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Social Compliance Policy

Definition:

- Social compliance policy is the way of evaluating wages and benefits, labour rights, and preventing discrimination against gender or vulnerable groups, health, and safety incidents, and harassment & related issues.

Objective:

- Working with dedication and innovation, with total focus on our customer.
- Integrity, honesty, and sincerity by following ethical and moral standards.
- Promoting a work culture that provides individual growth, team spirit and creativity to overcome challenges and attain goals.
- Achieving growth along with our customers, staff, and suppliers.

Scope Of Application:

- All prospective and current employees of the company are subjected to this policy.

Procedure:

- **Compliance with Laws and Workplace Regulations:** To continuously monitor laws and regulations, customer codes and voluntary management System Standards and to act accordingly.
- **Preventing Forced Labour:** Not to employ any worker that bonded by contract, by force or without consent.
- **Preventing Child Labour:** Not to employ any worker underage the of 16 and respecting laws related to child labour & young labour.
- **Preventing Harassment and Abuse:** Not to implement any corporal punishments, not to let verbal, physical or psychological coercion or harassment of any kind.
- **Compensations and Benefits:** To respect normal or overtime working wages and social benefits described in laws, regulations or in collective bargaining agreements.
- **Working Hours:** To comply with local laws and regulations controlling working hours and seek consensus of the worker for overtime.
- **Discrimination:** To employ workers based on the skills required to perform the job not according to their race, color, language, religion, ethnical background, pregnancy, marital status, or gender and refer to same criteria for compensation & benefits and promotions.
- **Occupational Health and Safety:** To adopt a proactive approach based on risk analysis, to ensure that all employees are actively participating as implementation of health and safety procedures and to adopt a work system that gives priority to the general health of employees.
- **Freedom of Association:** To respect the right of representing employees.
- **Protect the Environment:** To reduce pollution at source and to prevent environmental pollution based on environmental aspect & impact analysis.
- **Customer Compliance:** To respect all local and international customer laws and to adopt programs that will ensure these laws are respected and prevent any illegal materials from being transported.
- **Security:** To ensure that no materials (drugs, explosives, biological substances, or illegal goods) that may violate security are included in transboundary shipments.
- **Management System:** To implement, maintain and continually improve the Social Compliance, Health and Safety and Environmental Management Activities under the framework of "Social Responsibility Management System"

Approval: Mr. Farhan Ifram

Signature:

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Non-Compliance Procedure

Purpose:

- The purpose of the non-compliance, corrective, & preventive action procedure is to reduce and eliminate the causes of actual and/or potential non-conformities with the compliance management system, which will in turn improve performance.

Scope Of Application:

- All prospective and current employees of the company are subjected to this policy.

Responsibilities:

- Compliance Team
- Department's managers

Abbreviations:

- CAP:** Corrective Action Plan
- CAR:** Corrective Action Request
- PAR:** Preventive Action Request

Procedure:

- The Compliance Managers keeps records of the non-conformities which may include:
 - Internal Audit (CAR/PAR).
 - External Audit / Customer Audit
 - Any customer complaints.
 - Non-conformities cases from operation issues.
- When non-compliance occurs as a result of the previous cases, the compliance manager creates a CAP and shares it with concerned departments.
- The concerning department's manager decides and implements immediate corrective actions and records the problem and its corrective action.
- The Departments Managers report the corrective action taken to the compliance team and suggest preventive action if needed.
- Where the corrective action and preventive action identify new or changed hazards or the need for new or changed controls, the proposed actions shall be taken through a risk assessment prior to implementation.
- Any corrective or preventive action taken to eliminate the causes of actual and potential non-compliance(ies) shall be appropriate to the magnitude of the problems and commensurate with the risk encountered.
- The compliance manager analyses the submitted non-compliance with the responsible parties and may decide further corrective and preventive action; if necessary, he also monitors the implementation and effectiveness of the corrective action.
- Corrective and preventive action records relating to compliance and their implementations are to be submitted for management review.
- The compliance manager also determines the steps needed to deal with any problems requiring preventive action.

Compliance:

- Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

Review:

- This policy will be reviewed annually to ensure that it is effective and up to date.

Approval: Mr. Farhan Ifram

Signature: