, assistance and remediation, including a health checkup, wage checks, assistance for continued education, and other relevant support, shall be provided.

### **Prohibition of Forced Labor**

- Zero tolerance for any type of forced, involuntary, or exploitative recruitment and employment, including the use of prison labor, indentured labor, bonded (including debt-bonded) labor,

human trafficking, or slave labor.

- Under no circumstances is it permitted to withhold employee documents (e.g., IDs, passports, and work permits) from workers.

## **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.
  - The employer shall reimburse any worker found to have paid such fees. In cases of supplier noncompliance, the employer must provide evidence to Logitech that fees have been repaid to workers.
  - If recruitment-related fees are paid by workers, they will be reimbursed by the employer. Logitech will collaborate with suppliers to rectify noncompliance, ensuring workers receive full reimbursement and preventive measures are established."

## **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 being given, as per the worker's contract.
- Logitech shall not terminate an employment agreement without giving reasonable notice and notice periods are defined in employment contracts.
- Operational processes shall be established to prevent discriminatory hiring practices and provide equal opportunities to all candidates entering the recruitment process. This includes 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.

## **Supply Chain Requirements**

- Major Suppliers<sup>1</sup> 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 supplies 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 and that 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.

## 4. Compliance Assurance

To ensure the effectiveness of this policy, Logitech has established a robust compliance assurance process that includes the following elements.

- **Internal Audits:** Logitech conducts regular internal audits of our recruitment processes and employment practices to ensure full compliance with the RBA Code of Conduct and this policy. These audits verify that recruitment fees are not paid by workers and that all employment practices align with our commitments to ethical standards and legal requirements.
- **Supplier Audits:** We conduct periodic and routine audits of our suppliers to verify their adherence to the requirements set forth in this policy. These audits include checks on recruitment practices, worker welfare, and compliance with the Employer Pays Principle. Suppliers are expected to demonstrate compliance with all relevant laws, regulations, and the RBA Code of Conduct.

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<sup>1</sup> A Major Supplier is a supplier that is: ranked in Logitech's top 80 percent of direct suppliers by spend; and contracted to provide service or material input for Logitech's finished goods or services; or under the control of Logitech, even if services or materials are not directly conveyed to Logitech.

- **Corrective Action Plans:** If any noncompliance is identified, Logitech works with suppliers to develop corrective action plans. These plans include specific steps to address the issue, timelines for implementation, and follow-up audits to ensure corrective actions have been effectively carried out. Logitech will continue to monitor supplier performance to ensure ongoing compliance. Corrective actions may include adjusting recruitment practices, improving training programs, or terminating relationships with noncompliant agencies. All corrective actions will be tracked and monitored for effectiveness.
- **Employee and Supplier Training:** Logitech provides regular training for our recruitment teams, employees, and suppliers to ensure understanding and adherence to the principles outlined in this policy. Training programs cover areas such as child labor, forced labor, recruitment fees, and other critical aspects of ethical recruitment.
- **Whistleblowing Mechanism:** Logitech's Ethics Hotline is available for employees to confidentially report any concerns related to noncompliance with this policy. We ensure that whistleblowers are protected from retaliation, and all reports are investigated thoroughly.
- **Third-Party Oversight:** Logitech partners with external experts and organizations to ensure that our compliance efforts remain aligned with evolving best practices and international standards. This includes engaging with organizations like the Responsible Business Alliance (RBA) and participating in initiatives such as the Responsible Labor Initiative (RLI).

Through these efforts, Logitech is committed to maintaining the highest standards of ethical recruitment and employment practices, and we continuously monitor our operations and supply chain to ensure compliance with this policy.

## 5. Advocacy

As an RBA member, Logitech actively participates in the review process for proposed changes to the RBA Code of Conduct, suggesting amendments where necessary to promote best practices and reviewing suggestions put forward by other members to ensure alignment with our values and evolving industry standards.

Logitech also participates 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 in line with RBA code compliance and establish their facility as a Factory of Choice. RFI includes four pathways for member factories to participate including the RFI Factory Engagement Program, Factory Lead Program, Factory of Choice, and Advisory Services..

Through our participation in the Responsible Labor Initiative (RLI) and the Responsible Factory Initiative (RFI), Logitech aims to drive improvements within our supply chain and promote industry-wide standards for responsible recruitment.

## 6. Review and Update

This policy undergoes an annual review to ensure compliance with RBA and good practice standards. Any updates are reviewed and approved by the policy signatory. The review process is led by the Sustainability team, with input from relevant stakeholders across the business.

## 7. Further Information

We would be happy to provide further information or clarification regarding any aspect of this policy. Any queries can be directed to [sustainability@logitech.com](mailto:sustainability@logitech.com)



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