

## LABOUR MANAGEMENT POLICY

**A management system** is the set of interdependent policies, processes, and procedures that the company uses to achieve its business objectives which include social responsibility. A systems approach is 'self-correcting.' It will enable to make sure that all requirements are being consistently met.

Lalan Rubbers (Pvt) Ltd is committed to;

- Assign a management representative to handle worker related issues, communicate all policies among managers, supervisors & workers.
- Implementing ETI Base Code including;
  - a) Employment is freely chosen.
  - b) Freedom of association and collective bargaining.
  - c) Working conditions are safe and hygienic.
  - d) Child labour shall not be used.
  - e) Living wages are paid. Working hours are not excessive.
  - f) No discrimination is practiced.
  - g) Regular employment is provided.
  - h) No harsh or inhumane treatment is allowed.
- Adhering to all customer requirements, including customer-specific codes of conduct.
- Regulatory compliance.
- Continual improvement in social responsibility performance.

This policy along with the policies related to ETI Base Code and other policies should communicate with all managers, supervisors and workers making sure that all managers and employees of the company have clearly defined roles and responsibilities for carrying out the labour policy. Meeting should conduct regularly with managers and supervisors responsible for recruitment, selection and hiring, and other human resources functions to oversee the implementation of the policies and procedures. To be perform an annual review of the management system to make sure it is effective and achieving the objectives and to make any required adjustments. Head of Human Resources has the overall responsibility for this policy.

Signature (CEO):.....

Date: 19.06.2018