

Scope

This Human Rights Policy applies to all Paychex employees, regardless of their position, employment status, or geographical location. This includes all organizational levels from entry-level positions to executive management; full-time and part-time employees; contract and temporary workers; and remote and on-site staff.

Purpose

In support of our vision, we align with the UN Guiding Principles on Business and Human Rights, UN Global Compact, UN Declaration of Human Rights, OECD Guidelines for Multinational Enterprises, and the International Labour Organization, and are committed to respecting human rights in our own operations and throughout our organization, regardless of geographic location. The protection of human rights is paramount in our employment practices as well as our business dealings with agents, third-party partners, and those impacted by Paychex's actions. We believe the protection of human rights is fundamental to conducting business ethically and with integrity, and believe we have both the ability and responsibility to drive positive change through our culture, business practices, and partnerships.

Human Rights Guiding Principles

Minimum Age for Employment: we prohibit the employment of anyone under the legal working age as defined by local law. We do not tolerate the use of child labor.

We support our employees' rights under labor and employment laws and regulations.

Forced Labor or Compulsory Labor: we prohibit the use of forced labor in any and all forms; including bonded labor, indentured labor, prison labor, child labor, military labor, slave labor, and any form of human trafficking in our operations and our supply chains.

Abuse and Harassment: we prohibit the use of corporal punishment or other forms of physical or sexual harassment or abuse.

Discrimination: we prohibit discrimination on the basis of membership in legally protected groups including age, race, disability (physical and mental), ethnicity, family or marital status, gender expression, language, nationality, political affiliation, religion, sexual orientation, socio-economic status, veteran status, and any other unique individual difference.

Freedom of Association: we recognize, ensure compliance with local law, and respect the rights to freedom of association.

Work Hours, Work Week, and Payment of Wages: we provide fair and equitable wages and other employment conditions in accordance with applicable laws and/or the principles of this Policy. We work to ensure full compliance with applicable wage, work hours, overtime, and benefits laws.

Health and Safety: we require working conditions in compliance with all applicable laws regarding worker health and safety.



HUMAN RIGHTS POLICY

Bribery: we prohibit improper payments in the conduct of our business and expect full compliance with the U.S. Foreign Corrupt Practice Act and all other applicable anti-corruption laws.

Recruitment of Workers: we require labor recruitment and employment procedures to be carried out in a legal, ethical manner.

Water and Sanitation: we aim to understand and, where relevant, address water access risk, respecting everyone's right to safe, accessible, and affordable water. Paychex guarantees that all employees, contractors, suppliers, and partners will have access to safe and clean drinking water and sanitation facilities in our operations and establishments.

Related Paychex Policies:

- [Non-Harassment](#)
- [Safety in the Workplace](#)
- [Paychex Fair Wage Policy](#)
- [Paychex Environmental Policy](#)