



## Forced and Bonded Labor Prohibition Policy

### 1. Objective

The objective of this policy is to clearly define the company's stance on the prohibition of forced and bonded labour in the workplace. The policy aims to ensure that all workers are employed freely, voluntarily, and in full compliance with legal and ethical standards.

### 2. Scope

This policy applies to all employees, contractors, suppliers, and other stakeholders working within the company or in partnership with the company's operations, across all locations and activities.

### 3. Policy Statement

The company is fully committed to:

1. Prohibiting the use of forced, bonded, or involuntary labor in any form.
2. Ensuring that all workers are hired voluntarily, with full freedom to leave employment after providing reasonable notice as required by labor laws.
3. Complying with all relevant international conventions and national laws regarding forced and bonded labor.
4. Promoting an environment where employees are treated with dignity and respect.

### 4. Key Principles

#### 4.1 Prohibition of Forced Labor

1. No employee shall be compelled to work under threat of punishment or in a manner that infringes on their personal freedom.
2. Employees must not be subjected to any form of physical or psychological coercion, such as debt bondage, threats, or withholding of wages to force continued labor.

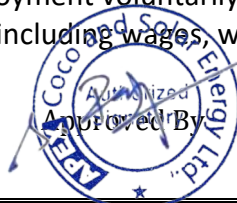
#### 4.2 Prohibition of Bonded Labor

1. Bonded labor, where workers are forced to work to repay a debt or other obligation, is strictly prohibited.
2. The company will not accept any arrangement whereby workers are indebted to their employer or any third party.

#### 4.3 Recruitment and Employment

1. All workers must enter into employment voluntarily, with clear and written contracts that detail the terms of employment, including wages, working hours, and benefits.

  
Prepared By





2. Workers must have the freedom to terminate their employment with reasonable notice as per applicable labor laws.
3. Any recruitment or employment fees charged to workers must comply with applicable regulations and be clearly communicated to workers in advance.

#### 4.4 Protection of Migrant Workers

1. The company ensures that migrant workers are not subjected to exploitative practices or forced labor.
2. Any recruitment of migrant workers must be transparent, and workers must have access to their passports and work permits.
3. Fees related to recruitment or employment must be borne by the company and not the workers.

### 5. Responsibilities

#### 5.1 Management

- Ensure compliance with national and international labor laws that prohibit forced and bonded labor.
- Regularly monitor and audit recruitment practices and working conditions to detect any signs of forced or bonded labor.
- Ensure that all management and supervisory personnel are trained in the principles of this policy and its enforcement.

#### 5.2 HR and Compliance Officers

- Oversee the recruitment process to ensure no forced or bonded labor is involved.
- Regularly review contracts, employee records, and working conditions for compliance.
- Investigate any reports of forced or bonded labor and take corrective actions as necessary.

#### 5.3 Employees and Contractors

- Report any instances of forced or bonded labor through the company's confidential reporting system.
- Cooperate with audits and investigations aimed at eliminating forced or bonded labor.

### 6. Reporting Mechanism

1. Employees, contractors, or third parties who suspect or become aware of forced or bonded labor practices should immediately report the issue through the following channels:
  - **Email**
  - **Whistleblower System**

  
Prepared By





2. The company will promptly investigate any reports of forced or bonded labor, ensuring that all investigations are handled confidentially and without retaliation.

**7. Training and Awareness**

1. The company will provide training to all employees, particularly HR and supervisory staff, on recognizing and preventing forced and bonded labor.
2. Training will include information on workers’ rights, identifying unethical recruitment practices, and the appropriate steps to take if forced or bonded labor is suspected.

**8. Monitoring and Auditing**

1. The company will conduct regular internal audits to ensure adherence to this policy and prevent forced or bonded labor.
2. External audits will also be conducted as necessary, especially for suppliers and contractors, to verify that forced or bonded labor is not part of their operations.

**9. Disciplinary Actions**

1. Any employee, contractor, or supplier found to be involved in forced or bonded labor practices will face immediate disciplinary action, which may include termination of employment or contract and reporting to legal authorities.
2. Retaliation against individuals who report forced or bonded labor is strictly prohibited and will result in disciplinary action.

**10. Compliance with Laws and Regulations**

This policy is designed to comply with all relevant national laws and international conventions regarding forced and bonded labour, including the International Labour Organization (ILO) conventions and the United Nations Universal Declaration of Human Rights.

**11. Policy Review**

This policy will be reviewed annually or more frequently as necessary, to ensure it remains aligned with legal requirements and best practices. Any updates or revisions will be communicated to all employees and stakeholders.

  
Prepared By

  
Approved By