

# Modern-Day Slavery and Human Trafficking Statement

OrangeHRM operates as a Software as a Service (SaaS) company, with all of our software developed internally by dedicated product teams and engineers employed at OrangeHRM. Our platform empowers HR professionals, employees, and organizations to simplify complex processes and streamline labor-intensive tasks, allowing them to concentrate on supporting their teams, excelling in their roles, and growing their businesses. We offer a wide range of services that enhance the workplace experience, including HR data and reporting, hiring and onboarding, payroll, time tracking, and benefits management.

This Constitutes OrangeHRM's modern day slavery and human trafficking statement for the financial year ending December 31, 2024

For over 19 years, our mission has been singular: making HR truly about the people. We wanted to remove any pain our fellow HR manager might be feeling in their job. Since then we have developed a world leading open source HR software that is trusted by over 5 million users.

## **1. Our Structure:**

OrangeHRM is a Software as a Service (SaaS) company, and all software is created in-house by product teams and engineers employed by OrangeHRM. Our software enables HR professionals, employees, and organizations to simplify complex processes and optimize time-consuming tasks. This allows them to concentrate on supporting their teams, excelling in their positions, and expanding their businesses. We offer a range of services that enhance the work experience, including HR data analysis and reporting, hiring and onboarding, payroll management, time tracking, and benefits administration.

## **2. Our Risk Assessment and Evaluation:**

OrangeHRM does not operate in an industry or in countries that are estimated to have a high prevalence of modern slavery.

Additionally, OrangeHRM's vendors operate in industries that are relatively low-risk. OrangeHRM will not engage in business relations with that vendor. Despite operating in a low-risk environment, OrangeHRM remains diligent in assessing the risk modern slavery poses to our organization's supply chain through internal policies and procedures.

## **3. Our Policies:**

OrangeHRM has established policies and procedures that mitigate the risk of modern slavery within our supply chain and business practices. All employees at OrangeHRM are required to read, acknowledge, and abide by our Code of Business Conduct and Ethics (Code of Conduct). Under the Code of Conduct, all OrangeHRM employees are responsible for complying with all laws, rules, regulations, and regulatory orders applicable to the conduct of our business and to act in an honest and ethical manner. Employees are responsible for understanding any applicable legal requirements relating to their duties. Additionally, if employees ever were to engage in business outside of the United States, they would be required to comply with applicable laws and regulations of that jurisdiction, including any modern slavery acts. Employees that violate these laws and regulations may be subject to criminal or civil liability, in addition to the appropriate disciplinary action by the company. If this code is found to be violated, HR and the Executive Team will be responsible for investigating and determining disciplinary action.

At OrangeHRM, we are committed to maintaining the highest standards of ethical conduct and legal compliance. If employees become aware of any illegal or unethical behavior by any team member, contractor, or customer of OrangeHRM, the employee is required to report it immediately through the channels specified in the Code of Conduct.

Additionally, OrangeHRM supports an open-door policy that ensures that team members have the freedom to approach their people leaders or higher levels of management with their concerns or ideas. OrangeHRM's policies also prohibit retaliation against any individual who reports illegal or unethical behavior.

#### **4. Our Due Diligence Process:**

If potential customers or vendors are operating in a high-risk environment, OrangeHRM's Legal department will engage in a thorough due diligence process to evaluate the risk. If any material risks are recognized, OrangeHRM will either terminate or not pursue the relationship.

OrangeHRM customers are required to comply with our Terms of Service, which include using our services in compliance with applicable local, state, national, and international laws, rules, and regulations. Additionally, OrangeHRM performs background checks on employees in positions of trust or managerial oversight.

#### **5. Training:**

Given the level of risk found through our risk assessment, OrangeHRM does not require formal employee training. However, through our policies and procedures, employees are trained to report any unethical or illegal behavior immediately. Our policies and procedures are made available to all employees upon hire and remain available to them through their employment. Our open-door and anti-retaliation policies ensure that employees are comfortable reporting any knowledge they have regarding potential instances of modern slavery.

#### **6. Measuring Effectiveness:**

OrangeHRM does not have Key Performance Indicators (KPI) in place that would increase the risk of modern slavery in our business. Additionally, we will review our policies and procedures annually to ensure that they remain effective.

#### **7. Our Commitment:**

OrangeHRM is committed to continually improving our practices to prevent and address the risk of modern slavery in our business operations. This statement is made pursuant to New Jersey Human Trafficking Prevention, Protection, and Treatment Act (2013), and it outlines the steps we are taking to prevent modern slavery and human trafficking.



538 Teal Plaza,  
Secaucus, NJ 07094  
USA  
Tel: +1-914-458-4254

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This statement has been reviewed and signed by Jerome Matchado, Finance Manager.