

	<b>Habib Sugar Mills Limited</b> Nawabshah - Pakistan	Document #	SOP-0423
		Revision #	00
	<b>HUMAN &amp; LABOR RIGHT POLICY</b>	Effective	13-03-2022
		Circulation	00
		Page	1 of 3

The company strives to provide human and labor rights to its employees, contractors, growers, suppliers, customers, visitors and stakeholders. The company weighs its relationship with employees, contractors, suppliers, customers, visitors and stakeholders of great value and the key to company's success. The company makes strong commitment to develop and maintain high standards that deliver a fair, respectable and safe workplace in its facilities.

## 1. PURPOSE

The purpose of this policy is to define all the human and labor rights' standards to all employees, contractors, growers, suppliers, customers, stakeholders and visitors in activities and operations of plant and agriculture fields of the company.

## 2. SCOPE

This policy is applicable to all the activities, departments and concerns of the company with respect to plant and agriculture fields.

## 3. PROCEDURE

### 1. NON-DISCRIMINATION

1.1. The company does not tolerate any form of discrimination against our employees based on race, color, gender, language, religion, political or other opinion, caste, national or social origin, property, birth, union affiliation, age, disability, or other distinguishing characteristics.

1.2. Any employment-related decisions, from hiring to discontinuation of service and retirement, are solely based on lawful, non-discriminatory criteria.

### 2. FORCED LABOR

2.1. The company does not allow any form of forced labor including bonded labor, indentured labor and slave labor, or human trafficking. Workers are allowed to move around freely and leave their place of work when their working hours end. If employee wants to leave the job or do something else, he will submit his resignation at least one month before leaving or as per nature and terms of employment.

### 3. CHILD LABOR

3.1. The company does not allow the hiring of child labor under any circumstances before the age of 18 years, the minimum age for full-time employment must be 18 years or the legal minimum age for employment under applicable law, whichever is higher. Where the applicable local minimum working age is 14 in accordance with exceptions for developing countries, this lower age will apply. The company does not hire employees under the age of 18 for positions requiring hazardous work that could risk to health, safety and environment.

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		Circulation	00
		Page	2 of 3

#### 4. FREEDOM OF UNIONISATION AND COLLECTIVE BARGAINING

4.1. The company respects employees' rights to form, join or not join a labor union, and to bargain collectively in support of their mutual interests without fear of punitive actions such as intimidation, harassment or termination of employment.

#### 5. HARASSMENT

5.1. Company protects workers from any acts of physical, verbal, sexual or psychological harassment, bullying, abuse or threats in the workplace by their fellow employees, contractors, suppliers, customers and visitors.

#### 6. WORKING HOURS, BENEFITS AND WAGES

6.1. The company adheres to the applicable laws and industry standards, relating to minimum wages, working hours, overtime and benefits.

6.2. Local government rules are followed to ensure adherence of working hours.

6.3. Wages for overtime must be paid in legal tender on a regular basis, wage deductions as a disciplinary measure must not be permitted unless provided for by national law, and employees are entitled to at least one day off in seven days, and must be given reasonable breaks while working and sufficient rest periods between shifts.

6.4. The company is committed for continuously developing employees' skills and capabilities, and to provide opportunities for career advancements.

6.5. The company develops a retrenchment plan prior to collective dismissals in line with national and local laws, local legal procedures and collective agreements, involving, where possible, the consultation of worker's organizations and, if applicable, governmental bodies as well.

#### 7. LEAVE

7.1. The company ensures that all employees have the right to avail medical, annual and casual leaves. Employees who take such leave will not face any dismissal.

#### 8. EMPLOYEE CONTRACTS

8.1. Employment/Service card is made in respect of all employees of Habib Sugar Mills Limited.



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		Circulation	00
		Page	3 of 3

## 5. ROLES AND RESPONSIBILITIES

5.1. The C.E.O is authorized for policy approval.

5.2. The Admin, H.R. and policy committee ensures the communication and implementation of the policy.

5.3. The Admin, H.R. and policy committee drives the communication and implementation of the policy, provides specific advice on labor and human rights issues and dilemmas, and ensures that labor and human rights issues are identified and addressed accordingly. Audits, reviews, measures and reports on labor and human rights performance are conducted, documented and implemented.

5.4. Policy committee HODs are encouraged in participation for ensuring that this policy and related standards are communicated, implemented and adhered that all relevant employees, contractors, growers, suppliers, customers, stakeholders and visitors are made aware of the policy and its requirements. The company ensures local compliance with the policy including adequate control measures to eliminate or reduce risks to express behaviors in breach with the policy.

5.5. The management Directors and HODs encourage, advises on policy content for review and update every three years as and when required and ensure communication of policy efforts to external stakeholders i.e., Government bodies, customers, suppliers, contractors and visitors.

5.6. Management, employees, contractors, growers, suppliers, customers, stakeholders and visitors of the company must comply with the policy and take responsibility for ensuring that all initiatives are developed in line with the policy.

  
 Prepared by  
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